

**Guidelines on *Balik-Handog***  
**Circular 2017-06**

**To: All Parish Priests**

1. 1. The Stewardship Ministry of every parish shall be primarily responsible for the *Balik-Handog* collections.
2. Official Parish Receipts shall be issued on all collections/love offerings regardless of the amount.
3. All collections of the *Balik-Handog* shall form part of the Parish Fund.
4. All collections of the *Balik-Handog* shall be subjected to the Diocesan Taxation Scheme based on the prescribed rate for each parish.
5. The balance after deducting the amount due to the Diocese shall be appropriated for Church Support, for the needs of the Poor, and for other pastoral programs duly approved by the parish priest.
6. A monthly collection of the *Balik-Handog* as prepared by the parish bookkeeper or volunteer worker shall be presented to the Parish Pastoral Council (PPC) and Parish Finance Council (PFC) on its monthly meetings.
7. The annual report of actual *Balik-Handog* collections and disbursements shall be submitted to the Diocese and to be reported to the Presbyterium and to the entire community.

Given in the Chancery in Fairview, Quezon City, 1 June 2017.

**Most Rev. Antonio R. Tobias, DD**  
Bishop

Attested by:

**Rev. Fr. Reynaldo Percival S. Flores**  
Chancellor