



April 03, 2019



REGIONAL MEMORANDUM
No. 18, s. 2019

REITERATION OF THE NO COLLECTION AND NO CLEARANCE POLICY FOR PUPILS AND STUDENTS

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Region

1. To shed light on the rampant complaints and pure violation of the No Collection Policy, this Office reiterates its provisions for strict compliance to refrain from imposing and collecting "compulsory" contributions among the students especially during enrolment and completion period.

"... collection of authorized contributions must remain voluntary and not compulsory;

*... failure to settle these voluntary school contribution or membership fees shall not be made as a basis for **non-admission, non-promotion or non-issuance of clearance** to a student by the school concerned.",*
per DepED Order #41, s. 2012.

2. In order to assure that contribution are made solely on a voluntary basis, requiring payment of contributions before admission, release of reports cards or test results, or for issuance of clearances for students and in cases of transfer of students to other schools and requiring parents to sign promissory notes for unsettled financial obligations /contributions per se is **strictly prohibited**, per DepED order #20, s. 2006.

3. All Parents Teachers Association (PTA) and other DepED Contributions are voluntary in nature and must not be a requirement for the release of pupils and students credentials. Pursuant to DepED Order No. 54, s. 2009, **these exorbitant amount of PTA contribution must be avoided**, thus they may only be collected after the PTA Board presents during PTA General Assembly a financial report on the utilization of the previous year's collection and their proposed budget with program activities, and **shall be concurred in** by the school head/principal.

4. No teacher, school official nor school personnel shall collect fees or contributions, not shall they be entrusted with the safekeeping and disbursement of collections made by the PTA pursuant to the **Code of Ethics for Professional Teachers** (as provided for in Article XI of R.A. No. 7836). These organizations shall assign their own personnel to collect contributions/membership fees at the school level. In cases where they do not have such

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personnel, it is suggested that these organizations initiate arrangements with the school's PTA/PTCA to authorize the PTA/PTCA Treasurer to collect contributions in their behalf.

5. For the school publication fee, it is being mandated that, no more than sixty pesos (Php60.00) may be collected from the elementary pupils and not more than ninety pesos (Php90.00) for high school students. Although not mandatory, the publication of the school newspaper is encouraged to promote journalism program in both elementary and secondary levels, pursuant to Campus Journalism Act of 1991 (RA 7079).
6. For students transferring to public schools, shall not be required of financial clearance during actual enrollment. Financial clearances is not a mandatory requirement should a learner from a private school chooses to enroll or transfer to a public school, thus depriving their rights to have a free basic education in public elementary and secondary schools. Learners from private schools may be accepted during actual enrolment, subject to the condition that they will be considered **"not officially enrolled"** until they turn in their official school cards and other documentary requirements.
7. In view of above mentioned concerns, all are advised to be more conscious and be very vigilant on the strict adherence of the provisions stated therein. The Schools Division Superintendents shall monitor the compliance of school heads with this directive. Any violation and/or abuse of DepED Policies must be reported to the proper authorities as well as to DepED Central Office for action.
8. Immediate dissemination and strict compliance of this Regional Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encl: as stated

References: DO #41, s. 2012, DO #20, s. 2006, and DO #54, s. 2009, R.A. No. 7836, RA 7079,
RM #552, s. 2018

To be indicated in the Perpetual Index under the following subjects:

Policy Reports Meetings Students Teachers & Employees

/ARD-FMR//roa25fmb
04.04.2017
Fn: Directives

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