



Republic of the Philippines
Department of Education
 REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 5, 2020

NOTICE OF MEETING

No. **120** s.2020

TO: Assistant Schools Division Superintendents
 OIC, Assistant Schools Division Superintendents
 Chief, SGOD
 Chief, CID
 SGOD Personnel
 CID Personnel
 All Concerned

**ORIENTATION ON PROCESSES AND PROCEDURES OF
 SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

1. Please be informed that there will be a **meeting of all the process owners with our Assistant Schools Division Superintendents** on October 8, 2020, Thursday, 9:00 AM onwards at Silid Ugnayan.
2. Attendees to the said meeting are the following:

Curriculum Implementation Division – 9:00am – 9:30am (30mins)

Main:

Wenifreda Diquit
 Riza Soberano
 Romeo Endraca

ALS:

Al Jerald Leyson
 Elma Aure
 Felisa Matel
 Ana Rose Atendido

LR:

Noel Ortega

School Governance and Operation Division – 9:30am – 10:10am (40mins)





Facilities: Joel A. Mina

M&E: Maria Belen C. Mojica

YFD:

Rey Ann M. Avilla



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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Lito M. Camo, Jr.
Neil Ivan P. Lontoc

P&R:

Reniel Patrick S. Tejidor
May Anne Joy D. Romanes

DRRM: Jesselle Mark P. Reyes

Private: Jay P. Fulvadora
Albert B. Erni

SocMob: Marlene P. Panganiban

Dental:

Demi Jo B. Francisco
Josiebelle B. Francisco
Aileen Hazel R. Tuvera
Elizabeth A. Glorioso
Ronald Alvin B. Alamo

HRD: Ronalyn P. Salazar

Medical:

Frances Anne Tabayoyong
Aimee Eugene M. Aure
Haiziel V. Olegario
Ellaine H. Subire
Kristel A. Berber
Jomachris T. Javier
Maurine M. Dela Cerna
Pearly Mae R. Penales
Julius Bryan A. Hererra

Supply Unit – 10:10am – 10:20am (10mins)

Selwyn A. Rom
Salvador P. Reaño
Aldrin P. Santos





OSDS - 10:20am – 10:25am (5mins)

Kevin Herick Avilla

Legal - 10:25am – 10:30am (5mins)

Daniel Carpina
Judith Arturo
Royce Aure



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Records - 10:30am – 10:40am (10mins)

Melecio Pedron
Sarah Lyn Marcaida
Melvin Romen
Mary Jean Gallardo

ICT - 10:40am – 10:50am (10mins)

Mignon Cecille Mangoba

Cash - 10:50am – 11:00am (10mins)

Laura R Crema
Abigail B Arevalo
Jennifer P Tolica
May Ann M Ilagan
Johnny C Matias Jr.

Budget - 11:00am – 11:10am (10mins)

Joel Solis
Catherine Alberto
So Maira Nolasco

Accounting - 11:10am – 11:25am (10mins)

Sherwin A. Rom
Marieta R. Barrera
Eugenio Romeo P. Reyes
Tristan R. Sarmiento
Edna C. Zurbano
Stella Mariz C. Anudon
Elenita S. Feraer
Joyce L. Mojica
Rea Lisa A. Rabulan
Maribel G. Rojo
Roxanne T. Guimpatan
Cheryl G. Jomao-As
Erica P. Ersando

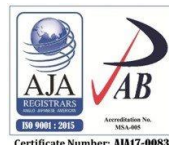
HR - 11:25am – 11:45am (20mins)

Personnel Services

Elaine V. Balen
Teodoro P. Fulvadora, Jr.



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Ronald Kevin C. Del Rosario
Norita C. Vasquez
Ma. Corazon P. Federoso
Vienna M. Ruiz
Lian Jazzel Velasco
Lennard L. Nueva
Roel L. Penus
Hiring and Promotion
Elaine V. Balen
Norita C. Vasquez

Admin – 11:45am – 11:50am (5mins)
Verna C. Cabaya





QMS - 11:50am – 12:10nn (20mins)
Diana Topacio
Leonila Custodio

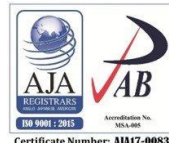
3. All attendees are encouraged to be on the venue on the allotted time for their presentation to maintain the social distancing within the venue.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MCS/ NOM 120, s.2020
BU-3036 10/02/2020



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