



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
Chiefs CID and SGOD
Unit Heads
All Division Personnel

Date: November 23, 2016

There will be a Quality Management System General Assembly on November 25, 2016, Friday, at the 2nd Floor Maliksi Type (SGOD) Building, DepEd Compound, Trece Martires City Cavite from 8:00am to 4:30pm. The agenda of the meeting will cover the quality management system, processes and procedures for discussion and implementation.

The assembly will run only for half-day. The division personnel are divided into two groups, i.e., am and pm groups. This is to assure that our services will continue throughout the day. The schedule of the units are as follows:

AM Group 8:00am – 11:30am	PM Group 1:00pm – 4:30pm
Administrative Services (HR, Personnel, Cash, Supply and Records), Accounting (Budget and Finance), ICT, Legal, Security and Utility Personnel	OSDS, ASDS, CID, SGOD including the School Health Section

Attendance to the abovementioned meeting is a must.

Qad
ELPIDIA B. BERGADO, Ed.D.
Chief, Curriculum Implementation Division
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent