



## 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

1. Call to Order;
2. 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);
4. Matters arising from the minutes of the previous meeting(10 minutes);
5. New business:
  - a. Department head's report (5 minutes);
  - b. Date and submission of important documents (20 minutes);
  - c. IPCR Accomplishments (July-November 2021) (45 minutes);
  - d. DFS Christmas Party (20 minutes);
6. Other matters. (5 minutes)

Sincerely,

  
**ANATOLIO N. POLINAR**  
Head, DFS