



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

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLONG CITY 7100


RELEASED

Division Memorandum

No. *0346* s. 2016

BY: _____ DATE: 21 JAN 2016
NAME / SIGNATURE

TO : Assistant Schools Division Superintendent
Public Schools District Supervisor
Public Elementary and Secondary School Heads
Parents-Teachers Association/Federation Presidents
All Others Concerned

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

SUBJECT : **Guidelines Governing Affairs of the Parents-Teachers Associations (PTAs)**

DATE : January 21, 2016

1. To ensure proper coordination and monitoring of Parents-Teachers Association (PTA) activities, programs and projects at the school, district and division levels, all the concerned are hereby directed to seek prior approval and/or clearance from this authority on every single activity/program/project sponsored and/or initiated by PTA which may or may not require contribution either in cash or in kind from the pupils, students and parents.
2. Likewise, for the purpose of transparency and accountability, this office hereby required submission of Financial Statement Report beginning June 2015 to January 2016 and the Annual Plan and Budget SY 2015-2016 of the Parents-Teachers Association on February 10, 2016 to the Social Mobilization and Networking Unit, PTA Focal Unit. The Annual Plan and Budget must indicate the status of the implementation of the activity/program/project.
3. Moreover, may you be reminded of DepEd Order No. 54 s. 2009 *Revised Guidelines Governing Parents-Teachers Associations (PTAs) at the School Level* which provides general policy guidelines on all affairs of the PTA.
4. For strict compliance and immediate dissemination.