

SCHOOL PARENT-TEACHER ASSOCIATION
San Francisco Elementary School
Barangay San Francisco, General Trias City

SPTA RESOLUTION NO. 06, S. 2025

**A RESOLUTION ESTABLISHING THE STANDING COMMITTEES OF THE SPTA IN ACCORDANCE
WITH DEPED ORDER NO. 13, S. 2022**

WHEREAS, Section 11.8 of DepEd Order No. 13, s. 2022 authorizes the SPTA Board of Directors to create committees necessary for the effective implementation of PTA programs, including at least a **Grievance Committee** and a **Disciplinary Committee**;

WHEREAS, the formation of standing committees enables the SPTA to delegate responsibilities, ensure continuity of work, and provide focused attention to specific areas of concern;

WHEREAS, the SPTA recognizes that committee-based operations increase efficiency, foster wider participation among members, and allow the association to address multiple priorities simultaneously;

NOW, THEREFORE, upon motion duly seconded, **BE IT RESOLVED** by the School Parent-Teacher Association of San Francisco Elementary School, in a meeting held on [date], that:

1. The following **Standing Committees** are hereby established, with their initial mandates:
 - a. **Education & Academic Support Committee** – Plan and implement programs that directly improve learners' academic performance (e.g., tutoring, academic contests, learning resources).;
 - b. **Finance & Audit Committee** – Oversee collection, deposit, disbursement, and audit of PTA funds, ensuring compliance with Section 27 of DepEd Order No. 13, s. 2022.
 - c. **Facilities & Maintenance Committee** – Coordinate with the school on facility needs, including classroom comfort, lighting, ventilation, and cleanliness projects.
 - d. **Grievance Committee** – Receive, document, and coordinate resolution of complaints and suggestions in line with Section 30 of DepEd Order No. 13, s. 2022.
 - e. **Events & Fundraising Committee** – Plan and execute activities to generate resources for SPTA programs while fostering community involvement.
2. Each committee shall have:
 - a. A Chairperson nominated by the SPTA President and confirmed by the body.
 - b. At least three (3) members, preferably representing different grade levels or sections;
 - c. The authority to form subcommittees as necessary, subject to SPTA approval.
3. The term of each committee shall run concurrently with the term of the current SPTA officers, unless dissolved or restructured by body resolution.
4. Each committee shall submit a brief work plan within thirty (30) days of formation and provide quarterly progress reports to the SPTA.

RESOLVED FURTHER, that this resolution shall take effect immediately upon approval.

Approved this [day] of [month], 2025 at [Location].

Certified Correct:

Maibel D. Ostonal
SPTA Secretary

Attested:

Joven E. Moralejo
SPTA President

DRAFT