



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

SECOND SPTA CONFERENCE
SY. 2025-2026

MINUTES OF MEETING

Date: 16 AUGUST 2025 (Saturday)
Time: 10:00 AM - 01:30 PM
Venue: Grade 1 – Lilac Classroom
San Francisco Elementary School

Meeting Facilitator/s: JOVEN E. MORALEJO

Attendance :

Grace Echavia	–	VP
Leizelyn Agoy-Agoy	–	Treasurer
Riza Obsequio	-	BoD
Jennifer Ferrancol	-	BoD
Donnabel Lavidés	-	BoD

6 out of 9 officers and members attended the meeting

Meeting Agenda

1. Roll call of members
2. Review of the Minutes of the First General Meeting on August 6, 2025
3. Proposed Resolutions by the SPTA President
4. Other Proposed Projects by the SPTA
5. Assistance to the Upcoming Academic Quarter 1 Periodical Exams
6. Assistance to the Upcoming Pista ng Nayon on August 26, 2025



Address: Sitio Kiko Rosa, Brgy. San Francisco, General Trias City, Cavite
Contact Number: (046) 238-5186, (046) 230-3591
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School Official FB Page: DepEd Tayo – San Francisco E.S. – General Trias City



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1. Call to Order:

The President called the order for the meeting to start at 10:05 AM.

2. Review of the Minutes of 1st General Meeting

- The President asked the body if there are objections to the contents, form, and substance of the Minutes of the 1st Meeting.
- No objections were heard; therefore, the Minutes of the 1st General Meeting is hereby admitted as part of the records of the SPTA.

Presentation and Discussion

ISSUES / CONCERNS/ UPDATES	DISCUSSION/ AGREEMENTS
3. Proposed Resolutions of the SPTA President a. Proposed Resolution No. 01 “A Resolution Requesting the Turnover of all SPTA Records, Documents, and Assets from the Previous SPTA Administration to the Current SPTA Officers” (Assigned to VP G. Echavia)	<ul style="list-style-type: none">- As to financial assets, the previous administration was “zero balance.”- As for the other records, they are under the care of the Principal.
b. Proposed Resolution No. 02 “A Resolution for the Creation of a New SPTA By-Laws and Review of the previous SPTA By-Laws for Possible Adoption of Relevant Provisions.” (Assigned to VP G. Echavia)	<ul style="list-style-type: none">- Per instructions of the principal, the SPTA is not allowed to have its own by-laws.- Instead, the SPTA should adopt DepEd Order No. 13, S. 2022 as its by-laws.
c. Proposed Resolution No. 03 “A Resolution Adopting a Policy on Voluntary School Contributions (VSCs) in Compliance with DepEd Order No. 13, S. 2022 (Assigned to Treas. L. Agoy-Agoy)	<ul style="list-style-type: none">- Peg at a <u>minimum</u> of P50/parent for the whole year.- Receipt should be issued upon payment.



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	<ul style="list-style-type: none">- Receipt may be from what is available in the nearest bookstore.- To be released officially by August 21, 2025
<p>d. Proposed Resolution No. 04</p> <p>“A Resolution Supporting the Dissemination and Implementation of the School’s Existing Anonymous Feedback Form and Encouraging Personal Filing of Grievances</p> <p><i>(Assigned to BoD P. Siervo, Jr.)</i></p>	<ul style="list-style-type: none">- No objections to the present contents of the proposed resolution.
<p>e. Proposed Resolution No. 05</p> <p>“A Resolution Establishing a Transparent Records Management and Digital Archiving System for the SPTA Observations on School Matters, in Compliance with DepEd Order No. 13, S. of 2022, and Executive Order No. 2, S of 2016 (FOI)</p> <p><i>(Assigned to BoD R. Obsequio)</i></p>	<ul style="list-style-type: none">- To be further reviewed by BoD Riza Obsequio.- To be assisted by the president.
<p>f. Proposed Resolution No. 06</p> <p>“A Resolution Establishing the Standing Committees of the SPTA in Accordance with DepEd Order No. 13, S. 2022</p> <p><i>(Assigned to BoD J. Ferrancol)</i></p>	<ul style="list-style-type: none">- For further review.



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<p>g. Proposed Resolution No. 07</p> <p>“A Resolution Supporting the Implementation of the DepEd Academic Recovery and Acceleration (ARAL) Program in San Francisco Elementary School</p> <p><i>(Assigned to BoD D. Pascual)</i></p>	<ul style="list-style-type: none">- No objections to the present contents of the proposed resolution.
<p>h. Proposed Resolution No. 08</p> <p>“A Resolution Conducting A School Facilities and Classroom Comfort Review to Support Learners Welfare</p> <p><i>(Assigned to BoD D. Lavides)</i></p>	<ul style="list-style-type: none">- During BoD Lavides' checking, the following were realized as needed:<ul style="list-style-type: none">- Sliding Blackboard- Fans- Elevate the power outlet for safety- Repair of all toilets- Mini-library per grade level, nominating an existing classroom for it.
<p>i. Proposed Resolution No. 09</p> <p>“A Resolution Supporting the Construction of a Playground within the School Premises to Promote Learner Wellness and Social Development.</p> <p><i>(Assigned to BoDs Siervo and Ferrancol)</i></p>	<ul style="list-style-type: none">- For reference, the proposed resolution is based on Item b of the Minutes of the First General Meeting.- The majority voted to make this the top priority project of the present SPTA.- For further review of its planning, budget, and schedule
<p>j. Proposed Resolution No. 10</p> <p>“A Resolution introducing the First 90 -day Project Plan of the SPTA, Incorporating Priority Actions from Resolutions 1 to 9, with Cost Estimate and Gantt Chart to Follow Within 30 days.</p> <p><i>(Assigned to Pres J. Moralejo)</i></p>	<ul style="list-style-type: none">- VP advised the president that per previous instruction of the Principal, the SPTA should lay-out its proposed project for the year.



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4. OTHER PROPOSED PROJECTS

The body agreed to have the following as the project of the SPTA:

- a. Construction of Playground for the Kinder Students.
- b. Setting of Mini-Libraries per Grade Level.
- c. Assistance to the School in Enhancing Math and Reading Development among Learners.
- d. Water Tank Automation.
- e. Promotion of Gardening for Students and Parents.
- f. Revival of traditional Filipino stage plays like Balagtasan, Declamation.
- g. Purchase of board games like Chess, Dama, Checkers, Scrabble and Word Finder for the use of the Learners.

5. ASSISTANCE TO THE UPCOMING ACADEMIC QUARTER 1 PERIODICAL EXAMS

- VP Grace mentioned that last year, the SPTA were not asked for assistance by the school.
- SPTA to stand by for a request for assistance by the school administration.

6. ASSISTANCE TO THE UPCOMING PISTA NG NAYON

The matter is left to the efforts of the GrPTA.

----- Meeting Adjourned at 12:58 PM -----

Prepared by:



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MAIBEL D. OSTONAL
SPTA Secretary

Noted by:
JOVEN E. MORALEJO
SPTA President

PHOTO DOCUMENTATION

