



MINUTES OF MEETING

Type of Meeting: Emergency meeting Time Started: 4:15 P.M.
Date and Venue: August 9, 2022 Time Ended: 5:15 P.M.

Presided by (signature above full name): RODERICK UNA JAN

Prepared by (signature above full name): MONNA E. BENGALAN

Approved by (signature above full name): MA. THERESA P. LORETO

ATTENDEES

NO.	NAME	OFFICE
1	RODERICK UNA JAN	CAS
2	MONNA E. BENGALAN	DepStat
3	MARY JOY P. ISRAEL	DMATH
4	REINA S. ARABIANA	DLABS
5	GILDA P. NAYRE	DLABS
6	GENALYN M. APAS	BTEC
7	BRENDA VALENZONA	DBS
8	ALMA F. GOFREDO	DBS
9	THELMA P. APAS	DoPAC
10	MA. TERESITA D. MACAIRAN	DoPAC
11	HERMIE G. MAZO	DPhys
12	CAREN G. ALIANZA	BTEC

(Insert additional line, if necessary)

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
1	Election of CAS dDRC officers	Mr. RUnajan explained to the body the details of the meeting. He added that a group/committee will be created to have an effective workplace. Ms. MJIsrael was unanimously voted as CAS dDRC treasurer and Ms. MEBengalan as CAS dDRC secretary.	Mr. R UNA JAN
2	Preparation of Documents as per attached Memo No. 4 - to be collected ASAP by CAS	Mr. RUnajan presented to the body the documents and records needed to be prepared and uploaded to the drive on or before end of August in preparation for the internal audit. He added that IQA will be around September or October 2022. Mr. RUnajan informed the body that the documents submitted will be printed for college's copy. Ms. TPApas suggested that documents will submit hard copies of records to college to lessen Mr. RUnajan's load. Mr. RUnajan then suggested that the documents that will be submitted will be both soft and hard copies.	All departments

3 Concerns

Mr. RUnajan raised the concern that the department's OPCR was hard to consolidate. All departments

Ms. RSArabiana suggested that the original form should be distributed by college to each department to be uniform.

Ms. MJPIsrael raised the concern that some faculty would not provide some documents such as PDS, PDF, CVs, TOR, Diploma due to data privacy.

Mr. RUnajan suggested that a memo from Dr. MTP Loreto will be created to ask for these pertinent documents.

Having no other matters to discuss, the Mr. RUnajan meeting was adjourned at 5:16 PM

Insert additional line, if necessary)