



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



Certificate Number: AJA17-0083



C-00025  
11/3/2020  
3:55pm

## NOTICE OF MEETING NO. 003

TO: Administrative Officer V  
Administrative Officer IV – HR  
Human Resource Personnel  
Selected Administrative Personnel

FROM:  **ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT: **HUMAN RESOURCE MONTHLY MEETING**

DATE: January 3, 2020

Please be informed that there will be a meeting of Human Resource and Selected Administrative personnel on January 6, 2020, 1:00 PM at Silid Ugnayan, DepEd Cavite Compound, Brgy. Luciano Trece Martires City, Cavite.

The agenda of the said meeting are:

- Updating of HRM Checklist, ISO Manual and Guidebook
- Accomplishment of 2019 Individual Performance Commitment and Review Forms (IPCRF) and Target Setting for 2020
- Preparation for the upcoming Capacity Building of District Human Resource Management Officers on Updated HR policies and procedures
- Other Human Resource concerns

The following participants are expected to be present at the said meeting:

1. Verna C. Cabaya
2. Elaine V. Balen
3. Ronald Kevin C. Del Rosario
4. Teodoro P. Fulvadora Jr.
5. Maureen B. Cruzada
6. Richelle N. Panganiban
7. Lian Jazzel T. Velasco
8. Norita C. Vasquez
9. Ma. Corazon P. Federoso
10. Vienna Mei R. Ruiz
11. Lennard L. Nueva
12. Ernallyn B. Nati
13. Claire D. Pellas
14. Roel L. Penus



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15. Elsie A. Crisostomo

Attendance shall strictly be monitored.



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