



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

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**April 13, 2021**

NOTICE OF MEETING  
NO. **059**, 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 Personnel

**HUMAN RESOURCE UNIT MONTHLY MEETING**

1. Please be informed that there will be a meeting of all Human Resource Personnel on April 14, 2021, 9:00 am onwards via google meet.
2. The agenda of the said meeting are:
  - a. Status of Filled and Unfilled Positions
  - b. Revision of Calendar of Activities for CY 2021
  - c. Other HR matters
3. The following participants are expected to be present at the said meeting:





Verna C. Cabaya – Administrative Officer V  
Elaine V. Balen – Administrative Officer IV  
Ronald Kevin C. Del Rosario – Administrative Officer II  
Maureen C. Sidocon – Administrative Officer II  
Johnny C. Matias Jr. – Administrative Officer II  
Richelle N. Panganiban – Administrative Assistant III  
Norita C. Vasquez – Administrative Assistant III  
Ma. Corazon P. Federoso – Administrative Assistant III  
Lian Jazzel T. Velasco – Administrative Assistant III  
May T. Castaño – Administrative Assistant III  
Roy Edward C. Constante – Administrative Assistant III  
Angelica R. Cabral – Administrative Aide VI  
Elsie A. Crisostomo – Administrative Aide VI  
Roel L. Penus – Administrative Aide III  
Michelle M. Masicap – Administrative Aide III

4. Attendance shall strictly be monitored.

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

RCD/NOM NO. 059 S. 2021  
041321-131/04/13/2021



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