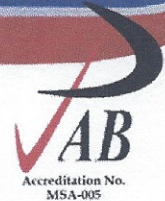




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



e-478
1/23/2020
4:01 pm

Certificate Number: AJA17-0083

NOTICE OF MEETING NO. 081

TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Medical Officers
Elementary, Secondary, and Senior High School Nurses
All concerned

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

SUBJECT: **MEDICAL UNIT MONTHLY MEETING**

DATE: January 23, 2020

Please be informed that there will be a monthly meeting on February 3, 2020, 1:00 PM onwards at Medical Unit Clinic, DepEd Cavite Compound, Brgy. Luciano Trece Martires City, Cavite.

The agenda of the said meeting are the following:

1. Review of Calendar of Activities
2. Program Implementation Review by Program Coordinators
3. Review of 6 Flagship Programs
4. Reminders for Monthly Reports and other accomplishment reports
5. Revision and Review of Processes
6. Review of ROA
7. IPCRF and MOV updates
8. Other matters:
 - a. Final official signatory for the nurses- TA, DTR, IPCRF, SBFP
 - b. Inter unit workforce augmentation for health inspection and other activities
 - c. Request for a minimum of 2 nurses to post for first aid stations during DepEd-related activities
 - d. Final and official protocol for attendance monitoring of nurses/field workers
 - e. Any changes in district assignment & Senior HS nurses assignment

Attendance is strictly required.