



Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

February 24, 2021

NOTICE OF MEETING  
No. 040, s. 2021

To: OIC-Assistant Schools Division Superintendents  
Unit/Section Heads  
Division Document Custodian  
Deputy Document Custodian  
Unit Document Custodians  
All concerned

**UNIT DOCUMENT CUSTODIAN MEETING**

1. Please be informed that there will be a meeting of **all Unit Document Custodians** on February 26, 2020, 9:00 AM, Friday, via Google Meet.
2. The agenda of this meeting is as follows:
  - a. Status of the Operations Manuals and forms of each section/unit.
  - b. Preparation for the upcoming Internal Quality Audit
  - c. Other matters
3. Participants to the meeting are the following:

	<b>NAME OF PERSONNEL</b>	<b>UNIT/SECTION</b>
1	Mika A. Costelo	Administrative Office
2	Rose Ann C. Crecencia	
3	Leonila L. Custodio	Quality Management Office
4	Royce A. Aure	Legal
5	Cherry Ann V. Sinsay	Supply
6	Kevin Herick C. Avilla	Office of the SDS
7	Jay R. Dayrit	ICT
8	Sarah Lyn P. Marcaida	Records/QMO
9	May Ann M. Ilagan	Cash



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



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	<b>NAME OF PERSONNEL</b>	<b>UNIT/SECTION</b>
10	So Maira Nolasco	Budget
11	Erica P. Ersando	Accounting
12	Lian Jazzel T. Velasco	HR
13	Roel L. Penus	
14	Jerick M. Javier	SGOD
15	Jay P. Fulvadora	
16	Shannen N. Ramos	
17	Carlo C. Melo	
18	Ermelinda V. Pegenia	
19	Al Jerald V. Leyson	CID

4. Attendance to this meeting is highly expected.

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

SI/PI/RCM 40 s. 2021  
022421-040/ 2/24/2021



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