



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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December 6, 2022

**NOTICE OF MEETING**

NO. 208, s. 2022

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

**HUMAN RESOURCE UNIT MONTHLY MEETING**

1. Please be informed that there will be a meeting of all human resource personnel on December 7, 2022, 10:30 AM onwards at the Human Resource Unit, Schools Division Office, Trece Martires City.
2. The agenda of the said meeting are:
  - a. Preparation for the upcoming deadlines such as appointments, service credits, and other human resource actions
  - b. Accomplishments for CY 2022
  - c. Other relevant 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  
Johnny C. Matias Jr. – Administrative Officer II  
Norita C. Vasquez – Administrative Assistant III  
Ma. Corazon P. Federoso – Administrative Assistant III  
Richelle P. Del Rosario – Administrative Assistant III  
Lian Jazzel T. Velasco – Administrative Assistant III  
May L. Castaño – Administrative Assistant III  
Roy Edward C. Constante – Administrative Assistant III  
Angelica R. Cabral – Administrative Assistant III  
Ana Joy S. Valencia – Administrative Assistant III  
Mika A. Costelo – Administrative Assistant III  
Roel L. Penu – Administrative Aide III  
Michelle M. Masicap – Administrative Aide III



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



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4. Attendance shall strictly be monitored.

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

RPDR/NDM No 208 s. 2022  
PA-1031.7/12/06/2022



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