



BU-12482

Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 31, 2022

NOTICE OF MEETINGNo. 102 s. 2022





To: Assistant Schools Division Superintendents
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
Unit/Section Heads
Unit Document Custodians
QMS Secretariat
All Concerned

**EMERGENCY MEETING OF UNIT DOCUMENT CUSTODIANS
AND QMS SECRETARIAT**

1. Please be informed that there will be a Meeting of the Unit Document Custodians and QMS Secretariat on June 2, (Thursday) 2022, 9:00 AM onwards at Bulwagan Tanglaw, Trece Martires City , Cavite.
2. The agenda of the said meeting are as follows:
 - 2.1. Presentation of the One DepEd One QMS Processes and Sub-processes and the official templates to be used in QMS Operations Manual.
 - 2.2 Other concerns
3. Attendees to this meeting are listed below.

	NAME	UNIT/SECTION
1	Kevin Herick C. Avilla	UDC, OSDS
2	Royce A. Aure	UDC, Legal Unit
3	Marietta B. Barrera	UDC, Accounting Unit
4	Angelica E. Espineli	UDC, Accounting Unit
5	Somaira G. Nolasco	UDC, Budget Unit
6	Roel L. Penu	UDC, HRM
7	Lian Jazzel T. Velasco	UDC, HRM
8	May Ann M. Ilagan	UDC, Cashier
9	Cherrie Ann V. Sinsay	UDC, Supply Unit
10	Jay R. Dayrit	UDC, ICT
11	Sarah Lyn P. Marcaida	UDC, Records Unit
12	Mika A. Costelo	UDC, Administrative Support



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

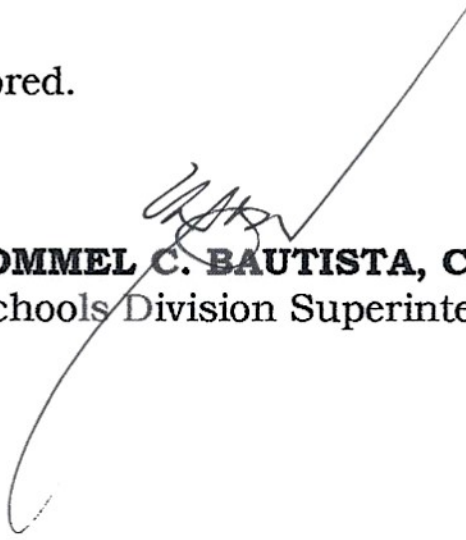


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13	Rose Ann C. Creencia	UDC, QMS
14	Leonila L. Custodio	DDC, QMS
15	Al Jerald V. Leyson	UDC, CID
16	Maurine Dela Cerna	UDC, SGOD
17	Vincent Carlo S. Nuestro	UDC, SGOD
18	Jay P. Fulvadora	UDC, SGOD
19	Ermelinda V. Pegenia	UDC, SGOD
20	Shannen N. Ramos	UDC, SGOD
21	Carlo C. Melo	UDC, SGOD
22	Kristine G. Dela Rosa	KM Lead, SGOD
23	Kristine Salamatin	QMS Secretariat
24	Julie Anne V. Vertudes	QMS Secretariat
25	Margie Lyn Antazo	QMS Secretariat

- Participants are expected to bring laptop and soft copies of their Operations Manual.
- Attendance to this meeting shall be monitored.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LLC/ NOM 104 s.2022
BU-2482 05/31/2022



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