

31-10-2022



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 5, 2022

NOTICE OF MEETING

No. 207, s. 2022

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Concerned





PROPERTY AND SUPPLY UNIT MEETING

1. Please be informed that there will be a meeting of all Property and Supply Unit on December 6, 2022 10:00 AM onwards at the Property and Supply Unit, Division Office, Trece Martires City, Cavite.
2. The agenda of the said meeting are:
 - a. Inventory process
 - b. Turn over of duties and responsibilities (releasing process)
 - c. updates and other concerns
3. The following participants are expected to be present at the said meeting:
 1. Edward Joevan R. Romen – Administrative Officer IV
 2. Salvador P. Reaño - Administrative Assistant III
 3. Selwyn A. Rom – Administrative Aide VI
 4. Cherrie Ann V. Sinsay – Administrative Aide III
 5. Aldrin P. Santos – Administrative Aide III
 6. Alvin F. Cera - Administrative Aide I
 7. Ralph Dominic R. Cristal - Administrative Aide I
 8. Joel L. Violeta - Administrative Aide I
4. Attendance of the concerned personnel is a must.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

CAVS/NOM No. 207 s. 2022
BU-10207/12/5/2022



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