



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

OCT 15 2025

NOTICE OF MEETING

October 14, 2025

TO : Ms. Noemi A. Valdez
Mr. Lord Edgar Tavu
Ms. Angela M. Francisco
Ms. Shiela Rose H. Bachoco
Ms. Joeycor J. Rendon
Ms. Nathalee D. Estiller
Ms. Dulce B. Samson
Ms. Wendy S. Hernandez
Ms. Shareen Gay Paña
Ms. Aira G. Parilla
Mr. Dunn Luvik C. Mandigal
Mr. Jericho B. Ylen

FROM : 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE/TIME : October 23, 2025, Thursday, 1:30pm

VENUE : 1st Floor Mini Conference Room

AGENDA :
1. Presentation of current data management process and identified issues
2. Discussion of system objectives and scope
3. Identification of required data fields and record categories
4. Determination of system users and access levels
5. Discussion of technical and resource requirements
6. Assignment of roles and responsibilities
7. Setting of project timeline and milestones
8. Budget and support requirements

HR- JY Meeting with Software Programmer for the Planning of HR Unit Database System

130/October 14, 2025

NOM-2025-130



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