

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

SPTA RESOLUTION NO. 05, S. 2025

A RESOLUTION ESTABLISHING A TRANSPARENT RECORDS MANAGEMENT AND DIGITAL ARCHIVING SYSTEM FOR THE SPTA, INCLUDING SPTA OBSERVATIONS ON SCHOOL MATTERS, IN COMPLIANCE WITH DEPED ORDER NO. 13, S. 2022 AND EXECUTIVE ORDER NO. 2, S. 2016 (FOI)

WHEREAS, Section 27 of DepEd Order No. 13, s. 2022 requires proper documentation of all collections, deposits, and disbursements, and Section 28 requires safekeeping of all PTA records, receipts, and reports within school premises for inspection upon written request;

WHEREAS, Section 5 of Executive Order No. 2, s. 2016 (Freedom of Information) recognizes every Filipino's right to access information, official records, and documents pertaining to official acts, transactions, or decisions, subject to reasonable safeguards¹;

WHEREAS, the SPTA upholds the **principles of transparency and accountability** by ensuring that all documents, records, and reports — including SPTA observations and findings on school activities, projects, and procurements — are properly recorded, safeguarded, and made accessible to authorized stakeholders;

WHEREAS, the SPTA recognizes that **digital accessibility** of records complements physical safekeeping, minimizes the risk of loss or damage, and supports timely decision-making;

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 SPTA shall establish a **Transparent Records Management and Digital Archiving System** consisting of:
 - a. A **secured physical filing cabinet** or designated storage space within the school premises for all official SPTA documents;
 - b. A **digitized archive** containing scanned or electronic copies of all essential SPTA records, including:
 - Meeting minutes, resolutions, and financial reports;
 - Official correspondence;
 - SPTA observations and findings on school activities, projects, and procurements;
 - c. A **records index** to track the location and status of each document for quick retrieval.
2. The digital archive shall be stored in a secure online platform accessible to all SPTA officers and members, and School Head, with access granted to other stakeholders upon written request in line with FOI principles and DepEd rules.

3. The **SPTA Auditor** shall serve as the primary custodian of both physical and digital archives, with the Secretary acting as alternate custodian in the Auditor's absence.
4. A **quarterly transparency report** summarizing key decisions, resolutions, and financial updates shall be made available to SPTA members via the official bulletin board and online channels.
5. Sensitive information protected under the **Data Privacy Act of 2012** shall be redacted as necessary before public release, while still maintaining transparency in reporting.
6. *In no way shall official school records, as defined by DepEd policies and maintained by the School Head, be kept in the SPTA archives. Only SPTA-generated documents, records, and duly transmitted observations or reports may be stored and disseminated under this system.*

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