



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

**Office of the Schools
Division
Superintendent**

September 16, 2026

DIVISION MEMORANDUM
No. 766, s. 2026

**IMPLEMENTATION OF SELECTED FPTA BOARD RESOLUTIONS,
SERIES OF 2026**

To: All School Heads
Division and School PTA Focals
Federated PTA Board Officers and Members
All School Parents-Teachers Association (SPTA) Presidents and Treasurers
All Others Concerned

1. The Schools Division Office of Tagbilaran City hereby disseminates and directs the appropriate implementation of the applicable provisions of the Federated Parents-Teachers Association (FPTA) Board Resolutions Nos. 001–004 and 007, Series of 2026, adopted on August 28, 2026.

2. FPTA Membership Contribution. Pursuant to FPTA Board Resolution No. 001, Series of 2026, **each member school shall contribute One Thousand Pesos (₱1,000.00) as FPTA membership contribution to support its operational and administrative needs for SY 2026-2027.** The collection and remittance of the contribution shall be properly documented and accounted for by the concerned SPTA and FSPTA officers.

3. **SPTA Collections.** Pursuant to FPTA Board Resolution No. 007, Series of 2026, **NO SPTA collection at the school level shall be undertaken unless the following requirements are in place:**

- a. The newly elected SPTA officers have received a **proper and documented turnover** from the previous administration;
- b. The SPTA has identified and documented its **programs, projects, activities, and legitimate financial requirements** for the school year;
- c. The proposed collection has undergone the **appropriate consultation, approval, and compliance requirements**;
- d. The SPTA has an established and duly authorized **depository bank account**; and
- e. The SPTA has a pre-numbered **official receipts or appropriate collection documents**, and every amount collected is properly receipted and recorded.

4. **School Heads shall ensure strict adherence** to these requirements and **shall not allow or authorize SPTA officers to undertake any collection unless** the foregoing requirements have been complied with and the necessary approvals and documentation are in place.

All PTA contributions at the school level shall be undertaken with transparency, proper documentation, accountability, and compliance with existing DepEd policies and applicable rules and regulations.

5. **School Heads and SPTA Presidents are reminded that** voluntary contributions must not be imposed as a condition for enrollment, admission, clearance, release of credentials, or receipt of school services. **Parents/guardians shall be properly informed of the voluntary nature of any authorized contribution.**

6. Immediate dissemination of and compliance with this Memorandum are hereby directed.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 



FEDERATED SCHOOL PARENTS-TEACHERS ASSOCIATION
Division of City Schools- City of Tagbilaran

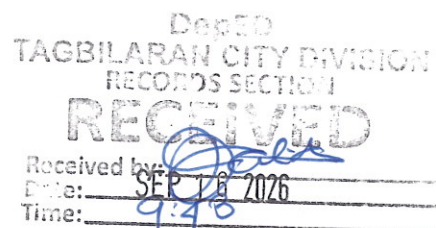
September 16, 2026

Dr. Wilfreda D. Bongalos, PhD, CESO V

Schools Division Superintendent

Department of Education- Tagbilaran City Schools Division

Tagbilaran City, Bohol



Thru: Dr. Liza E. Maquiling, PhD
FSPTA Focal Person/ Planning Officer II
School Governance and Operations Division

Subject: Transmittal of FSPTA Resolutions for Information and Appropriate Action

Dear Dr. Wil:

Warm greetings!

The Tagbilaran City Federated School Parent-Teachers Association (FSPTA) respectfully furnishes your Office copies of the following FSPTA Approved Board Resolutions for your information and appropriate action:

1. FSPTA BOARD RESOLUTION NO. 001
Series of 2026

A RESOLUTION AUTHORIZING THE COLLECTION OF A ONE THOUSAND PESOS (P1,000.00) FSPTA MEMBERSHIP CONTRIBUTION FROM EACH MEMBER SCHOOL FOR THE OPERATIONAL AND ADMINISTRATIVE NEEDS OF THE FEDERATED SCHOOL PARENTS-TEACHERS ASSOCIATION.

2. FSPTA BOARD RESOLUTION NO. 002
Series of 2026

A RESOLUTION REQUESTING THE DEPARTMENT OF EDUCATION – TAGBILARAN CITY SCHOOLS DIVISION TO PROHIBIT THE OPERATION OF PISO WIFI WITHIN SCHOOL PREMISES AND TO REGULATE ALL DEPED-OPERATED WIFI ACCESS FOR SECURITY, CHILD PROTECTION, AND ORDERLY SCHOOL OPERATIONS

3. FSPTA BOARD RESOLUTION NO. 003
Series of 2026

A RESOLUTION ADOPTING THE RAPID HEEADSSS (ADOLESCENT PSYCHOSOCIAL ASSESSMENT INITIATIVE/TAPAI) AS ONE OF THE MAJOR FSPTA PROGRAM FOR SCHOOL YEAR 2026–2027, INCLUDING THE CONDUCT OF PARENT TALKS AND PARENT EDUCATION ACTIVITIES, AND REQUESTING THE DEPED TAGBILARAN CITY SCHOOLS DIVISION TO ALLOW AND FACILITATE ITS CITYWIDE IMPLEMENTATION AMONG IN-SCHOOL ADOLESCENTS

4. FSPTA BOARD RESOLUTION NO. 004

A RESOLUTION ENCOURAGING ALL MEMBER SCHOOL PARENTS-TEACHERS ASSOCIATIONS (PTAs) OF THE TAGBILARAN CITY FEDERATED SCHOOL PARENT-TEACHERS ASSOCIATION TO CONSIDER ACQUIRING ACCIDENT INSURANCE FOR THEIR LEARNERS ON A VOLUNTARY BASIS

5. FSPTA BOARD RESOLUTION NO. 005
Series of 2026

A RESOLUTION AUTHORIZING THE CLOSURE OF THE EXISTING FEDERATED SCHOOL PARENT-TEACHERS ASSOCIATION (FSPTA) BANK ACCOUNT WITH FIRST CONSOLIDATED BANK (FCB).

6. FSPTA BOARD RESOLUTION NO. 006
Series of 2026

A RESOLUTION AUTHORIZING THE OPENING OF A NEW FEDERATED SCHOOL PARENT-TEACHERS ASSOCIATION (FSPTA) BANK ACCOUNT WITH VETERANS BANK TAGBILARAN CITY BRANCH UNDER BANK ACCOUNT NAME: TAGBILARAN CITY FEDERATED SCHOOL PARENT-TEACHERS ASSOCIATION (FSPTA) AND DESIGNATING THE FSPTA PRESIDENT ALVIN LUIS O. ACUZAR AND FSPTA TREASURER JACKILOU MONTOYA AS OFFICIAL SIGNATORIES.

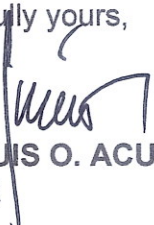
7. FSPTA BOARD RESOLUTION NO. 007
Series of 2026

A RESOLUTION ESTABLISHING THE REQUIRED PRE-CONDITIONS FOR THE CONDUCT OF ANY COLLECTION OF PARENT-TEACHERS ASSOCIATION (PTA) CONTRIBUTIONS AT THE SCHOOL LEVEL AND REQUESTING THE DEPED TAGBILARAN CITY SCHOOLS DIVISION TO ENSURE ITS IMPLEMENTATION AND MONITORING.

We respectfully request your Office to take such appropriate action as may be deemed necessary and to provide the concerned schools and stakeholders with the appropriate guidance on the implementation of the foregoing resolutions, consistent with existing DepEd policies and regulations.

Thank you for your continued support and cooperation with the FSPTA in promoting the welfare, safety, and development of our learners.

Respectfully yours,


ALVIN LUIS O. ACUZAR
President



FEDERATED SCHOOL PARENTS-TEACHERS ASSOCIATION
Division of City Schools- City of Tagbilaran

FSPTA BOARD RESOLUTION NO. 007
Series of 2026

A RESOLUTION ESTABLISHING THE REQUIRED PRE-CONDITIONS FOR THE CONDUCT OF ANY COLLECTION OF PARENT-TEACHERS ASSOCIATION (PTA) CONTRIBUTIONS AT THE SCHOOL LEVEL AND REQUESTING THE DEPED TAGBILARAN CITY SCHOOLS DIVISION TO ENSURE ITS IMPLEMENTATION AND MONITORING.

WHEREAS, the Tagbilaran City Federated School Parent-Teachers Association (FSPTA) recognizes the importance of transparency, accountability, proper financial management, and responsible stewardship of funds collected from parents and other stakeholders;

WHEREAS, any collection at the school level should be supported by a clear and legitimate plan, identified financial requirements, and appropriate documentation for the protection of both the PTA and the parents/guardians;

WHEREAS, a proper and documented turnover from the previous set of SPTA officers to the newly elected officers is necessary to establish a clear accounting of funds, properties, records, financial documents, and other responsibilities of the organization;

WHEREAS, the newly elected SPTA officers should first determine and document their programs, projects, activities, and corresponding financial requirements for the school year, which shall serve as the basis for any proposed PTA contribution, subject to applicable DepEd policies and approval requirements;

WHEREAS, the establishment of a dedicated SPTA depository bank account is necessary to ensure that collected funds are properly deposited, safeguarded, and accounted for;

WHEREAS, the availability and use of an official SPTA receipt is necessary to properly document every collection and provide parents/guardians with appropriate proof of payment;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, that the FSPTA establishes the following minimum pre-conditions before any collection of PTA contributions may be undertaken at the school level, subject to existing laws, DepEd policies, and applicable regulations:

1. Proper Turnover of the Previous SPTA Administration. A documented turnover from the outgoing to the incoming SPTA officers shall first be completed, including, when applicable, the turnover of cash balances, bank accounts, financial records, official receipts, books of accounts, properties/assets, and other relevant documents and responsibilities.
2. Approved Plan and Identified Financial Requirements. The newly elected SPTA officers shall first determine and document their programs, projects, activities, and corresponding financial requirements for the school year. Any proposed contribution shall be based on identified and legitimate PTA needs and shall undergo the appropriate consultation, approval, and compliance requirements.

3. Opening of a Depository Bank Account. The SPTA shall have an established and duly authorized depository bank account under the name of the PTA, where all collections shall be deposited and properly accounted for, consistent with applicable rules.
4. Availability of Official SPTA Receipts. The SPTA shall have its own properly printed, numbered, and authorized official receipt or appropriate collection document before undertaking any collection. Every payment received shall be properly receipted and recorded.
5. No Collection Without Compliance. No collection of PTA contributions at the school level shall be undertaken until the foregoing minimum requirements have been substantially complied with and the necessary approvals and documentation are in place.
6. Implementation and Monitoring by DepEd. The DepEd Tagbilaran City Schools Division is hereby requested to ensure the dissemination, implementation, and monitoring of this FSPTA policy among all SPTAs within the Division, and to provide appropriate guidance to School Heads and PTA officers to ensure compliance with applicable DepEd policies and regulations.
7. Communication to All SPTA Officials. This Resolution shall be formally communicated and furnished to all SPTA Presidents, officers, and concerned School Heads of the Tagbilaran City Schools Division for their information, guidance, and appropriate action.
8. Separate Accountability of SPTAs. Each SPTA shall remain accountable for its own collections, financial transactions, records, and disbursements, in accordance with applicable laws, DepEd policies, and PTA guidelines.

RESOLVED FURTHER, that the FSPTA shall coordinate with the DepEd Tagbilaran City Schools Division in the dissemination and monitoring of this Resolution and shall encourage all SPTAs to maintain proper financial documentation and accountability throughout the school year.

RESOLVED FINALLY, that copies of this Resolution be furnished to the Schools Division Office of Tagbilaran City, all concerned School Heads, and all SPTA officers for their information, guidance, and compliance.

ADOPTED and APPROVED this 28th day of August 2026, during a duly convened meeting of the Board of Directors of the Tagbilaran City Federated School Parent-Teachers Association.

CERTIFIED TO BE DULY ADOPTED:


ALVIN LUIS O. ACUZAR
FSPTA President
Presiding Officer

ATTESTED:


LEAH M. BASMAN