



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 9, 2021

NOTICE OF MEETING
NO. 022, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, School Governance and Operations Division
All Concerned

MEETING FOR THE HARMONIZATION OF SMME AND HRD PROCESSES

1. In support of the Division's Quality Management System continuous improvement initiatives, please be informed that there will be a **meeting of all School Management and Monitoring and Evaluation (SMME) and Human Resource Development (HRD) specialists** on **February 10, 2021 (Wednesday), 1:00 p.m. to 3:00 p.m., via Google Meet.**

2. The agenda of the meeting are the following:
- review, realign, and harmonize selected SMME and HRD processes based from new standards and guidelines;
 - Other matters

3. The attendance of the following personnel is enjoined:

No.	Name	Designation/ Office
1	Randy D. Punzalan	ASDS, OASDS
2	Diana P. Topacio	Chief, SGOD
3	Reniel Patrick S. Tejidor	Planning Officer/ OIC-EPS, SGOD
4	Ronalyn P. Salazar	SEPS-HRD, SGOD
5	Maria Belen Mojica	SEPS-SMME, SGOD
6	Kristine G. dela Rosa	EPS II-SMME, SGOD
7	Rey Ann M. Avilla	EPS II-HRD, SGOD





4. The Google Meet link shall be sent to the participants through email and/or other communication platforms.

5. Attendance shall be strictly monitored.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ NOM 22 s. 2021
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