



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

Tracking Number: OTR-2024-08-006

NOTICE OF MEETING

TOPIC: PMT Meeting on the Capacity Building of Kindergarten teachers and School Head on Play-based, Assessment, Child Centered Approaches, DAP Principles

MEETING AGENDA

MEETING OBJECTIVES:

1. Discuss the duties and responsibilities of the PMT.
2. Other matters

LOGISTICS:

Date: August 21, 2024

Time (Start): 2:00 PM

Time (End): 3:00 PM

Location: Ivatan Conference Hall

Materials: (Ex.)

- Laptop
- Recorder

Preparation Required: (Ex.)

- Approved Agenda

Note: Note: Except for other matters, agenda and all presentations must be emailed to the group at least two (2) days before the scheduled meeting

REQUIRED ATTENDEES:

1. Leader/Facilitator: Bernadette L. Vinalay
2. AyrineC. Geronimo
3. Fred V. Gimenez
4. Mae Angela E. Pacapac
5. Grentt Dale A. Calosa
6. Monica D. Gavilan
7. Fairley B. De Sagon
8. Charle H. Gecha

Meeting called by: Bernadette L. Vinalay

Telephone No.: None

Email: bernadette.vinalay@deped.gov.ph

Items to be discussed to attain objectives

AGENDA ITEM	PROCESS	TIME	PERSON(S) RESPONSIBLE
1. Preliminaries	1.1 Prayer	3 minutes	Monica D. Gavilan
	1.2 Attendance Check	5 minutes	Fairley B. De Sagon
2. Call to order	Statement of Purpose	10 minutes	



Address: Basco, Batanes, 3900
 Contact No.: 09603974200
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://batanes.deped.gov.ph>

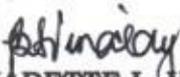
Doc Code:	FM-QMO-021	Rev:	00
As of:	Jul 2, 2018	Page:	1

	Call to Order		Bernadette L. Vinalay
3. Meeting proper a. Discuss the duties and responsibilities of the team	Discussion	25 minutes	Bernadette L. Vinalay
4. Other Matters		15 minutes	Bernadette L. Vinalay
5. Adjournment		2 minutes	Bernadette L. Vinalay

Prepared by:


FAIRLEY B. DE SAGON
 Administrative Assistant III

Noted by:

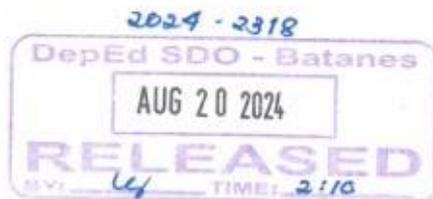

BERNADETTE L. VINALAY
 Education Program Supervisor

Approved by:

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

For the SDS:


DANTE J. MARCELO PhD, CESO VI
 Assistant Schools Division Superintendent



 Address: Basco, Batanes, 3900
 Contact No.: 09603974200
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://batanes.deped.gov.ph>

Doc Code:	FM-QMO-021	Rev:	00
As of:	Jul 2, 2018	Page:	2