



SITIO STO NIÑO CULIGLIG NEIGHBORHOOD ASSN. INC.

Phase 1-B Culiglig, Sitio Sto Niño, San Dionisio, Parañaque City

PCUO Accreditation No. 2008-R074 | DHSUD: NCR-N-25-0137 | SEC: CN200818457

Memorandum

To: All Association Members

From: Officers of Sitio Sto. Niño Culiglig Neighborhood Assn. Inc.

Date: 2/23/2026

Subject: Implementation of Standardized Financial Transactions

In accordance with **Republic Act No. 9904 (Magna Carta for Homeowners and Homeowners' Associations)** and **HLURB Resolution No. R-770 (Framework for Governance of HOAs)**, the Association adopts the following financial policies to promote transparency, accountability, and efficiency:

1. Payment Channels

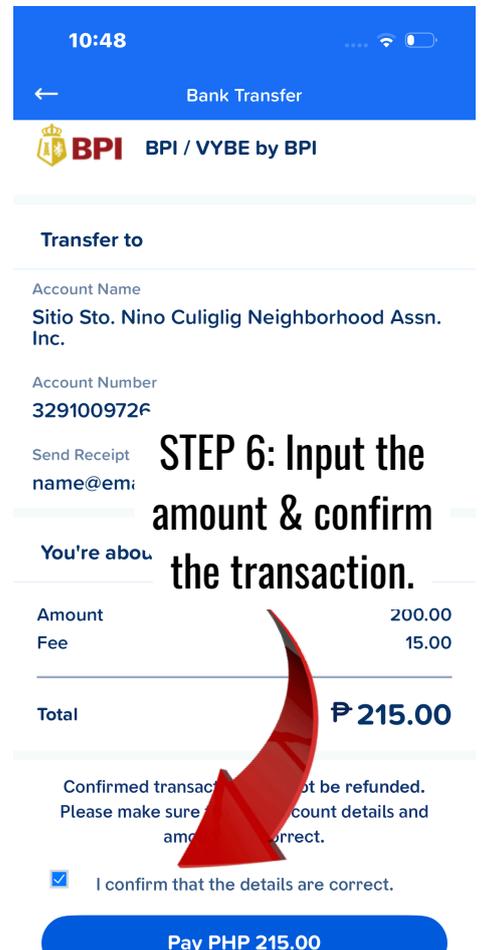
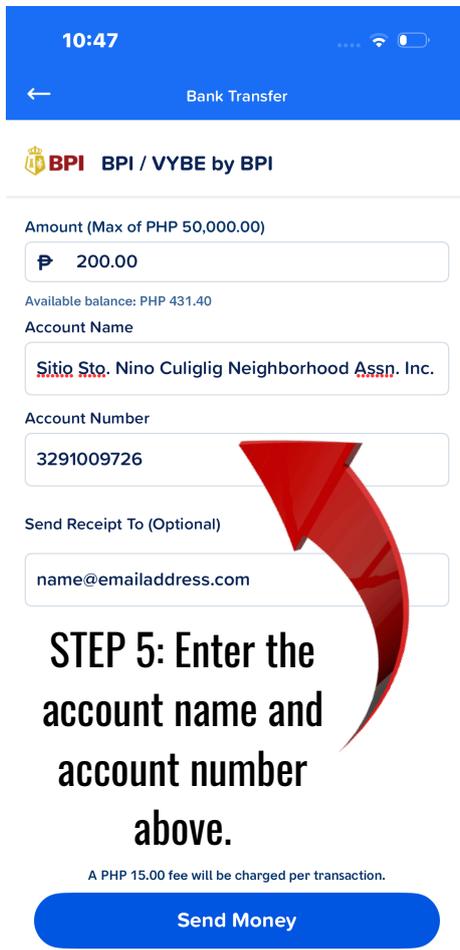
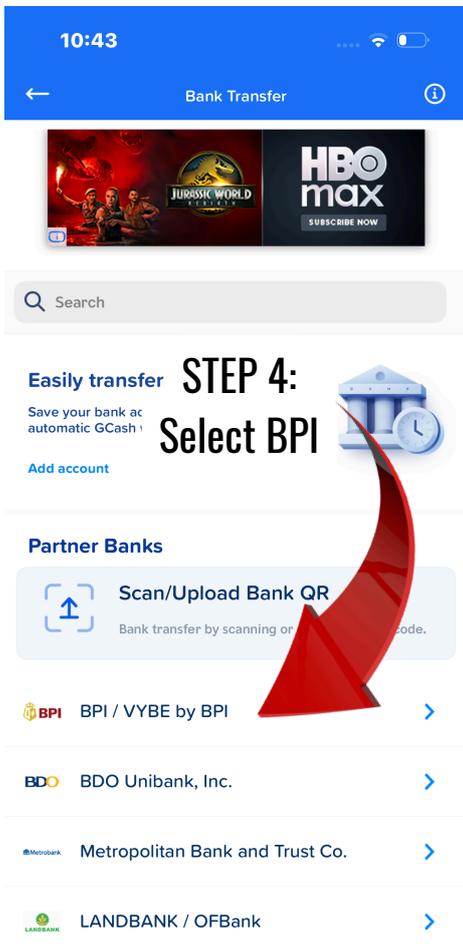
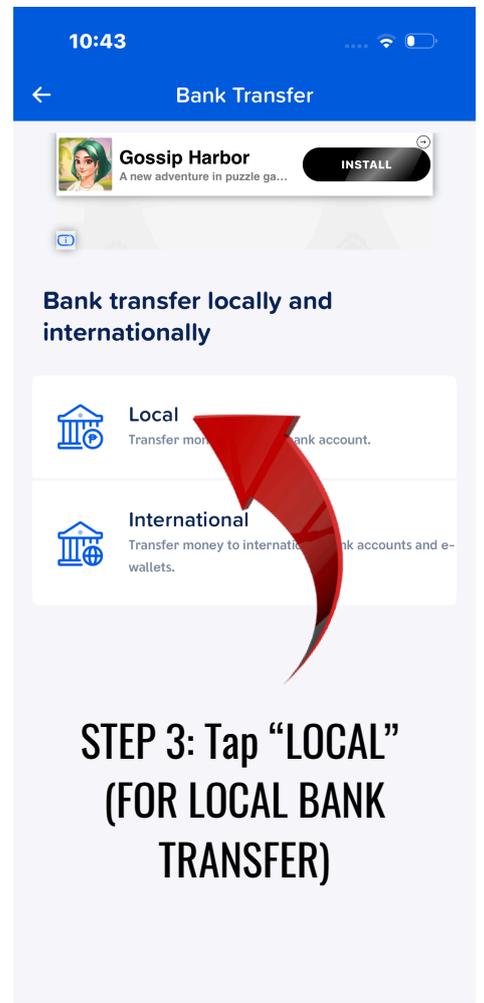
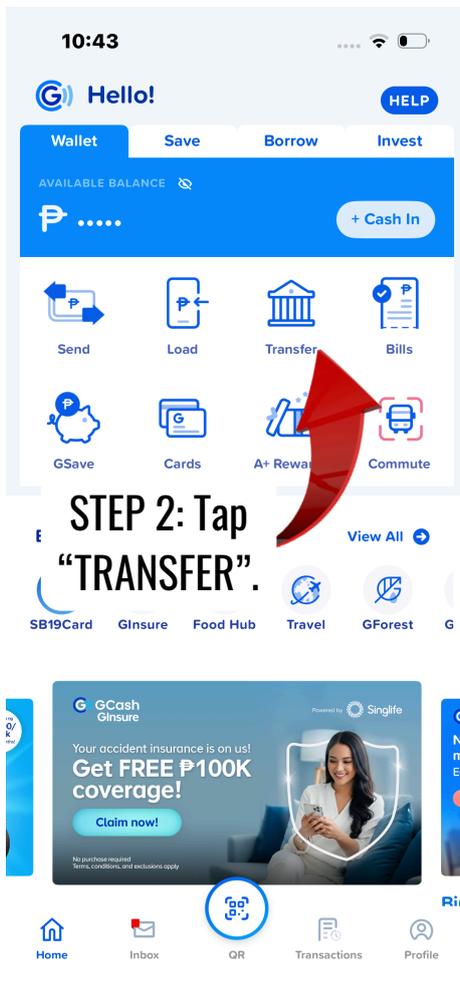
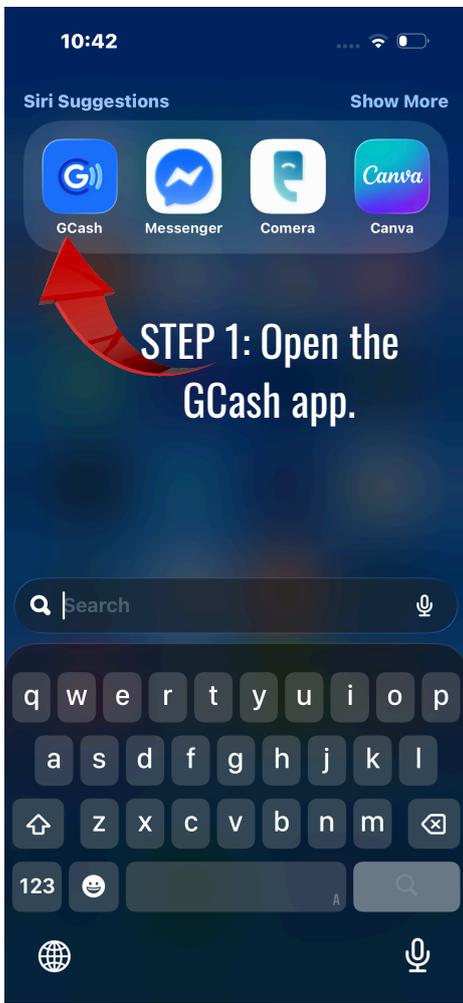
- All payments, dues, and contributions must be made **exclusively via GCash** or **direct deposit to our official BPI bank account**.
- Officers are prohibited from engaging in solicitation or handling cash. Solicitation within the Culiglig premises is forbidden unless proper written authorization is granted by the Association.

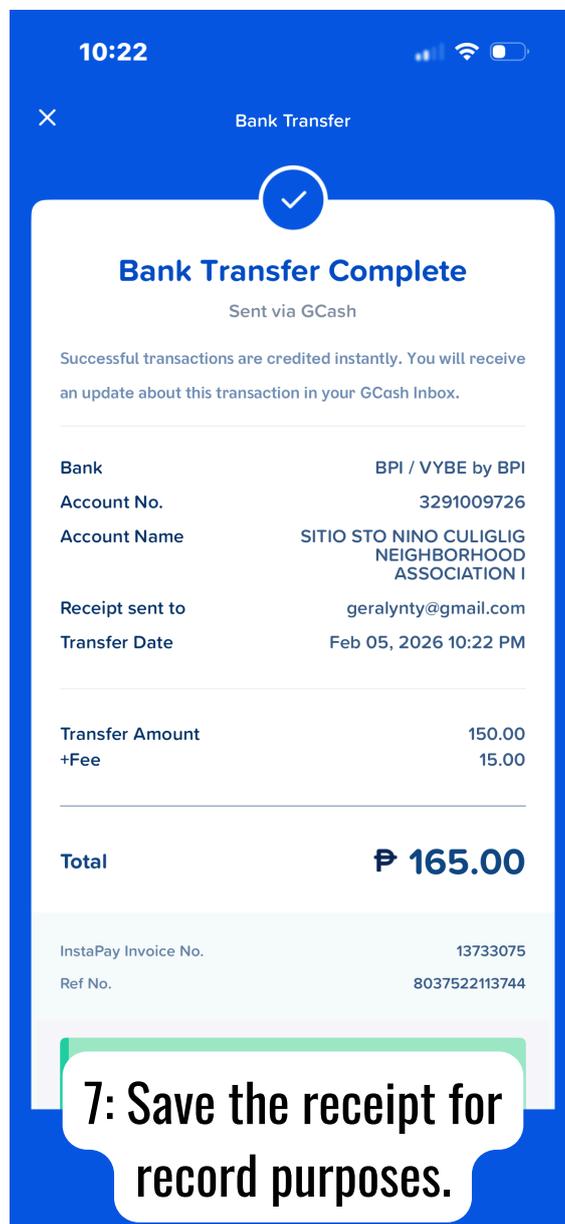
Bank Information (For Bank Transfer and GCash):

- Bank: BPI (Bank of the Philippine Islands)
- Account Name: **SITIO STO. NIÑO CULIGLIG NEIGHBORHOOD ASSOCIATION INC.**
- Account Number: **3291-0097-26**

Instructions for Sending Money from GCash to BPI:

1. Open the GCash app.
2. Tap **“TRANSFER”** → **“Send to Bank”**.
3. Tap **“LOCAL”** → **“TRANSFER MONEY TO LOCAL BANK ACCOUNT”**.
4. Select **BPI** from the list of banks.
5. Enter the account name and number as provided above.
6. Input the amount and confirm the transaction.
7. Save the receipt for record-keeping purposes.





2. Proof of Payment & Official Receipts

- After completing payment, members must **send proof of payment via email to info@culiglig.com or a screenshot of the payment receipt.**
- Each transaction will be accurately recorded and will receive an **official BIR receipt.**
- This process ensures accountability and mitigates the risk of mishandling payment records.

3. Expenditure Planning

- All expenditures must be **planned in advance.**
- A **Request for Funds Form** will be provided by the Association.
- No withdrawal will be processed without the signatures of **three authorized signatories** on both the cheque and the request form.



SITIO STO NIÑO CULIGLIG NEIGHBORHOOD ASSN. INC.
 Phase 1-B Culiglig, Sitio Sto Niño, San Dionisio, Parañaque City
 PCUO Accreditation No. 2008-R074
 Re-reg. No. (HLURB/DHSUD): NCR-HOA-N 18-2261 / 63-002895
 SEC REG No. CN200818467

FR Form No. _____

Financial Request Form

Purpose: This form is utilized for fund requests and budget approvals, playing a crucial role in promoting transparency and efficiency within the association. All pertinent information must be accurately captured and communicated, thereby supporting the overall governance and operational integrity of SITIO STO NIÑO CULIGLIG NEIGHBORHOOD ASSN. INC.

Committee Name:
Prepared by:

Reporting Period:

Expense Item	Amount	Purpose	Approval Status
[Expense Activity Name]	[Amount & Detailed Budget Breakdown]	[Justification for Expense Request and Its Impact on the Community]	- [] Approved - [] Pending - [] Denied Comments:



★ Submitted to: Finance & Budget Committee & Executive Committee

(Date, Signature, and Printed Name)

(Date, Signature, and Printed Name)

4. Advantages of This Policy

- ✓ **Transparency:** All payments and receipts will be documented and audited.
- ✓ **Security:** Reduces risks associated with cash handling and solicitation.
- ✓ **Accountability:** Requires multiple signatories and official receipts.
- ✓ **Efficiency:** Streamlines payments via digital channels.
- ✓ **Compliance:** Aligns with RA 9904, HLURB, and BIR standards.
- ✓ **Trust:** Builds confidence through professional financial management.

These measures are legally mandated and designed to ensure smooth, transparent, and trustworthy transactions among members and officers. Your cooperation is greatly appreciated.

Signed,

Merlina Suarez - President

Geralyn Ty Chico - Secretary

Azucena San Agustin - Treasurer

Estrella Armenta - Auditor

Emma Abawag - Committee

Michelle Villegas - Committee

Nancy Derueda Conda - Committee

Angelo San Agustin - Committee

MaryAnn Doniña - Committee

Angelo San Agustin - Committee

Memorandumo (Tagalog Version)

Para sa: Lahat ng Miyembro ng Asosasyon

Mula sa: Mga Opisyal ng Sitio Sto. Niño Culiglig Neighborhood Assn. Inc.

Petsa: 2/23/2026

Paksa: Pagpapatibay ng Pamamaraan sa Transaksyong Pinansyal

Alinsunod sa **Republic Act No. 9904 (Magna Carta for Homeowners and Homeowners' Associations)** at **HLURB Resolution No. R-770 (Framework for Governance of HOAs)**, ipinatutupad ang mga sumusunod na patakaran upang matiyak ang malinaw, ligtas, at maayos na pamamahala ng pondo:

1. Paraan ng Pagbabayad

- Lahat ng bayarin, kontribusyon, at donasyon ay dapat ipadala sa pamamagitan ng **GCash** o **direktang deposito sa opisyal na BPI bank account**.
- Hindi na papayagan ang solicitation o pagtanggap ng cash ng mga opisyal.

Impormasyon ng Bangko:

- Bangko: BPI (Bank of the Philippine Islands)
- Pangalan ng Account: **SITIO STO. NIÑO CULIGLIG NEIGHBORHOOD ASSOCIATION INC.**
- Numero ng Account: **3291-0097-26**

Paraan ng Paglipat mula GCash papuntang BPI:

1. Buksan ang GCash app.
2. Pindutin ang **“Transfer”** → **“Send to Bank”**.
3. Piliin ang **BPI** mula sa listahan ng mga bangko.
4. Ilagay ang pangalan at numero ng account na nakasaad sa itaas.
5. I-type ang halaga at kumpirmahin ang transaksyon.
6. Itabi ang screenshot ng resibo bilang patunay ng pagbabayad.

2. Katibayan ng Pagbabayad at Resibo ng BIR

- Pagkatapos magbayad, ang miyembro ay **magpapadala ng proof of payment sa email: info@culiglig.com**.

- Ang bawat transaksyon ay maitatala nang maayos at bibigyan ng **opisyal na resibo mula sa BIR.**
- Layunin nito na maiwasan ang anumang maling paggamit o pagkakamali sa pamamahala ng mga resibo.

3. Pagpaplano ng Gastusin

- Lahat ng gastusin ay dapat **nakaplano nang maaga.**
- Magbibigay ang Asosasyon ng **Request for Funds Form.**
- Walang withdrawal na ipoproseso nang walang tatlong pirma ng mga awtorisadong signatories sa parehong tseke at form.

4. Mga Benepisyo ng Patakarang Ito

- ✓ **Kaluwagan:** Lahat ng transaksyon ay malinaw at may tala.
- ✓ **Seguridad:** Wala nang panganib sa paghawak ng cash at solicitation.
- ✓ **Panagot:** Kinakailangan ang tatlong pirma at opisyal na resibo.
- ✓ **Kahusayan:** Mas mabilis at maayos ang pagbabayad sa digital na paraan.
- ✓ **Pagsunod sa Batas:** Alinsunod sa RA 9904, HLURB, at BIR standards.
- ✓ **Tiwala:** Nagbibigay ng kumpiyansa sa mga miyembro sa malinis na pamamahala ng pondo.

Ang mga patakarang ito ay alinsunod sa batas at layuning mapanatili ang maayos, malinis, at transparent na transaksyon sa pagitan ng mga miyembro at opisyal. Lubos naming pinahahalagahan ang inyong pakikiisa.

Nilagdaan,

Merlina Suarez - President

Geralyn Ty Chico - Secretary

Azucena San Agustin - Treasurer

Estrella Armenta - Auditor

Emma Abawag - Committee

Michelle Villegas - Committee

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