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REPUBLIC OF THE PHILIPPINES
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DepEd ORDER
No. 23 s. 2003

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REVISED GUIDELINES GOVERNING PTAs/PTCAs AT THE SCHOOL LEVEL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. Consistent with the provision of Article 77 of Presidential Decree No. 603 as reiterated in Section 77 of Batas Pambasa Blg. 232 otherwise known as the Education Act of 1982, the Department of Education hereby issues the revised guidelines (copy enclosed) on PTAs/PTCAs to make these associations more responsive to the demands of the present times.
2. The guidelines shall serve as the primary and guiding parameters in the conduct of all PTAs/PTCAs school based activities.
3. The regional offices shall keep a registry of PTAs/PTCAs accredited/recognized by the school principals and submit a consolidated list to the Office of the Undersecretary for Regional Operations (Attn.: Employees Welfare and Benefits Division) not later than two months after the opening of every school year.
4. All previous memoranda, orders, circulars, and/or guidelines inconsistent with this Order are deemed amended and superseded.
5. Immediate dissemination of and compliance with this Order is directed.


EDILBERTO C. DE JESUS
Secretary

Encl.: As stated

References:

DepEd Order No. 44, s. 2002; DECS Orders Nos. 113, s. 1999;
and 98, s. 1998

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE STUDENTS
OFFICIALS TEACHERS

File: DO Revised guide.....
Adams/JBM

(Inclosure 1 to DepEd Order No. 29 s. 2002)

REVISED GUIDELINES GOVERNING PTAs/PTCAs AT THE SCHOOL LEVEL

I. General Policy

1. The organization of PTAs and PTCAs in all public elementary and secondary schools under the Department of Education shall be strongly encouraged and supported to ensure the interest and welfare of the pupils/students.
2. The PTAs/PTCAs are aggrupations of persons bounded by the noble principle of volunteerism. As such, they are considered as Private Voluntary Organizations. Inasmuch as they play a vital role in mobilizing community support, PTAs/PTCAs are encouraged to incorporate with the Securities and Exchange Commission (SEC) in order to establish their juridical personality and to ensure accountability in every activity and transaction they are involved with.
3. Membership in PTAs/PTCAs is strictly voluntary.

II. Organization of PTAs/PTCAs at the School Level

1. Membership in a PTA is limited to parents (or guardians) of students/pupils enrolled and teachers in a given school. On the other hand, membership in a PTCA, being a larger organization, shall be open to parents, teachers and interested residents of the community, including local officials. Accordingly, it is suggested that the tenure of membership of these two (2) groups should not exceed four (4) consecutive years.
2. A PTA or a PTCA may be organized/established in a school by a majority vote of the members present constituting a quorum in a General Assembly meeting held for the purpose.

III. Corporate power, administration of affairs, management of business activities.

1. As a rule, the exercise of the corporate power, the administration of the affairs and management of the business activities of PTAs/PTCAs are vested with the Board of Directors and key officers in accordance with the provision of its constitutions and by-laws

In this regard, the PTAs/PTCAs are enjoined to adopt and incorporate in their respective constitutions and by-laws, matters pertaining to the power, functions and duties of their board of directors and key officers, their composition, manner and time of election, tenure of office, filling of vacancies, and ad-hoc committees to be created for purposes of uniformity and consistency;

- a. The Board of Directors who shall exercise the corporate powers of the association, conduct business and control its property shall be composed of not less than five (5) and not more than fifteen (15) members, who may be elected at large by the general assembly.
- b. The other key officers who shall oversee the day-to-day activities of the association shall be composed of the President, Vice-President, Secretary, Treasurer, Auditor, Business Manager or other equivalent positions. These officers may be elected by the Board of Directors from among themselves. The Board may allow a member to assume two (2) compatible positions.
- c. The tenure of office of the Board of Directors and key officers may be for one (1) year or two (2) years to coincide with the school year. It is suggested in this regard that in no case shall a PTA/PTAC officer serve more than two (2) consecutive terms in the same position.
- d. The election of the members of the Board of Directors shall be held annually or bi-annually, as the case may be, on a Saturday or Sunday of the fourth week after the opening of classes. Immediately after their election and qualification, the new Board of Directors may formally organize by electing the officers from among themselves, and thereafter, proceed with the turn-over of duties and responsibilities of the outgoing members to the new Board of Directors.
- e. In case of vacancy in the Board of Directors, as a result of expulsion or expiration of the term of a director, the vacancy may be filled by majority vote of the members of the PTAs/PTCA constituting a quorum at a special meeting called for the purpose. However, in case of vacancy other than expulsion or expiration of the term of the director, such vacancy may be filled by a majority vote of the Board of Directors present constituting a quorum.
- f. Among the suggested committees that will handle specific project activities of the PTAs/PTCAs are the following: a) committee on finance; b) committee on programs and projects; c) audit and supervisory committee; d) election committee; and e) grievance committee.

IV. Recognition of PTAs/PTCA

1. A PTA/PTCA shall submit documents to the school which shall serve as basis for the recognition/accreditation of the PTAs/PTCAs, to wit:
 - a. Duly approved/ratified constitutions and by-laws;
 - b. A certificate of registration with the Securities and Exchange Commission in case the PTAs/PTCA concerned has registered to the said agency; and
 - c. Roster of its officers and members.
2. For this purpose, the school principal concerned shall only recognize and accredit one (1) association, a PTA or a PTCA, as the case may be, that will operate in the school.
3. A PTA/PTCA duly accredited/recognized by the school principal may be authorized to collect membership dues and other voluntary contributions from parent-members.
4. A duly accredited/recognized PTA/PTCA shall be allowed the use of any available space within the school campus for its office or headquarters.
5. The Regional and Division Office concerned shall maintain a registry of PTAs/PTCAs accredited/recognized by the different schools in its jurisdiction.

V. Limitation on the membership of school officials and public school teachers

1. As a rule, a public school teacher may become a member of a PTA/PTCA duly accredited/recognized by the school provided that the number of the school personnel who are members of the PTA/PTCA shall not constitute more than 50% of the PTA/PTCA membership. Moreover, such membership in the PTA/PTCA shall be subject to the following condition.
 - a. He or she is a parent of a student/pupil enrolled in the school, and
 - b. As member of the PTA/PTCA he or she is prohibited from holding any key position in the association except as member of the board or secretary thereof.

VI. Financial Matters

1. Collection of Funds.

As a rule no collection shall be imposed upon students/pupils/parents in the schools, except those enumerated by law, namely: Boy Scout, Girl Scout and Red Cross contributions.

However, cognizant of the need of an organization for adequate funds to sustain its operations, duly accredited/recognized PTAs/PTCAs may be authorized to collect financial contribution from its members to enable it to fund and sustain its operation and for the implementation of its programs and projects for the benefit of the school in which it operates.

Such collection shall be made by the PTAs/PTCA subject to the following conditions:

- a. The membership and other dues of its members should be should be of a reasonable amount as determined by the Board of Directors.
- b. Such amount and the system of payment shall be approved by the members in a General Assembly called for the purpose.
- c. It shall be made on a voluntary basis. Non-payment of such contribution by the parent-member shall not be a basis for non-admission and non-issuance of clearance(s) of his/her child/children by the school concerned.
- d. It shall be collected only once every school year by the PTA/PTCA treasurer from parent-member regardless of the number of children he/she has in the school.
- e. No teacher or any school personnel shall be involved in such collection activities.
- f. The coercive power of the school shall not be used by the school officials/personnel as a tool to effect collection of such contribution(s).

Non-compliance or any violation of the aforementioned conditions shall cause the cancellation of the PTA's/PTCA's accreditation and/or the filing of appropriate charges, as the case may be.

2. Trust funds

All collections of dues and other voluntary contributions shall be treated as trust funds and shall be deposited in a reputable banking institution as determined by the PTA/PTCA Board. The association's Treasurer or duly authorized representative shall undertake such collections of membership dues and other voluntary contributions and shall issue official receipts thereof in support of such collection. In no case shall any school official be entrusted with the safekeeping and disbursement of collections made by the

PTA/PTCA. All disbursements out of said collections shall be made in accordance with generally accepted accounting and auditing rules and regulations.

3. Financial statement report.

An Annual Financial Statement shall be prepared by the PTA/PTCA Board, signed jointly by its President, Treasurer and Auditor. Such financial statement must be audited by an independent external auditor and shall be submitted to the General Assembly before the election of the PTA/PTCA Board of Directors, a copy thereof shall be furnished the school principal. Without such financial statement, the PTA/PTCA concerned shall not be allowed to collect any membership dues and other voluntary contributions from its members.

VII. Prohibited Activities and Sanctions

1. PTAs/PTCAs are prohibited from:

- a. Selling insurance, pre-need plans or similar schemes or programs to students/pupils and/or their parents
- b. Operating a canteen/school supplies store, or being a concessionaire thereof inside the school or nearby premises, or offer these services to the school as its client either directly or indirectly
- c. Engaging in any partisan political activity, specifically within the school premises; and
- d. Directly interfering in the academic and administrative management and operations of the school.

Similarly, school officials are prohibited from directly interfering in the internal affairs of the PTAs/PTCA.

In this regard, any school official found to be violating such prohibition shall be administratively charged.

2. The accreditation and recognition of any PTA/PTCA shall be cancelled by the Schools Division Superintendent upon the recommendation of the Principal concerned whenever the PTA/PTCA is engaged in any of the above-mentioned prohibited activities, and continuously engages in such activity notwithstanding the warning given by the aforesaid school officials.

The re-issuance of accreditation and recognition shall be made only upon the resignation of the erring member/members of the Board and the subsequent election of their successors.

Undue influence of any school official in the management, operations and internal affairs of a duly accredited/recognized PTAs/PTCA shall be considered as an offense of misconduct which will be dealt with administratively.

VIII. Repealing Clause

All existing memoranda, orders and others of similar nature which are inconsistent with this Order are hereby deemed repealed and superceded.

EDILBERTO C. DE JESUS
Secretary