

NOTICE OF MEETING NO. 020

TO: Division Accountant
Administrative Officer I
Administrative Assistant III (Senior Bookkeeper)
Administrative Assistant II (Junior Bookkeeper)

Date: January 25, 2018

1. Please be informed that there will be a meeting on January 25, 2018, 3:00 p.m. at Accounting Unit, Division Office, Trece Martires City Cavite.

2. Participants of the said meeting are listed below:

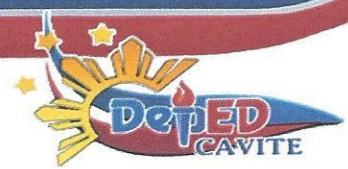
Cherry D. Bayot - Accountant III
Eugenio Reyes - Admin. Asst III
Edna Zurbano- Admin. Asst II
Rea Lisa Rabulan - Admin. Asst III
Nenita Fronda- Admin Officer I
Alicia Panganiban- Admin. Asst III
John Malong- Admin. Asst III
Roxanne Guimpatan- Admin. Asst III
Dulce Tampoc- Admin. Asst III
Erica Ersando -Admin. Asst II
Maribel Rojo- Admin. Asst III
Eunese Loyola- Admin. Asst III
Sherwin Rom- Admin. Asst III
Cheryl Joma-os- Admin. Asst III
Tristan Sarmiento- Admin. Asst III
Joyce Mojica- Admin. Asst III
Marieta Barrera- Admin. Asst III
Elenita Feraer- Admin. Asst III
Maria Pascua-Admin Asst II
Rosamaria Valdez- Admin Asst. III

3. Agendas:

* Delegations/assignment of work for newly hired Admin. Assistant II (Junior Bookkeeper)



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



- Progress Report or Monthly Performance Monitoring
- Preparation of Calendar of Activities for 2018
- Preparation of OPCRF/IPCRF and Individual Work Plan for 2018
- Reiteration and Distribution of Duties and Responsibilities
- Other matters


CHERRY D. BAYOT
Accountant III