



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**


February 24, 2021

**NOTICE OF MEETING**  
No. 039, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Administrative Officer V  
Administrative Officer IV-Records  
Record Unit Personnel  
All concerned





**RECORDS UNIT MEETING**

1. Please be informed that there will be a **Unit Meeting** on March 1, 2021, 11:00 AM to 1:00 PM, Monday, at the Records Unit.
2. The agenda of this meeting is as follows:
  - a. Preparation for the upcoming Internal Quality Audit
  - b. IPCRF
  - c. Other matters
3. Participants to the meeting are the following:  
Melecio D. Pedron – Administrative Officer IV  
Mary Jean P. Gallardo – Administrative Aide IV  
Melvin S. Romen – Administrative Aide VI  
Sarah Lyn P. Marcaida – Administrative Assistant III
4. Attendance to this meeting is highly expected.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SPM/NCM 39 s. 2021  
022421-051/ 02/24/2021



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