



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **006** , s. 2020

PTA-INITIATED FUND-RAISING ACTIVITIES

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Supervisors/Coordinators
SEPS and EPS 2
PSDSs/OICs
All Others Concerned

1. In line with the strict implementation of DepEd Order No. 54, s. 2009, otherwise known as the “Revised Guidelines Governing Parents Teachers Association (PTAs) at the School Level” and DepEd Order No. 41, s. 2011, as amended by DepEd Order No. 66, s. 2012 establishing “No Collection Policy”.
2. This Office in reiteration to its previous Memorandum issued, directs all schools to immediately stop fund raising activities which does not comply with guidelines set forth in DO 54, s. 2009 and other pertinent rules and regulations.
3. Mandatory steps to validity is hereto attached as a guide for the conduct of fundraising activities.
4. Immediate and wide dissemination of this Memorandum is enjoined.


MARILYN S. ANDALES, Ed.D., CESO V
Office of the Schools Division Superintendent

SDS/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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**POINTS OF REMINDER
FUNDRAISING ACTIVITIES**

Fundraising Activity Steps to Validity:

- | | |
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| 1. Recognition of the School Head | - Granted by the Principal after valid liquidation. (financial report with receipts – DO 54 s 2009) |
| 2. Bank Account of the Recognized PTA | - Transparency requirement as per DO 54 s 2009. (No Cash Advances without valid resolution) |
| 3. PTA Resolution | - Should contain the following:
a. Activity is PTA initiated
b. Specific Project for which the fundraising is made. (in line with SIP/AIP) |
| 4. Formal Communication to the Principal | - Seeking approval of the said activity, i.e., use of school facilities, non-inclusion of children in the activity, no disruption of classes, etc. – RA 9155) |
| 5. Principal's Approval | - issued by the principal for the use of the school facilities, upon careful examination that the Memorandum does not violate any DepEd Rules and Regulations or any other law – RA 9155 |
| 6. Liquidation Report | - Transparency requirement for the strict implementation of the project as stipulated in the Resolution for which the fundraising was made. – DO 54 s 2009 |

(All Documents shall be submitted to the PTA Affairs Committee within ten (10) days from the culmination of the fundraising activity – Chapter VII, No. 2, Par 1, DO 54, 2 2009)

Note:

1. Fund raising activities shall be initiated only by the Division-Federated PTA/Grade Level – Federated PTA/GPTA/HRPTA.
2. The PTA is prohibited to use the Official school letterhead in their communications.
3. Teachers, as well as school personnel shall not directly or indirectly handle anything of monetary value nor shall they have any financial interest in the course of the activity.



4. No child shall be included in the said activity.
5. The resolution for the said activity should specify the projects for which the fund-raising is to be made for.
6. Strict compliance of Department of Education established rules and regulations specifically the Time on task Policy, No Collection Policy and Department Order No. 54 series of 2009.
7. Annual implementation plan should be referred in identifying federated and GPTA projects.
8. Materials used in the activities and projects of the fundraising activities shall be donated to the school through the school principal and thus becomes school property.
9. To attain full transparency not only in this activity but also for all the undertakings of the said PTA.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of letters, possibly 'J' and 'M'.