



2507-795

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 434, s.2025

REITERATION OF DEPED ORDER NO. 17, S. 2005 AND DEPED ORDER NO. 13, S. 2022 HIGHLIGHTING THE SALIENT PROVISIONS ON FINANCIAL MATTERS RELATING TO CANTEEN AND PTA FUNDS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public School Heads
All Others Concerned

1. DepEd Order No. 17, s. 2005 provides for the Omnibus Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools.
2. Additionally, DepEd Order No. 13, s. 2022 provides for the Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations.
3. Reminder is provided that Under DO 17, s. 2005:

“Earnings and cash received by the school-managed canteen from the operation of the school canteen shall be deposited daily in the nearest government depository bank. In the absence of such government depository bank, deposits may be made at private banks. For this purpose, a bank account in the name of the school shall be opened and **maintained whereby the principal and the Home Economics teacher (canteen teacher) or disbursing officer** shall be the joint signatories. **No single person shall be allowed to make withdrawals.** All bank transactions, whether it be in government or private banks, shall be properly recorded, accounted for and documented. Earnings and cash derived from the operation of the school canteen shall not be deposited into private accounts.”

4. DepEd Order No. 13, s. 2022 also provides:
“All SPTAs, whether officially recognized or not, and FPTAs must be required to open and maintain an “and/or” bank account with a passbook, preferably a checking account, in a reputable bank as determined by the SPTA-BOD/FPTA-BOD.”



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5. All school heads are ordered to ensure that all funds of the school are properly accounted for in proper banking institutions. Reminder is given that priority is given to government banks.
6. For widest dissemination, information, guidance, and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent



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