



March 1, 2016

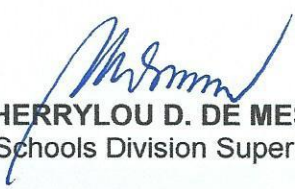
DIVISION MEMORANDUM

No. 022, s. 2016

SUBMISSION OF PARENT-TEACHER ASSOCIATION (PTA) ANNUAL FINANCIAL STATEMENT

TO: Assistant Schools Division Superintendent
 OIC- Assistant Schools Division Superintendent
 Education Program Supervisors
 Public School District Supervisors
 SEPS and EPS II, Social Mobilization and Networking
 Heads, Public Elementary and Secondary Schools
 Parent-Teacher Association Officers
 All Concerned

1. In consonance to DepEd Order no. 54, s. 2009, this Office is hereby requesting all schools to submit the following:
 - a. Photocopy of **PTA Certificate of Recognition** (please see Enclosure 2 of D.O. no. 54 s. 2009)
 - b. **Annual Financial Statement**
 As stated in Part VIII, number 3 of D.O. no. 54, s. 2009,
 - "The books of accounts and other financial records of the PTA shall be made available by the School Head and/or Division PTA Affairs Committee at any time."
 - "Annual Financial Statement jointly signed by the PTA President, Treasurer and Auditor shall be submitted to the School Head not later than thirty (30) days after the last day of classes."
 - "Failure to submit financial statement report shall be a ground for the cancellation of the recognition of the PTA by the Division PTA Affairs Committee upon the recommendation of the School Head."
2. Softcopy of said documents must be e-mailed to depedcavite.asp@gmail.com on or before **April 30, 2016, Friday**.
3. For clarifications, contact Social Mobilization secretariat nos.: (0998)-9737678 or (0917)-5197306.
4. For widest dissemination and immediate compliance.


CHERRYLOU D. DE MESA
 OIC-Schools Division Superintendent