




MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads and TICs
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **REMINDERS ON THE IMPLEMENTATION OF
NO COLLECTION POLICY**

DATE: July 21, 2016

To strengthen the compliance to "No Collection Policy" of the Department of Education, this Office reminds every school heads and teachers-in-charge to continuously adhere with the policy by doing the following:

1. Tickets of Boy Scout of the Philippines (BSP), Girl Scout of the Philippines (GSP), Red Cross Youth (RCY) and anti-TB must not be sold by teachers. Only PTA Officers can facilitate this.
2. Film showing must only be done within the school using DLP; thus tickets are not necessary.
3. Commercial class picture taking is prohibited. Class advisers or school paper advisers or ICT coordinators or volunteers can actually take class pictures (by taking turns), and imprint the logo and name of the school through photo editing. Schools must not initiate printing the class pictures for a fee. The soft copy may be shared to students.
4. Educational tour or field trip must be on voluntary basis and PTA officers will facilitate this activity following specific guidelines.
5. Test papers must be reproduced through MOOE or SEF.
6. Maximize the partnership opportunities through Adopt-A-School Program for specific school needs. Network with stakeholders by uploading school projects and initiatives.
7. Ensure Zero Collection among learners. Do not resort to collecting from learners to generate funds for school needs.

For your information, guidance and strict compliance.