



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

Tracking Number: 2024-08-608

NOTICE OF MEETING

TOPIC: PMT MEETING FOR THE WORKSHOP ON THE DEVELOPMENT OF LESSON EXEMPLARS FOR GRADES 4 AND 7 INTEGRATING IVATAN IKSPs ACROSS LEARNING AREAS.

MEETING AGENDA			
<p>MEETING OBJECTIVES: <i>To Discuss the following:</i></p> <ol style="list-style-type: none"> 1. Workflow of the training workshop and preparations needed 2. Reminders on the roles and responsibilities of PMTs 			
<p>LOGISTICS: Date: <u>August 21, 2024</u> Time (Start): <u>3:00pm</u> Time (End): <u>4:30pm</u> Location: Ivatan Conference Hall Materials: (Ex.)</p> <ul style="list-style-type: none"> • LCD • Laptop • Sound System • Recorder <p>Preparation Required: (Ex.)</p> <ul style="list-style-type: none"> • Approved Agenda <p>Note: Except for other matters, agenda and all presentations must be emailed to the group at least two (2) days before the scheduled meeting</p>		<p>REQUIRED ATTENDEES:</p> <ol style="list-style-type: none"> 1. Leader: EPS Jay V. Gonzales 2. Program Manager: CES Violeta B. Gasilao 3. Facilitator: EPS Jay V. Gonzales 4. QATAME: EPS Violeta H. Binalon & EPS Elena A. Baldomar 5. Finance Officer: Raisa V. Beronque 6. Logistics Officer: John Michael L. Viola 7. Welfare Officer: Jack James I. Delos Santos & Kathleen E. Castillo 8. Recorder: Nida C. Fajardo 9. EPS Vilma C. Bongay <p>Meeting called: EPS Jay V. Gonzales</p> <p>Telephone No.: 09397922194</p> <p>Email: jay.gonzales@deped.gov.ph</p>	
Items to be discussed to attain objectives			
AGENDA ITEM	PROCESS	TIME	PERSON(S) RESPONSIBLE
1. Preliminaries	Prayer	5 minutes	Vilma C. Bongay

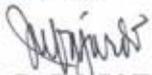


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2. Call to Order	Statement of Purpose	5 minutes	Jay V. Gonzales
3. Presentation on the workflow of the training workshop and the preparations needed.		20 minutes	Jay V. Gonzales
4. Reminder on roles and responsibilities		45 minutes	Jay V. Gonzales
5. Others		15 minutes	Jay V. Gonzales

Prepared by:


NIDA C. FAJARDO
 Administrative Assistant III

Noted by:

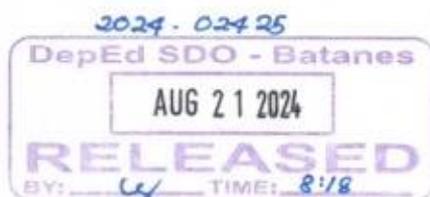

JAY V. GONZALES
 EPS/Proponent

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



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