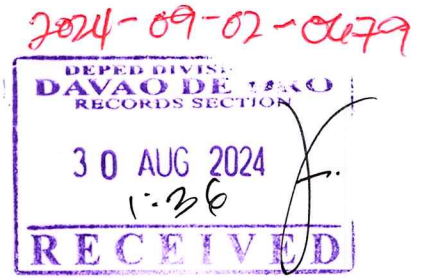




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



**Office of the Schools Division
Superintendent**

August 29, 2024

DIVISION MEMORANDUM

No. **688**, series 2024

TO : Assistant Schools Division Superintendent
SGOD-Chief Education Supervisor
Public Schools District Supervisors
District Coordinating Principals
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

**SUBMISSION OF CERTIFICATION FOR CONTRACT OF SERVICE (COS)
PERSONNEL TO VERIFY NON-PAYMENT BY THE PARENT-TEACHERS
ASSOCIATION (PTA) FUND**

1. In connection with the hiring of personnel under Contract of Service (COS), such as watchmen, utility workers, and clerks, through the School Maintenance and Other Operating Expenses (MOOE) allocation, all concerned parties are hereby directed to submit a certification to this Office.
2. This certification must clearly state that the **payment for the COS personnel is not funded or covered by the School Parent-Teacher Association (SPTA)** or any of its associated funds and must be signed by the BOD President.
3. Should there be an agreement wherein the PTA agrees to share in the payment for the hired personnel, this arrangement must be explicitly detailed in the certification, including the specific manner or mode of payment.
4. The purpose of this certification is to ensure transparency in the use of SPTA funds, which should be dedicated to supporting the Programs, Projects, and Activities (PPAs) of the school as mandated by the Department of Education.
5. These PPAs must be reflected in the Approved School Improvement Plan (SIP) to guarantee alignment with the school's strategic goals.
6. Non-compliance with this directive may result in administrative actions or withholding of funds.
7. All certifications must be submitted to this Office by the specified deadline.


CRISTY C. EPE

Schools Division Superintendent



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