



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

Tracking Number: OTR-2024-08-007

NOTICE OF MEETING

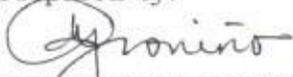
TOPIC: Program Management Team Meeting on Project Implementation Review cum Validation of the Utilization of Primer 1 (Ivatan) and Bridging Primer 2 & 3

MEETING AGENDA			
MEETING OBJECTIVES:			
1. Discuss Roles and Responsibilities of the PMT, 2. Other matters.			
LOGISTICS:		REQUIRED ATTENDEES:	
Date: <u>August 20, 2024</u> Time (Start): <u>4:30 PM</u> Time (End): <u>5:00 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: Carmencita G. Adami 2. Recorder: Mariline G. Roniño 3. Kym Clyde H. Moro 4. <u>Emerita D. Castellon</u> 5. Shirly Gutierrez Meeting called by: Carmencita G. Adami Telephone No.: None Email: carmencita.adami@deped.gov.ph	
Items to be discussed to attain objectives			
AGENDA ITEM	PROCESS	TIME	PERSON(S) RESPONSIBLE
1. Preliminaries	Prayer	3 minutes	Emerita D. Castellon
	Recitation of the Quality Policy		Shirly L. Gutierrez
2. Call to order	Attendance Check	5 minutes	Mariline G. Roniño
	Statement of		Carmencita G.



	Purpose		Adami
	Call to Order		
3. Discuss Roles and Responsibilities of the PMT,		20 minutes	Carmencita G. Adami
4. Other Matters		Remaining time	Carmencita G. Adami
5. Adjournment			

Prepared by:


MARILINE G. RONIÑO
 ADA VI

Noted by:


CARMENCITA G. ADAMI
 Education Program Supervisor

Approved by:

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

For the Schools Division Superintendent:


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

