



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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**June 25, 2020**

NOTICE OF MEETING  
No. 065, s. 2020

TO: OIC, Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
SDO Unit/Section Heads  
Unit Document Custodians  
All concerned





**SPECIAL MEETING OF SELECTED UNIT DOCUMENT CUSTODIANS**

1. Please be informed that there will be a special meeting of selected Unit Document Custodians (UDC) on Thursday, June 26, 2020, 9:00 a.m. onwards via teleconferencing.
2. The Agenda of the said meeting is to finalize the official format of the Operations Manual (OM) and the ROA form.
3. Target participants are the following:
  - a. Leonila L. Custodio
  - b. Sarah Lyn P. Marcaida
  - c. Royce R. Aure
  - d. John Mark M. Soliga
  - e. Jay R. Dayrit
4. Complete attendance to this meeting is highly desired.

**(SGD)ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

LLC/ NOM 65 s, 2020  
BU-1968/ 05/04/2020



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)



**“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**