



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



NOTICE OF MEETING

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief CID, OIC Chief SGOD
Division Unit Heads
Selected ISO Internal Auditors

Date: September 13, 2016

With reference to our ISO 9001:2015 certification compliance, there will be a meeting on the review and production of manuals of frontline services in September 14, 2016 at 1:00pm in SGOD Bldg, DepEd Cavite Compound, TreceMartires City.

Participants of the said meeting are the selected internal auditors from each unit:

1. Kristine D. Gener – SDO
2. Lou-Junel T. Velasco – Finance
3. Laura R. Crema – Cashier
4. Elaine V. Balen – Personnel
5. Cherry Ann Sinsay– Supply
6. Judith O. Arturo – Legal
7. Melecio D. Pedron – Records
8. Mignon Cecille M. Mangoba – ICT
9. Gina Dulce – Human Resource Development
10. Angelita Orenciano – School Health Section
11. Ivan Brian L. Inductivo – Planning and Research

Attendance in the said meeting is a must.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent