



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 2024- 611

To : Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors/District Coordinating Principals
Public Elementary and Secondary School Heads

Subject: **SUBMISSION OF SCHOOL PARENT-TEACHER ASSOCIATION'S (SPTA)
FINANCIAL REPORTS FOR SY 2023-2024**

Date: August 5, 2024

1. In line with our commitment to transparency and accountability in financial matters, all **School Parent-Teacher Associations (SPTAs)** of the public elementary and secondary schools in the Schools Division of Davao de Oro are hereby directed to submit their audited and approved **Financial Reports for the School Year 2023-2024** on or before **August 30, 2024**.
2. The Financial Report should cover all income and expenditures incurred by the PTA throughout the school year, including but not limited to fundraising activities, donations, grants, and expenses related to school projects, programs, and initiatives.
3. The submission of the financial report is essential for the proper monitoring and evaluation of PTA funds, ensuring that they are utilized effectively and in accordance with the objectives and priorities of the school community and in accordance to the guidelines.
4. School principals are requested to coordinate closely with their respective PTAs to facilitate the timely preparation and submission of the financial report. Any concerns or difficulties encountered in complying with this directive should be promptly communicated to the Schools Division Office for assistance and guidance, c/o SGOD SEPS - SocMob.
5. Your cooperation and adherence to this memorandum are greatly appreciated as we work together to promote transparency, accountability, and good governance in our schools.
6. For information, guidance, and strict compliance.

CRISTY C. EPE, CESO V
Schools Division Superintendent