



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – CITY OF TAGBILARAN

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM

No. **573** , s. 2026

July 20, 2026

**LEARNING SESSIONS ON BASIC FINANCIAL RECORDING, SDO AUDIT
GUIDELINES, AND ORGANIZATIONAL DOCUMENTATION PROCEDURES FOR
SPTA PRESIDENTS, TREASURERS, AND SECRETARIES SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief, SGOD
Division PTA Focal Person
Public Elementary and Secondary School Heads
School PTA Presidents, Secretaries, and Treasurers SY 2026–2027
All Others Concerned

1. In support of strengthening governance, financial accountability, transparency, and organizational effectiveness among School Parent-Teacher Associations (SPTAs), the Tagbilaran City Federated Parent-Teacher Association (FPTA), in partnership with the Schools Division of Tagbilaran City, shall conduct the Capacity Building Series 2026 for the newly elected SPTA Officers for School Year 2026–2027.

2. The activity aims to enhance the competencies of SPTA officers in financial management, compliance with audit requirements, and effective organizational governance through learning sessions facilitated by resource persons from the Schools Division Office and Tagbilaran City College.

3. The schedule of activities is as follows:

Date	Time	Learning Session	Participants	Venue
July 22, 2026 (Wednesday)	1:00 PM – 5:00 PM	Basic Financial Recording and SDO Audit Guidelines Orientation	SPTA Presidents and Treasurers	Division Conference Room, Schools Division of Tagbilaran City
July 25, 2026 (Saturday)	1:00 PM – 5:00 PM	Effective Handling and Documentation of Organizational Meetings	SPTA Presidents and Secretaries	Tagbilaran City College (TCC)– EdCom Building



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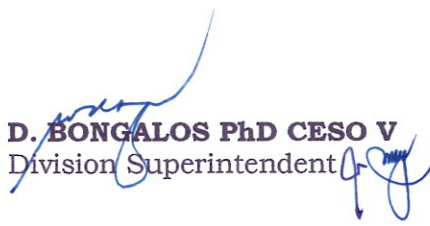
4. The following resource speakers shall facilitate the respective learning sessions:

- **Session 1:** Basic Financial Recording and SDO Audit Guidelines Orientation
Ms. Rosalie Tambis
Administrative Assistant III (ADAS III)
Accounting Department
Schools Division of Tagbilaran City
- **Session 2:** Effective Handling and Documentation of Organizational Meetings
Mr. William Aranilla
Instructor
Tagbilaran City College

5. The activity shall be attended by the duly elected School Parent-Teacher Association (SPTA) **Presidents, Secretaries, and Treasurers** for School Year 2026–2027. School Heads are requested to ensure the attendance of these officers in accordance with the schedule of activities. **Teacher-officers who participate beyond their regular working hours shall be granted Vacation Service Credits (VSC)** commensurate with the actual number of hours rendered, subject to existing DepEd policies, rules, and regulations. **Likewise, non-teaching personnel serving as resource speakers and facilitators shall be granted Compensatory Time-Off (CTO)** commensurate with the actual hours of service rendered, subject to applicable Civil Service Commission and DepEd rules and regulations.

6. To minimize program costs and maximize available resources, attendees are requested to bring their own food and refreshments (**Bring Your Own Provision/BYOP**) for the duration of the activity. Expenses for food and refreshments may be charged against the respective School Parent-Teacher Association (SPTA) Funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent