



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 24, 2023

NOTICE OF MEETING

No. 114, s. 2023

RECORDS UNIT MONTHLY MEETING

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Administrative Officer V
Records Unit Personnel
All Concerned

1. Please be informed that there will be a meeting on May 31, 2023, at 11:00 am-1:00pm at the Records Unit.
2. The agenda of the said meeting are as follows:
 - a. result of the workplace audit;
 - b. inventory of records; and
 - c. other matters.
3. The following are the participants of the meeting:
 - a. Verna C. Cabaya – Administrative Officer V
 - b. Melecio D. Pedron – Administrative Officer IV
 - c. Mary Jean P. Gallardo – Administrative Aide IV
 - d. Melvin S. Romen – Administrative Aide VI
 - e. Sarah Lyn P. Marcaida – Administrative Assistant III
5. Attendance of the concerned personnel is a must.

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

SPM/NOM No. 114 s. 2023
BU-16736 /05/24/2022



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

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