

C-17342 11/6/2017 10:29 AM



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



NOTICE OF MEETING

No. 164

TO: Division Cashier
Administrative Assistant II (Disbursing)
Administrative Assistant II
Administrative Aide VI
Administrative Aide III

DATE: November 06, 2017

1. In preparation with the Strategic Planning for November 09-12, 2017, please be informed that there will be an urgent Unit Meeting today November 06, 2017, 2:00pm – 4:30pm at Cashier Section, Division Office, Division of Cavite, Trece Martires City, Cavite.

2. Participants of the said meeting are listed below:

- Unit Head – Laura R. Crema
- Administrative Assistant II (Disbursing) – Abigail B. Arevalo
- Administrative Assistant II – Lian Jazzel T. Velasco
- Administrative Aide VI – Elsie A. Crisostomo
- Administrative Aide III – Michelle M. Masicap

3. Agendas:

- Work Financial Plan for 2018
- Upcoming Internal Quality Auditing on November 13-24, 2017
 - a) Preparation of MOVs in the OPCR/PCR
 - b) Preparation for the revisions of each processes and procedures
 - c) Review for the timeline of each procedures
- Bench Marking Facilitation
 - a) Person in charge for the Unit
- Reiteration and Distribution of Duties and Responsibilities
- Other Matters

4. Attendance for the said meeting is a must.

for
CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

C-17248 11/6/2017 10:27 AM



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Region IV-A (CALABARZON)
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CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

C-7348 11/6/2017 10:27am



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