



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Imus Campus  
Student Development Services  
**CENTRAL STUDENT GOVERNMENT**  
csg.imus@cvsu.edu.ph



## MINUTES OF THE MEETING

**DATE AND LOCATION:** November 20, 2025—Student Development Service (SDS) Office

**TIME COMMENCED:** 5:50 PM

**PRESIDER:** Daniel Camaclang

### ATTENDEES:

Name	Position
• Zoe R. Gil	CSG President
• John Jefferson M. De Leon	CSG VP-External
• Ivan P. Duran	SAP-IT
• Daniel Camaclang	Secretary General
• Gerald D. Alansalon	CWD - Documentation Officer
• Angelo Bitanga	Undersecretary
• Ari Marie	Undersecretary
• Cristina Hernandez	Undersecretary
• Ishra Fernando	Undersecretary
• Mlnea Feliciano	Undersecretary
• Zachariah Babon	Undersecretary
• Craven Mish	RIAC Secretary
• Chieko Lantajo	RIAC Asst. Secretary

### AGENDA:

- Introduction and getting to meet each other
- Orientation for Secretaries

### COMMENCEMENT:

A meeting was called to facilitate the introduction of new committee members and conduct an orientation regarding secretarial duties. The meeting commenced at 5:50 PM at the SDS Office.

- The presiding officer opened the meeting by facilitating introductions, allowing the attendees, particularly the Undersecretaries and RIAC officers, to get to know one another and establish rapport within the team.

ARMAND G. ATON, Ph.D.

12-10-25

- The discussion then proceeded to the main agenda: the orientation for secretarials. The officers discussed the standard procedures and technical requirements for preparing official school documentation.
- Detailed instructions were provided on how to properly format and draft the following documents:
  - Activity Proposals: Guidelines on structure and necessary content were reviewed.
  - Cover Letters: The proper addressing and formal tone required for cover letters were explained.
  - Project Proposals: The specific format for proposing new projects was outlined.
  - Resolutions: The drafting process for resolutions was discussed.
  - Other School Secretary Documentation: General protocols for maintaining and formatting other essential secretarial documents were clarified to ensure consistency across the organization.

**TIME ADJOURNED: 6:45 P.M**

Prepared by:

**GERALD D. ALANSALON**

Documentation Officer - Committee on WebDev

Noted by:

**IVAN P. DURAN**

SAP - IT / WebDev Head

**NATHANIEL R. GIL**

CSG President

**DR. ARMAND G. ATON**

SDS Coordinator