



Department of Education Region IV-A (CALABARZON)

Division of Cavite Trece Martires City, Cavite





NOTICE OF MEETING NO. 0 3

TO:

Administrative Officer V

Administrative Officer IV - HR Human Resource Personnel

Selected Administrative Personnel

FROM:

Schools Division Superintendent

SUBJECT:

HUMAN RESOURCE MONTHLY MEETING

DATE:

January 3, 2020

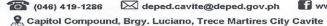
Please be informed that there will be a meeting of Human Resource and Selected Administrative personnel on January 6, 2020, 1:00 PM at Silid Ugnayan, DepEd Cavite Compound, Brgy. Luciano Trece Martires City, Cavite.

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:

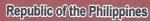
- 1. Verna C. Cabaya
- 2. Elaine V. Balen
- 3. Ronald Kevin C. Del Rosario
- 4. Teodoro P. Fulvadora Jr.
- 5. Maureen B. Cruzada
- 6. Richelle N. Panganiban
- 7. Lian Jazzel T. Velasco
- 8. Norita C. Vasquez
- 9. Ma. Corazon P. Federoso
- 10. Vienna Mei R. Ruiz
- 11. Lennard L. Nueva
- 12. Ernalyn B.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



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Department of Education

Region IV-A (CALABARZON) **Division of Cavite**







Certificate Number: AJA17-0083

15. Elsie A. Crisostomo

Attendance shall strictly be monitored.