



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF MINUTES OF THE MEETING**

DATE: January 26, 2016

In view of our Office's bid for International Organization for Standardization (ISO) Certification this year, please be informed that all meetings conducted by the divisions, units and working groups of the Schools Division Office must submit a copy of notice, minutes and attendance sheet of the meeting two days after the conduct through email: jasminlyra.sambrano@deped.gov.ph for documentation purposes. The presiding officer shall take charge of the submission.

Files shall be labeled as:

Document	Filename
Ex: Notice of Meeting re: RSIMS Project	rsimsnotice_01262016.pdf
Minutes of Meeting	rsimsminutes_01262016.pdf
Attendance Sheet	rsimsattendance_01262016.pdf

Date of Meeting

Please see the attached format for Minutes of Meeting.

For information, guidance and compliance of all concerned.



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MINUTES OF MEETING
(Date and Venue)

Time started: _____

Attendees:

Agenda	Discussion Points	Agreements

Time Ended: _____

Prepared by:

Conforme:

Presiding Officer: