

DEPARTMENT OF FOREST SCIENCE College of Forestry and Environmental Science Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565-0600 local 1026 Email: forestscience@vsu.edu.ph Website: www.vsu.edu.ph

NOTICE OF MEETING

Date: November 25, 2021

To

: All DFS Faculty

From

: Dr. Anatolio N. Polinar, Head DFS

Subject

: DFS Emergency Faculty Meeting

Date & Time : November 26, 2021 at 2:00-4:00pm

Venue

: Virtual Meeting via Zoom

Please attend the meeting on November 26, 2021 at 2:00-4:00pm to discuss the following:

AGENDA

- Call to Order:
- Presentation and adoption of the agenda of the meeting (5 minutes);
- 3. Reading, correction and approval of the minutes of the previous meeting (10 minutes);
- Matters arising from the minutes of the previous meeting(10 minutes);
- New business:
 - Department head's report (5 minutes);
 - Date and submission of important documents (20 minutes);
 - c. IPCR Accomplishments (July-November 2021) (45 minutes);
 - d. DFS Christmas Party (20 minutes);
- Other matters. (5 minutes)

Sincerely,

Head, DFS

