



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
SAN FRANCISCO ELEMENTARY SCHOOL
SITIO KIKO ROSA, BRGY SAN FRANCISCO GEN. TRIAS CITY, CAVITE

FIRST SPTA CONFERENCE
SY. 2025-2026

MINUTES OF MEETING

Date: 06 AUGUST 2025 (Wednesday)
Time: 10:00-11:30 AM

Meeting Facilitator/s: ARMANDO D. ISON/ JOVEN E. MORALEJO

Attendance : Participation percentage: (100%)
9 out of 9 participants attended the meeting

Meeting Agenda

- 1. Roll call of members
- 2. AIP/SIP presentation
- 3. List of proposed projects for the year (for discussion)
- 4. FPTA Election
- 5. School Governing Council (SGC)

A. Call to Order:
The first SPTA Officers' Conference Meeting commenced promptly at 10:00 A.M. and was held at the Principal's Office of SFES. The meeting began with an opening prayer led by Maibel D. Ostonal. This was followed by a thorough discussion of the scheduled agenda items, marking a productive start to the officers' term of service.

B. Presentation and Discussion

ISSUES / CONCERNS/ UPDATES	DISCUSSION/ AGREEMENTS
a. AIP/SIP	During the meeting, the principal discussed the Annual Implementation Plan (AIP). He explained that the AIP is a guide for the school's programs and activities for the whole year. It includes the goals of the school and how they plan to achieve them. The principal also shared the important projects that need





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	<p>the support and cooperation of the SPTA officers.</p> <p>The principal also explained the School Improvement Plan. He shared that the SIP is a long-term plan that shows how the school wants to improve over several years. It includes goals for better learning and a better school environment. The principal encouraged the SPTA officers to support these plans through cooperation and active participation.</p>
b. List of proposed projects for the year	<p>One of the main proposed projects for this school year is the construction of a playground within the school premises. This project aims to provide students with a safe, fun, and meaningful space for play and physical activities. Through the playground, children will also have the opportunity to develop social skills such as teamwork, cooperation, and respect for others while enjoying their free time. The school administration encourages the full support and active involvement of the SPTA officers to help bring this project to life for the benefit of all learners.</p>
c. FPTA Election	<p>The school principal also discussed the upcoming Federated Parents-Teachers Association (FPTA) Election. He explained that the FPTA is composed of elected PTA officers from different schools and aims to strengthen the partnership between parents and teachers across the district. The election is an important process where selected officers will represent the school in the district or division level. The principal emphasized the importance of active participation, as The FPTA plays an important role in supporting school programs, improving education quality, and ensuring the well-being of students through active parent-teacher collaboration.</p>
d. School Governing Council (SGC)	<p>The principal also discussed the role and importance of the School Governing Council (SGC). He explained that the SGC is a body composed of school heads, teachers, parents, community</p>



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	leaders, and other stakeholders who work together to help improve the school's performance. The council serves as a bridge between the school and the community, ensuring that programs and decisions are aligned with the needs of the learners. The principal encouraged the involvement of the SPTA officers in supporting the goals of the SGC and in promoting a strong partnership between the school and the community.
e. Other Matters and Concerns	The principal also discussed the ARAL Program of the Department of Education (DepEd). She explained that the ARAL Program, which stands for “Academic Recovery and Acceleration Program,” is designed to help learners who are struggling in reading, mathematics, and other essential subjects. The program aims to support students in catching up with their lessons through targeted interventions and remedial sessions. The principal emphasized the importance of this program in addressing learning gaps, especially after the disruptions caused by the pandemic. She encouraged the support of parents and SPTA officers in ensuring that students actively participate in the program.

C. Adjournment

There being no matters to be discussed, the meeting adjourned at 11:30 in the morning.

Prepared by:

MAIBEL D. OSTONAL
SPTA Secretary

Noted by:



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JOVEN E. MORALEJO
SPTA President

PHOTO DOCUMENTATION





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