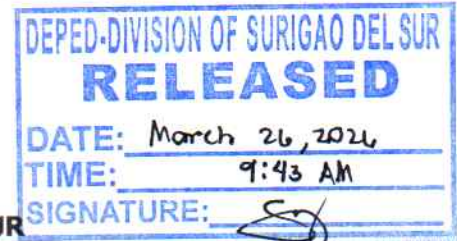




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



DIVISION MEMORANDUM  
No. 110, s. 2026

To : PSDS/DICs  
All School Heads (Elementary and Secondary)  
This Division

**TRANSPARENCY REPORTING OF PTA FUND COLLECTION AND  
UTILIZATION SY 2025-2026**

1. In accordance with DepEd Order No. 33, s. 2018, entitled "*Guidelines on the Conduct of Parent-Teacher Associations (PTAs) in Public Elementary and Secondary Schools*", all schools are required to document PTA activities, including fund collection and utilization. This Order provides guidelines for proper fund management, accountability, and transparency, and mandates that PTA Officers (President, Treasurer, Auditor) and the School Head prepare and certify financial reports.
2. Furthermore, pursuant to DepEd Order No. 11, s. 2015, entitled "*Guidelines on the Establishment and Management of School Funds*", schools are required to maintain accurate accounting records for all school-based funds, including PTA contributions, fund-raising activities, and donations, and ensure that such funds are used solely for approved purposes that promote the welfare of our learners.
3. In line with the foregoing regulations, all schools (Elementary and Secondary) per district are hereby enjoined to submit a Summary of PTA Fund Collection and Utilization Report for School Year 2025-2026.
4. PSDS/DICs are tasked to review the accuracy and proper utilization of the funds collected, confirming their verification through a note on the report. Once reviewed, the PSDS shall transmit the duly signed document.
5. Attached herewith is the template to be used in the preparation and submission of the said report.
6. All signed documents must be submitted in both soft and hard copies. The soft copy, in JPG format, should be uploaded to Google Drive via this link: <https://tinyurl.com/3php4wz3> on April 8, 2026. The hard copy shall be submitted to the Division Office through the SocMob Unit, represented by Mr. M. Cleben V. Lozada, SEPS, or Mr. Melchor O. Catcha, EPS 2.



**Address:** Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

**Telefax No.** (086) 211-3225

**Email Address:** [surigaodelsur.division@deped.gov.ph](mailto:surigaodelsur.division@deped.gov.ph)

**Website:** [depedsurigaodelsur.com](http://depedsurigaodelsur.com)



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7. Immediate and wide dissemination of this memorandum is directed to ensure full compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: Template on Summary of PTA Fund Collection and Utilization Report  
To be indicated in the Perpetual Index

Under the following subjects:

PTA FUND REPORT STAKEHOLDERS  
SGOD/MCVL  
03/6/2026



**Address:** Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

**Telefax No.** (086) 211-3225

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**Website:** [depedsurigaodetsur.com](http://depedsurigaodetsur.com)

Name of school: \_\_\_\_\_

District: \_\_\_\_\_

**Summary of PTA Fund Collections**

Date	Source of Collection	Amount Collected	Remarks
	PTA Contribution		
	Fund Raising Activity/Activities		
	Donations		
	Other Sources		
<b>TOTAL COLLECTIONS</b>		<b>P</b>	

**Summary of PTA Fund Utilization / Expenses**

Date	Particulars / Purpose	Amount (P)	Remarks
	School Improvement Support		
	Student Activities		
	Minor Repairs / Maintenance		
	Learning Materials Support		
	Other Approved Expenses		
<b>TOTAL EXPENSES</b>		<b>P</b>	

**Statement of PTA Fund Balance**

Description	Amount (P)	Remarks (Where the Balance is safekept)
Total Collections		
Less: Total Expenses		
<b>Remaining Balance</b>		

**Breakdown of Utilized Funds by Program**

Program / Activity	Amount Utilized (P)	Date Implemented	Remarks
Brigada Eskwela Support			
School Programs/Activities			
Minor School Repairs			
Learning Resources Support			
Other PTA-approved Activities			

**Certification**

We hereby certify that the above statement of **PTA Fund Collections and Utilization for School Year 2025-2026** is true and correct based on the financial records of the Parent-Teacher Association

**Prepared by:**

**Certified True and Correct:**

**Certified True and Correct:**

PTA Treasurer

PTA President

School Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Audited by:**

**Noted by:**

PTA Auditor

PSDS/DICS

Date: \_\_\_\_\_

Date: \_\_\_\_\_