



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**April 19, 2021**

NOTICE OF MEETING  
NO. 065, s. 2021





To: Assistant Schools Division Superintendents  
Chief, Schools Governance and Operations Division  
Chief, Curriculum Implementation Division  
Chief Administrative Officer, Office of the Schools Division Superintendent  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Public Elementary and Secondary School Information Coordinators  
All Concerned

**ORIENTATION MEETING FOR SCHOOL INFORMATION COORDINATORS**

1. This Office shall conduct a virtual orientation meeting of all school information coordinators (SICs) on **April 26, 2021 (Monday), 1:00 p.m. to 4:00 p.m.**, via **Zoom**.
2. The agenda of the meeting are the following:
  - 2.1. discuss the roles and responsibilities of SICs;
  - 2.2. discuss relevant Division Quality Management System processes;
  - 2.3. discuss DepEd Order No. 30 and 31, s. 2019 (DepEd Manual of Style; DepEd Service Marks and Visual Identity Markers);
  - 2.4. determine SICs' L&D needs, and;
  - 2.5. address other relevant matters
3. The meeting link shall be sent through the designated SICs' email address provided in the SIC Designation Order submission link ([tinyurl.com/CaviteSICs](http://tinyurl.com/CaviteSICs)) Other SICs who have not yet submitted copy of their SICs signed by their respective school heads are highly encourage to comply at least two days before the date of the virtual meeting.
4. The following selected Division Office personnel are also enjoined to be in the meeting. The meeting link shall be sent through the Division Personnel's official communication channels:

No.	Name	Position/ Designation
1	Galileo L. Go	Assistant Schools Division Superintendent
2	Randy D. Punzalan	Assistant Schools Division Superintendent
3	Verna C. Cabaya	Administrative Officer V
4	Elpidia B. Bergado	Chief, CID
5	Diana P. Topacio	Chief, SGOD
6	Rey Ann M. Avilla	EPS II-HRD/ Division Information Officer



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



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7	Kristine A. Salamatín	Registrar I
8	Royce R. Aure	Registrar I
9	Julie Anne V. Vertudes	PDO II
10	Mignon Cecille Mangoba	PSDS/ OIC-Division ICT Office

5. Below is the program matrix for the said orientation meeting.





TIME	ACTIVITY	SPEAKER/ FACILITATOR
1:00-1:30	Preliminaries National Anthem Prayer DepEd Quality Policy  Opening Message  Meeting Protocols/ Presentation of Participants/ Presentation of Agenda	<b>ROYCE R. AURE</b> Registrar I  <b>ROMMEL C. BAUTISTA, CESO V</b> SDS  <b>REY ANN M. AVILLA</b> EPS II-HRD
1:30-1:50	Discussion of Agenda #1	<b>REY ANN M. AVILLA</b> EPS II-HRD
1:50-2:30	Discussion of Agenda #2	<b>KRISTINE A. SALAMATIN</b> Registrar I  <b>ROYCE R. AURE</b> Registrar I
2:30-2:40	Health break	
2:40-3:30	Discussion of Agenda #3 and #4	<b>REY ANN M. AVILLA</b> EPS II-HRD
3:30-3:50	Open Forum	
3:50-4:00	Ways Forward Closing Remarks	<b>DIANA P. TOPACIO</b> Chief, SGOD

6. Attendance is a must.

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

RMA/ NM No. 065  
041921-078 /04/19/2021



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