

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

SPTA RESOLUTION NO. 04, S. 2025

**A RESOLUTION SUPPORTING THE DISSEMINATION AND IMPLEMENTATION OF THE SCHOOL'S
EXISTING ANONYMOUS FEEDBACK FORM AND ENCOURAGING PERSONAL FILING OF
GRIEVANCES**

WHEREAS, Section 11.8 of DepEd Order No. 13, s. 2022 authorizes the creation of committees, including a Grievance Committee, to receive, review, and address concerns from members of the PTA;

WHEREAS, Section 30 of the same Order provides for grievance and dispute resolution procedures, ensuring that complaints are handled in an organized, impartial, and timely manner¹;

WHEREAS, the school already maintains an Anonymous Feedback Form, accessible online at <https://docs.google.com/forms/d/e/1FAIpQLSdZ86w35wDnO025vhTqpz7MRFU1C-4lLhwGC7R4tNe5m1cDaQ/viewform>, that allows parents and guardians to submit concerns discreetly;

WHEREAS, the SPTA recognizes the importance of assisting in the dissemination and accessibility of this form to parents while still encouraging the personal filing of grievances for proper documentation and due process;

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 **support and assist in the dissemination** of the school's existing Anonymous Feedback Form to all parents and guardians.
2. The SPTA shall encourage parents to file their grievances personally, especially those requiring immediate action or formal investigation, per DepEd Order No. 13, s. 2022 procedures.
3. The SPTA shall coordinate with the **School Grievance Committee** to ensure all feedback and grievances are properly logged, acknowledged, and addressed.

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

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