

**SCHOOL PARENT-TEACHER ASSOCIATION
San Francisco Elementary School
Barangay San Francisco, General Trias City**

SPTA RESOLUTION NO. 03, S. 2025

**A RESOLUTION ADOPTING A POLICY ON VOLUNTARY SCHOOL CONTRIBUTIONS (VSCs) IN
COMPLIANCE WITH DEPED ORDER NO. 13, S. 2022**

WHEREAS, Section 27 of DepEd Order No. 13, s. 2022 provides that all collections by the PTA must be voluntary, properly receipted, and deposited in the PTA's official bank account;

WHEREAS, the same section expressly states that *"no learner shall be denied admission, participation in school programs, or access to school services on account of non-payment of any voluntary contribution or membership fee"*¹;

WHEREAS, the SPTA recognizes the need for a clear, transparent, and accountable policy to guide the collection, management, and utilization of VSCs, ensuring they are used solely for programs and projects that support the learners' academic performance and welfare;

NOW, THEREFORE, upon motion duly seconded, **BE IT RESOLVED** by the School Parent-Teacher Association of San Francisco Elementary School, in a meeting held on [date], that:

1. All Voluntary School Contributions (VSCs) shall be **strictly voluntary**, with no coercion or discrimination against parents/guardians who choose not to contribute.
2. **No learner shall be denied admission, participation in school programs, or access to school services due to non-payment of VSCs.**
3. Collections shall be:
 - a. Officially receipted using SPTA-issued receipts;
 - b. Deposited within twenty-four (24) hours into the SPTA's official bank account;
 - c. Recorded in the official logbook maintained by the Treasurer and subject to regular audit.
4. A **Collection Monitoring Committee** shall be formed, composed of the Treasurer (Chair), Auditor, one teacher-representative appointed by the School Head, and two parent-representatives elected by the body, to oversee transparency in collection and fund use.
5. Quarterly financial reports shall be presented to the SPTA body and posted on the SPTA bulletin board and official online channels.
6. All utilization of VSCs shall be for projects/programs with a **direct positive impact on learners' academic performance**, subject to prior body approval.

RESOLVED FURTHER, that this resolution shall take effect immediately upon approval.

Approved this [day] of [month], 2025 at [Location].

Certified Correct:

Maibel D. Ostona
SPTA Secretary

Attested:

Joven E. Moralejo
SPTA President

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