



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

Tracking Number: OTR-2024-08-004

NOTICE OF MEETING

TOPIC: PMT MEETING FOR THE CONDUCT OF TRAINING-WORKSHOP FOR THE DEVELOPMENT OF LOCALIZED READING MATERIALS IN FILIPINO: IVATAN FOLKLORES

MEETING AGENDA			
MEETING OBJECTIVES:			
1. Discuss the roles and responsibilities of the Program Management Team 2. Other matters.			
LOGISTICS:		REQUIRED ATTENDEES:	
Date: <u>August 16, 2024</u> Time (Start): <u>3:30 PM</u> Time (End): <u>4:30 PM</u> Location: <u>Ivatan Conference Hall</u> Materials: (Ex.) <ul style="list-style-type: none"> LCD/ TV Laptop Recorder Preparation Required: (Ex.) <ul style="list-style-type: none"> Approved Agenda Note: Except for other matters, agenda and all presentations must be emailed to the group at least two (2) days before the scheduled meeting		1. Leader/Facilitator: Myrna H. Agudo 2. Recorder: Necita Jucelyn V. Ramos 3. Jennifer H. Moro 4. Oliver R. Cariaso 5. Xantifa M. Noblejas 6. Jocelyn A. Cobico 7. Pierce John A. Vargas 8. Genevieve Enego Meeting called by: Myrna H. Agudo Telephone No.: None Email: myrna.agudo@deped.gov.ph	
Items to be discussed to attain objectives			
AGENDA ITEM	PROCESS	TIME	PERSON(S) RESPONSIBLE
1. Preliminaries	Prayer	3 minutes	Xantifa M. Noblejas
	Recitation of the Quality Policy		Jocelyn A. Cobico
2. Call to order	Attendance Check	5 minutes	Necita Jucelyn V. Ramos

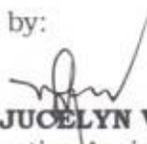


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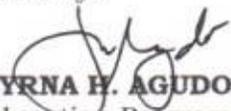
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	Statement of Purpose		Myrna H. Agudo
	Call to Order		
3. Discuss roles and responsibilities of the PMT		40 minutes	Myrna H. Agudo
4. Other Matters		Remaining time	Myrna H. Agudo
5. Adjournment			

Prepared by:


NECITA JUOELYN V. RAMOS
 Administrative Assistant III

Noted by:

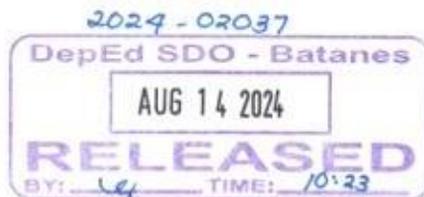

MYRNA H. AGUDO
 Education Program Supervisor

Approved by:

ALFREDO B. GUMARU JR. EdD, CESO V
 Schools Division Superintendent

For the Schools Division Superintendent:


MARCIAL Y. NOGUERA
 SGOD-Chief
 Officer In-Charge



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