



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 08, 2021

NOTICE OF MEETING

No. 021, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Division Administrative Officer V
All Human Resource Unit Staff

HUMAN RESOURCE UNIT MONTHLY MEETING

1. Please be informed that there will be Unit Meeting of all Human Resource staff on February 10, 2021 (Wednesday), 1:00pm onwards at Silid Ugnayan, Division Office, Trece Martires City.
2. Agenda for the said meeting are as follows:
 - 2.1 Revision of Operations Manual
 - 2.2 Revision of Risk and Opportunities for Improvement
 - 2.3 Updating of Human Resource checklists
 - 2.4 Other issues and concerns
3. Attendance to this meeting shall be monitored.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LJTV/NOM no. 021, s. 2021
020821-106/ 02/08/2021



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

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