



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

May 18, 2023

NOTICE OF MEETING

No. 100, s. 2023

EMERGENCY MEETING OF MEDICAL UNIT

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

1. Please be informed that there will be a meeting on May 22, 2023, 9:00am onwards at the Medical Unit, Division Office Trece Martirez City, Cavite.
2. The Agenda of the meeting are as follows:
 - a. Discussion of new system for decking/scheduling of Medical Assistance for upcoming seminars, trainings, sports and other activities from Division Level to National Level.
 - b. Creation of Nurse's Medical Assistance Duty Schedule for future Division Level to National Level Activities
 - c. Internal Audit of Workplace
3. Attendees to the said meeting are the following:
 - a. Medical Officers
 - b. Division Nurses
4. Attendance to this meeting is highly desired.

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

MDC/NOM No. 100, s. 2023
BU-100/05/18/2023



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