

Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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REGIONAL MEMORANDUM
178.2018

Date: JUN 08 2018

Guidelines in the collection of PTA contributions

To: Schools Division Superintendents
School Heads (Elementary and High School)
Parents Teachers Associations (PTAs)
Division PTA Affairs Committee
All Others Concerned

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1. In December 2017, this Office issued Regional Memorandum No. 400, s. 2017 to address complaints of parents on collection of voluntary fees, contributions and donations by the PTA, and to reiterate the role of the PTA Affairs Committee in monitoring PTA programs and projects. Despite that, this Office is still receiving the same complaints thus, there is a need to repeat the conditions on the collection of PTA contributions, and to highlight the responsibility and accountability of the School Head, on said issue;
2. The Department is aware of the need of an organization for adequate funds to sustain its operations, thus, duly recognized PTAs are allowed to collect **voluntary** financial contributions from its members, and outside sources to enable it to fund and sustain its operation and implement its programs and projects. Such programs and projects should be exclusively for the benefit of the students and the school where it operates, and shall be in line with the School Improvement Plan (SIP). Still, such contributions should not cause undue financial burden to parents who are already struggling to send their children to school.
3. Accordingly, the following are the conditions on the collection of PTA contributions:
 - i. The collection of fees and contribution shall start in August, after the presentation of the Report on the Utilization of the Previous School Year's Collection, and the Proposed Budget with Program of Activities, to the General Assembly and the School Head/Principal;
 - ii. The contributions should be in a **reasonable amount** agreed upon by majority members of the PTA during the General Assembly, and shall be concurred in by the School Head/Principal.
 - The concurrence of the School Head/Principal on the amount of voluntary school contributions shall not be interpreted to mean that the contributions are mandatory.
 - In determining the reasonable amount, the capacity to contribute by per parent basis should be taken into consideration.
 - Parents who are beneficiaries of the *Pantawid Pamilya Program* (4Ps) may be exempted from cash contributions.




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- iii. The contributions to the PTA shall be on a per member basis, regardless of the number of children that the member has enrolled in the school;
 - iv. The contributions shall be collected by the PTA Treasurer on a per parent-member basis regardless of the number of their children in school;
 - v. **The School Head shall ensure that there is no collection during enrollment period and examination periods;**
 - vi. Non-payment of the contributions by the parent-member shall not be a basis for non-admission or non-issuance of clearance(s) to the child by the school concerned;
 - vii. **The School Head shall ensure that no teacher or any school personnel shall be involved in such collection activities;**
 - viii. **The School Head shall ensure that no collection is made from the students;**
 - ix. The School Head shall ensure that no pupil/student is affected in any way if their parent refuses or cannot give the PTA contribution;
 - x. The payment of PTA contributions may be collected in a staggered basis, and can be scheduled all thru out the School Year.
4. No PTA project shall be implemented without the following:
- a. PTA Board Resolution confirmed by the School Head with supporting Minutes of the Meeting of the General Assembly.
 - b. Submission of a copy of the PTA Resolution with Minutes to the PTA Affairs Committee within fifteen (15) days from its confirmation. The submission of the PTA Resolution to the Division Office is the obligation of the PTA itself.
5. All PTA activities within the school premises or which involve the school, its personnel or students shall be with prior consultation and approval of the School Head.
6. The PTA Affairs Committee shall collect and preserve a copy of all the PTA resolutions and its attachments submitted for information, recording, monitoring, and intervention if necessary.
7. Violation of this policy and all policies related to collection shall be dealt with in accordance to DepEd Order No. 49, s. 2006 (*Revised Rules of Procedure of the Department of Education in Administrative Cases*)

For information and strict compliance.


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