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**San Francisco Elementary School**  
Kiko Rosa, Barangay San Francisco, General Trias City  
**School Parent Teachers Association (SPTA)**  
**SY 2025-2026**

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**RESOLUTION NO. 2025-04**

**A RESOLUTION EXPRESSING THE UNANIMOUS ACCEPTANCE OF THE  
RESIGNATION OF MS. GRACIA ECHAVIA AS VICE PRESIDENT OF THE SAN  
FRANCISCO ELEMENTARY SCHOOL – SPTA, AND SCHEDULING THE ELECTION  
OF A NEW VICE PRESIDENT DURING THE 6TH SPTA REGULAR MEETING ON  
OCTOBER 25, 2025**

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**WHEREAS**, Ms. Gracia Echavia, the duly elected Vice President of the San Francisco Elementary School – School Parents and Teachers Association (SFES–SPTA), has formally tendered her resignation through a letter dated October 7, 2025, which also serves as the prescribed date of effectivity of her resignation;

**WHEREAS**, the SPTA Officers and members, after due deliberation, express their understanding and respect for her decision, and extend their appreciation for her contributions, dedication, and service during her tenure as Vice President;

**WHEREAS**, effective October 7, 2025, the position of Vice President is hereby declared vacant;

**WHEREAS**, pursuant to Section 11.9.5 of DepEd Order No. 13, s. 2022, which provides that *"In case an officer resigns from his/her elected position in the SPTA Board of Directors only, the SPTA Board of Directors shall elect from among themselves the replacement for the vacated position,"* the remaining SPTA Officers shall elect from among themselves the replacement for the vacated Vice Presidential post;

**WHEREAS**, the SPTA Officers have therefore agreed to conduct the said election during the 6th Regular Meeting scheduled on October 25, 2025, to ensure transparency, proper representation, and compliance with DepEd and SPTA guidelines;

**WHEREAS**, Ms. Echavia, aside from serving as Vice President, also represented the **Grade 2 level** in the SPTA, and her resignation creates a concurrent vacancy in that representation;

**WHEREAS**, the SPTA shall **coordinate with the School Principal** to determine and confirm the new **Grade 2 Parent Representative** to the SPTA, in accordance with established school and SPTA procedures;

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**NOW, THEREFORE, BE IT RESOLVED**, as it is hereby resolved by the San Francisco Elementary School – SPTA, in a meeting duly convened, to formally accept the resignation of Ms. Gracia Echavia as Vice President effective October 7, 2025, and to schedule the election of her replacement during the 6th Regular Meeting on October 25, 2025, in accordance with Section 11.9.5 of DepEd Order No. 13, s. 2022.

**BE IT FURTHER RESOLVED**, that the SPTA shall coordinate with the School Principal regarding the designation of a new Grade 2 representative to ensure continued representation of the said level in all SPTA deliberations and activities.

**Approved and adopted this 17th day of October 2025**, at San Francisco Elementary School, Kiko Rosa, Barangay San Francisco, City of General Trias, Province of Cavite.



**JOVEN MORALEJO**

President

**(Vacant as of date of adoption)**

Vice President

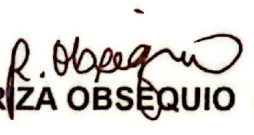


**LEIZELYN AGOY-AGOY**

Treasurer

**MAIBEL OSTONAL**

SPTA Secretary / School Representative



**RIZA OBSEQUIO**



**DAHNA DALE PASCUAL**

**PEDRO SIERVO JR.**

Members, Board of Directors



**DONNABEL LAVIDES**



**JENNIFER FERRANCOL**

Members, Board of Directors

Noted by:

(for information and record)


**ARMANDO ISON**

Principal / SPTA Adviser

San Francisco Elementary School

Attachment: Annex A: G. Echavia's Letter of Resignation Scanned Copy





Annex A

Grace W. Echavia  
Grade 2 – Mahogany  
SPTA Vice President

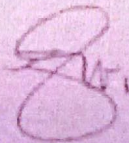
Mr. Armando Ison  
Principal  
San Francisco Elementary School  
SPTA Adviser

Dear Sir Ison,

Please accept this letter as formal notice of my resignation from the position of Vice President of the School Parents- Teachers Association (SPTA) , effective October 7, 2025. Due to unforeseen circumstances and misunderstanding , I have found it increasingly challenging to fulfill my duties and responsibilities as Vice President. Despite my best efforts , I feel it is in the best interest of the SPTA and myself to step down. I appreciate the opportunity to have served and collaborated with dedicated parents and teachers . I am grateful for the experience and wish the SPTA continued success in its future endeavors.

Thank you for your understanding, and I am happy to assist in the transition process.

Sincerely ,  
Grace W. Echavia  
SPTA Vice President

 10/7/25

Hard copy and  
Original Letter  
is with principal Ison 