

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

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**SPTA RESOLUTION NO. 01, S. 2025  
A RESOLUTION REQUESTING THE TURNOVER OF ALL SPTA RECORDS, DOCUMENTS, AND  
ASSETS FROM THE PREVIOUS ADMINISTRATION TO THE CURRENT SPTA OFFICERS**

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**WHEREAS**, Section 29 of **DepEd Order No. 13, s. 2022** mandates that at the end of the school year, all PTA documents, records, passbooks, and the official logbook must be properly accounted for and turned over to the school head in a meeting solely called for the purpose;

**WHEREAS**, the continuity of SPTA programs and activities requires complete and accurate records to guide current and future decisions;

**WHEREAS**, the current SPTA officers recognize the importance of a smooth and documented transition in order to uphold transparency, accountability, and effective governance;

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

1. A **formal, courteous request** be sent to the officers of the previous SPTA administration to turn over all available records, documents, financial statements, passbooks, and any other relevant materials or assets.
2. The turnover process be coordinated by the **SPTA Secretary** in the presence of the School Head and documented through an official turnover report, signed by both parties.
3. Should there be no available records, a certification stating such be issued by the previous SPTA President and attested by the School Head, for purposes of documentation and compliance with DepEd rules.

**RESOLVED FURTHER**, that copies of this resolution be furnished to the School Head, previous SPTA officers, and retained in the SPTA records.

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

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**Certified Correct:**

Maibel D. Ostonal  
SPTA Secretary

**Attested:**

Joven E. Moralejo  
SPTA President