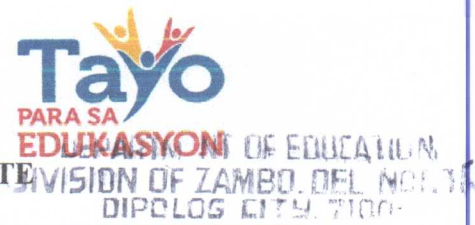




Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100



Division Memorandum

No. 179, s. 2016

RELEASED

TO :

- Public Schools District Supervisors
- Public School Heads and Principals
- Public Elementary and Secondary School Teachers
- PTA Officials, Board of Directors and Members
- All Others Concerned

BY: _____ 26 MAY 2016

NAME / SIGNATURE

FROM :

- NATIVIDAD P. BAYUBAY, CESO VI**
- Officer-In-Charge
- Office of the Schools Division Superintendent

SUBJECT : **The Implementing Guidelines Governing Parents-Teachers Association (PTA)**

DATE : 12 May 2016

In its sincerest intention to strengthen linkage and partnership with the Parents-Teachers Associations (PTA) as foremost stakeholder in development of every elementary and secondary school across the schools division, this Office hereby provides the following policy guidelines for the guidance of all concerned:

1. That primarily PTA is organized to provide an avenue for coordination with the members of the community, discussion of relevant issues and concerns, and necessary support to the school for the promotion of common interest;
2. That as an organization operating in the school, PTA shall adhere to all existing policies and implementing issued by the Department of Education;
3. That within (fifteen) 15 days from the start of the school year, the Homeroom Adviser and the Parents/Guardians shall organize the Homeroom PTA with the approval of the School Head/Principal;
4. That the presidents of the Homeroom PTA and their respective Homeroom Advisers shall elect the fifteen (15) Board of Directors within thirty (30) days from the start of the school year which shall likewise elect the Executive Officers namely: President, Vice-President, Secretary, Treasurer and Auditor;
5. That the General Assembly of the PTA shall be composed of all parents of enrolled students of the school, Board of Directors and Officers of the PTA, School Head/Principal, Homeroom Advisers, Subject Teacher, and Non-Teaching Personnel;
6. That the General Assembly shall be convened by the Board of Directors. The General Assembly shall be convened as may be necessary but in no case less than twice a year. It shall serve as a venue for presentation of the PTA's programs, projects, financial statements, reports and other matters.
7. That the General Assembly may invite or consult with other members of the community such as the local government officials and civic organizations to solicit their support or active participation in school activities;
8. That the PTA may or may not be incorporated with the Securities and Exchange Commission. The Certificate of Recognition issued by the School Head/Principal to the Board of Directors shall be the operative act to recognize the PTA;

9. That for representation in the Local School Board and other purposes, the schools' PTA within a municipality, city or province shall federate and elect the officers. The president-elect will then sit as representative to the Local School Board;
10. That the PTA is authorized to collect VOLUNTARY and REASONABLE (amount of) contributions from parents/guardian-members however, subject to pertinent issuances of DepEd and/or the local government unit concerned;
11. That contributions shall be collected by the PTA Treasurer on a per parent-member regardless of the number of their children in school and shall issue official/acknowledgement receipts;
12. That no collection shall be done during the enrolment period and that no teacher or any school personnel shall be involved in the collection activities;
13. That 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;
14. That the PTA may use available space within the school premises as its office or headquarters, provided that the cost on electricity, water and other utilities shall be charged to the account of the PTA;
15. That the PTA is authorized to undertake fund-raising activities to support the school's academic and co-curricular programs, projects and activities subject to pertinent DepEd guidelines;
16. That the PTA can represent for itself in the School Governing Council, in the school's inspection and acceptance committee and as observer in the school's procurement activities subject to the provisions of R.A. No. 9184;
17. That all collections of contributions or proceeds of fundraising activities shall be deposited in a reputable banking institution. In no case shall any school official/personnel be entrusted with the safekeeping and disbursement of collections. All disbursement of funds shall be in accordance with generally accepted accounting and auditing rules and regulations;
18. That for purposes of transparency and accountability, an Annual Financial Statement shall be submitted to the School Head jointly signed by the President, Treasurer and Auditor not later than (thirty) 30 days after the last day of classes;

That a Mid-Year Financial Statement Report shall likewise be submitted to the School Head duly audited and signed by the members of the PTA Audit Committee not later than November 30 of each school year;
19. That the PTA shall never interfere in the academic and administrative management and operations of the school, and of the DepEd, in general, and shall likewise never operate a canteen, school supplies store, and/or being a concessionaire thereof inside the school or nearby premises, or offering these services to the school as client directly or indirectly;
20. That 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/Principal; and
21. That Division PTA Affairs Committee with the Schools Division Superintendent as Chairperson shall have the authority to monitor the activities of the PTAs and their compliance in reference with DepEd existing policies and guidelines.
22. For widest dissemination.