



NOTICE OF MEETING NO. 088

TO: Administrative Officer V – Budget
Administrative Assistant III
Administrative Assistant I

Date: May 2, 2018

Please be informed that there will be a unit monthly meeting on May 3, 2018, 3:30 p.m. at Shakeys, General Trias City, Cavite.

Agenda of the said meeting are the following:

1. Risk Opportunity Assessment (ROA) Revision
2. Online Documentation Control (ODC)
3. Preparation for the forthcoming One-Day Training on the New Version of Enhanced BMS V. 18 Coaching
4. Other matters

It is expected that the following personnel be present at the said meeting:

1. Budget Officer
2. Budget staffs

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

for **CHERRYLOU D. DE MESA**
Schools Division Superintendent