

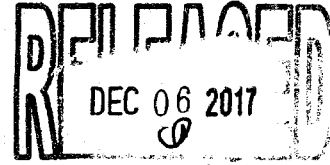


Regional Memorandum

No. 400-2017

December 1, 2017

TO: **Schools Division Superintendents  
Division PTA Affairs Committee**



**Reiteration of Relevant Policies on PTA Matters and Concerns; and  
Submission of Annual Report by the Division PTA Affairs Committee**

1. The Department of Education issued D.M. No. 143, s. 2016 (*Reiteration of the no collection policy from the Parents-Teachers Association*) to minimize, if not eliminate financial constraints among parents. However, it observed that there were still complaints from parents due to collection of voluntary fees, contributions and donations which some parents considered as financial burden because some PTAs and schools made the voluntary fees and contributions mandatory or obligatory.
2. This Office received complaints and reports on non-compliance of the "No Collection Policy" by of some school heads in this Region.
3. Pursuant to D.O. 54, s. 2009 (*Revised Guidelines Governing PTAs at the School Level*), the Division Office shall make sure that the Division PTA Affairs Committee is duly organized and is functional to perform its duties and responsibilities to monitor the activities of the PTAs and the schools for their compliance, arbitrate disputes and settle matters relative to PTA affairs. Among its salient provisions include the following, to wit:

3. 1. The Division PTA Affairs Committee shall monitor the following:

- a. Issuance of Certificate of Recognition of all duly organized PTAs by the school heads. The recognition gives the PTA privileges to collect voluntary contributions subject to pertinent issuances of the Department;
- b. No fees shall be collected from school children from Kindergarten to Grade 4 anytime during the school year. No collection of fees shall be made for Grade 5 to High School from June to July, and starting August until the end of the school year, the following membership fees and contributions may be collected on a **VOLUNTARY** basis:

Membership fee/contribution	Amount per learner	Reference
Boy Scout of the Phil (BSP)	P 50.00	DM 513, s. 2009
Girls Scout of the Phil. (GSP)	P 50.00	DM 235, s. 2009
Philippine Red Cross (PRC)	P 50.00	DO 66, s. 2012
Anti-TB Fund Drive	P 5.00	DO 32, s.2001
Parents-Teachers Association (PTA)	Reasonable amount to be determined by the PTA General Assembly	DO 54, s. 2009
School Publication	P 60.00	DO 19, s. 2008
Pupil/Student Organizations	Based on existing school policies	DO 48, s. 2009

- c. In no case shall non-payment of voluntary school contributions or membership fees shall be made as a basis for admission, non-promotion, or non-issuance of clearance to a student by the school concerned.
- d. The PTA may collect **voluntary** contributions only after presenting to their members and to the school head a report of the utilization of the previous school

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Legal Unit 423-2214


Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
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- year funds. The amount of contribution should be agreed upon during the general assembly and shall be concurred by the school head. **The PTA and the school should refrain from setting exorbitant amount especially during graduation, extra-curricular activities as well as in-kind contributions.**
- e. The PTA should maintain a bank account to manage its collection and budget. **In no case shall any collection, safekeeping and disbursement of voluntary fees or contributions is to be delegated to any school personnel.**
  - f. The PTA activities, programs and projects shall be in line with the School Improvement Plan (SIP) with prior consultation and approval of the school head subject to the following conditions:
    - f.1. If the collection of the school publication fee, SSG fee and other club membership fees is coursed through the PTA, the amount shall be remitted to the concerned office or organization immediately. *Non-compliance is a ground for cancellation of the certificate of recognition of the PTA;*
    - f.2. All disbursement of funds shall be in accordance with generally accepted accounting and auditing rules and accompanied by appropriate resolutions indicating the purpose;
    - f.3. The PTA shall also submit to the school head not later than November 30, a mid-year financial statement report, and not later than April 15, a school year-end report, audited and signed by the PTA audit committee. *Failure to submit such report is a ground for the cancellation of the recognition.*
- 3.2. The PTAs' Constitution and by-laws as well as other PTA policies shall be limited to activities, programs and projects allowed under D.O. 54, s. 2009 and other pertinent rules of the Department subject to the following **prohibited activities**:
    - a. Interfering in the academic and administrative management and operations of the school;
    - b. Operating canteen/store within the school premises or being a concessionaire directly or indirectly;
    - c. Collecting honoraria, salary or compensation by its Officers;
    - d. Call upon students and teachers for purpose of investigation or disciplinary action because such matters are to be addressed by the Department;
  - 3.3. **The recognition of any PTA shall be cancelled by the Division PTA Affairs Committee upon the recommendation of the school head for any violations and prohibited acts abovementioned.** Thereafter, the school head may call for a special election to replace the Board of Directors of the PTA whose recognition was cancelled.
  - 3.4. **The Division PTA Affairs Committee shall submit its annual report not later than April 30 of each school year to this Office for monitoring, evaluation and assessment and for policy recommendation.**
4. For STRICT COMPLIANCE.

  
**MAY B. ECLAR, Ph.D., CESO V**  
 Officer-In-Charge  
 Office of the Regional Director

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Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
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