



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 22, 2025—via Google Meet

**TIME COMMENCED:** 8:00 PM

**PRESIDER:** CSG President Zoe R. Gil

### ATTENDEES:

#### Name

#### Position

• Zoe R. Gil	CSG President
• Ken B. Lentejas	CSG VP-Internal
• John Jefferson M. De Leon	CSG VP-External
• Daniel D. Camaclang	CSG Secretary General
• Samantha Natalie F. Fatallo	CSG Treasurer General
• Cristina V. Domingo	CSG Auditor
• Kenn Harvey F. Brocoy	CSG P.R.O
• Angela C. Regidor	SAP-BA
• Charles Derrick A. Garcia	SAP-CS
• Micaella Kathe Palileo	SAP-Entrepreneurship
• Misael A. Ponferrada	SAP-HM
• Ivan P. Duran	SAP-IT
• Chris John C. Labalan	SAP-Journalism
• Mary Eunice D. Ramos	SAP-Psychology
• Lorelle P. Salude	SAP-OFAD
• Juanita Anjela M. Rivas	SAP-Education
• Jimmuel D. Palma	GAD Representative
• Ariane Nicole D. Comedia	Undersecretary
• Gwen Marinie C. Paciente	Undersecretary
• Ishra Firreli B. Fernando	Undersecretary
• Jose Angelo B. Bitanga	Undersecretary
• Ma. Cristina Hernandez	Undersecretary
• Minea Sabina M. Feliciano	Undersecretary
• Zachariah Sydney U. Babon	Undersecretary
• Hans Christian Ancierto	CCAA Vice-chairperson
• Keith Owen B. Silva	CCAA Member
• Dean Levi's G. Aquino	COEXA Vice Chairperson
• Alexzeus Marvel C. Padilla	COEXA Member
• Joshua S. Jabas	COEXA Member
• Juria Mae N. Dela Cerna	COEXA Member
• Juvert V. Vista	COEXA Member
• Ralph Kenneth B. Perez	COEXA Member
• Ryren Hagos	COEXA Member
• Rica Babes B. Delos Reyes	RIAC Vice Chairperson
• Craven Mish Lorraine L. Norbe	RIAC Secretary
• Chieko M. Lantajo	RIAC Assistant Secretary

• Carmella P. Cayetano	RIAC Member
• Frias, Marvilyn G.	RIAC Member
• Ivan Reniel H. Amangca	RIAC Member
• Jennifer D. Nazareno	RIAC Member
• Kimverly S. Mina	RIAC Member
• Jerald D. Estrella	UI/UX Designer
• Lorenz E. Tuboro	Front-End Developer
• Taisei Domingo	Front-End Developer
• John Harold R. Magma	Back-End Developer
• Yzrayelle Isaac Sarmiento	Technical Operator
• Gerald D. Alansalon	Quality Assurance Officer
• Danica Mae C. Viray	Documentation Officer
• Ma. Shammel G. Layba	Assistant Auditor
• Arianne Joy H. Alburo	Associate for Finance
• Vhilroi Allyza T. Pader	Associate for Finance
• Jay Rondina	CCAA Member
• Anjon Evangelio	CCAA Member
• Georgie Tunay	CCAA Member
• Zhiro Francisco	CCAA Member
• Kristian Elmer Dela Torre	COC Member
• Isaac Yzrayelle Sarmiento	COC Member
• Samantha Eiriel Ocampo	COC Member
• Reign Jairus Liwanag	COC Member
• Shaun Russelle Obsenares	COC Member
• Sandara Torres	COC Member
• Christine Joy Malabanan	COC Member
• Reniel Azore	COC Member
• Princess Ugerio	COC Member
• Abegail Dizon	COC Member
• Shane Apin	COC Member

**ABSENTEES:**

• Loubert L. Apin	RIAC Member
• Ralfh Dharren F. Molina	SOCENVI Vice Chairperson
• Jennifer D. Nazareno	SOCENVI Member
• Juan Carlos B. Militante	SOCENVI Member

**AGENDAS:**

- YEAR-END PARTY UPDATE
- PASKUHAN UPDATES
- STAGE DESIGN UPDATE
- RAFFLES AND OTHER EXTERNAL UPDATES
- STUDENT HOURS UPDATES
- BOOTH UPDATES PER COMMITTEE
- PROPOSAL OF BOOTH FOR FOUNDATION DAY
- LANYARD UPDATES
- SUBLIMATION SHIRT DESIGN
- CSG MATTERS
- OTHER MATTERS

ARMAND G. ATON, Ph.D.  
12-28



## COMMENCEMENT:

A general meeting was called by CSG President Ms. Gil, which she also presided over. The meeting commenced at 8:00 PM via Google Meet. Its primary objective was to discuss the agendas for the coming months.

President Gil opened the meeting by greeting all the attendees and formally acknowledging the presence of CSG officers and advisers, as well as the committee members in the meeting. She then proceeded to discuss the agendas for the meeting.

## AGENDA I. YEAR-END PARTY Update

**CSG SAP Entrepreneurship** Ms. Palileo updated that 64 officers have confirmed their attendance regarding the party. She added that the following officers were to be jumbled with one executive as a representative for that group to ensure that everyone is aware and acknowledged by one another.

The following were also discussed regarding the overall points of the event:

- Monetary Gift for Monito Monita is **not allowed**.
- The party's theme is *Magical* with a Garden fairy-like concept, but the outfit theme will be *Dressing up for the Wrong Event*.
- Food that the officers will provide shall begin with the **first letter of their name**, officers with the similar first letters are allowed to group themselves in no more than 5 members.
- Tables and chairs shall be requested through the Supply and Property office, or from the HM Department to ensure the event's spruceness. CSG Officers are encouraged to design the venue before the event begins.
- **Program Flow:** The event begins in collecting the officers in their respective jumbled groups, wherein they shall collaborate for the games planned, enjoy lunch/dinner, and overall have a good time.

## AGENDA II. PASKUHAN Updates

- For the updates of the said event, there will be **Raffle Tickets** that should be distributed by the 25th of November in the respective organizations. The details of the raffle tickets are as follows: **strictly 1 ticket per student only, 20 tickets per organization**, and lastly, **first come, first served**. Along with this is the continuous search for the sponsorships and the scheduled posting of publication materials and advertisements.
- Ms. Samantha, the event coordinator, went over the **program's flow** and provided specifics. In addition to outlining the game's mechanics, Mr. Jai also described how the game's initial mechanics worked and the potential harm they could cause. In order to avoid dead air and in case of mishaps during the event, he also mentioned the backup games. In addition, he talked about the CIHS and the allocated budget. The **CSG's weighted responsibility** in relation to the event's primary needs was also mentioned and emphasized by the event coordinators.

- The committee and executives were reassured by the event coordinators that they could contribute supply materials for the alternative stage design in addition to the sharable food. Additionally, the following schedule dates were mentioned: the **faculty shoot** is scheduled for Monday, and prop preparations will require November 24. An old structure or court
- Additionally, the Christmas tree might be located in the Old Building or the covered court on campus.

### **AGENDA III. STAGE DESIGN Update**

- **CSG President Ms. Gil** asked for updates regarding the stage design and Christmas tree decorations for the Level Up Paskuhan event.
- **CSG SAP CS Mr. Garcia** reported that a proposal for both the stage design and Christmas Tree had already been prepared.
  - He showed the draft of their planned design, which included a visual illustration of the CvSU-Imus stage decorated with blue and green cloths, garlands, and foils.
  - He explained each part of the stage and how different White Christmas ornaments and designs would be placed, specifically highlighting the snowflakes that would fill the two boards at the center of the stage.
  - SAP CS Garcia also emphasized the heart-shaped cardboard that would be placed in the middle of the stage, featuring a cutout graphic of a family. He clarified that the designs he presented were not final and that they were still open to suggestions.
- **CSG SAP CS Mr. Garcia** added that **some designs would be hidden during the Honor Society's event and would only be revealed after the event concludes.**
  - He also explained that the colors and some design elements were coordinated with the Honor Society's theme, resulting in a blue-and-green combination to accommodate both organizations' colors for their consecutive events.
- **CSG President Ms. Gil** mentioned her previous concern about the font used for the theme displayed at the center of the stage, noting that it resembled a font typically used for pinning ceremonies. **She said that the updated font still gave off the same impression and asked SAP CS Garcia to change it again.**
  - CSG President Ms. Gil instructed the creatives committee to **apply the suggested revisions by Monday, November 24, 2025.**
- **CSG PRO Mr. Brocoy** added to SAP CS Garcia's presentation by discussing the boxes that each committee group must bring for the gift-box stage design.
- CSG President Ms. Gil instructed PRO Brocoy to **list and update the respective committees regarding the number and sizes of boxes needed for the gift-box design.**



- CSG SAP CS Mr. Garcia then presented the draft design for the Christmas Tree, highlighting the transparent Christmas balls, fabric, Christmas lights, and garlands. He mentioned that the design shown on screen was not yet final and could still be revised based on members' suggestions.
- CSG PRO Mr. Brocoy explained the need to bring a star for the tree. **CSG Adviser Ms. Abayari offered to bring the star.**
- CSG President Ms. Gil concluded the agenda by reminding the creatives committee that she trusts them with the design of the tree. She emphasized that the only thing she wants is for them to **make sure that the Christmas Tree will be bright and attention-grabbing** since its lighting is the most awaited part of the event for many Kabsuhenyos.

#### **AGENDA IV. Raffles and Other External Updates**

- Since the chairperson for **COEXA** is not present, Vice-chairperson, Mr. Aquino presented the updates regarding outside the documents. As stated the papers from the City hall were transmitted to **Congressman AJ Advincula, Vice Mayor Homer Saquilayan, and seven out of twelve councilors. For the office of the Mayor, they were met with requirements that they are now processing.**
  - Out of all those requirements, only the office of the vice mayor responded and gave five umbrellas.
- Currently they are **looking for private companies for sponsorships..**
  - Due to the postponement of the Sports Festival 2025, **The Coffee Bunny agreed that they will instead set up their booth on our Paskuhan and One-day on Foundation.**
    - In relation, the cups used for their booth should properly be segregated and discarded.
- Overall, the goal of this committee is to secure products that could be used as a giveaway for the upcoming events.
- The Vice-chairperson also stated that **we are close to securing a long term GRAB partnership.**
- He also stated that other students from various programs may also set-up booths for the Pasukhan event.

#### **AGENDA V. STUDENT HOURS Updates**

**CSG Adviser Ms. Abayari** stated that although the initial plan for the Student Hours were to last for 1:00 PM - 5:00 PM, the time **might be extended far longer than 5:00 PM** to ensure the full implementation of the booths for the Kabsuhenyos.

#### **AGENDA VI. BOOTH Updates per Committee**

All committees updated everyone in attendance about the booth set-up they intended for student hours.

- **COEXA:** They are finalizing their booth, they just need the materials now. The same can be stated for the other booths.

- **RIAC:** VP-Internal explained the requirement of 5 pesos as an entrance fee for the **Pachinko Game**. He further added that a requirement of 5 pesos for Sing-the-Wheel is needed to participate in the game, and an additional 15 pesos to unlock a dance number from the committee. He also explained the side games such as lucky dice, cover the circle, and balance the lemon.
- **SECCOMM:** Secretary General Mr. Camaclang explained their booth that will be known as **"I-SHOOT MO NA!"**. Like the party game **"Beer Pong"**, but of course, the aim of the game is to only shoot the ball and create a pattern either linear or diagonal.

#### **AGENDA VII. PROPOSAL of BOOTH for Foundation Day**

- President Ms. Gil requested an update, and as of now, the CCAA Committee reported that the film showing is already in its finalization stage, while the Secretariat Committee confirmed that everything on their end is settled. Vice President for Internal Affairs Mr. Lentejas also proposed a game Gimme Five, which is included in the activity plans.

#### **AGENDA VIII. Lanyard Updates**

- **CSG PRO Mr. Brocoy** presented the latest draft of the lanyard design, which features reversible sides: dark red as the first color and dark blue as the second.
- **CSG President Ms. Gil** asked if the design had been approved by the designer. She then instructed PRO Brocoy to **consult the designer by the next day and provide an immediate update once it is approved**, so that by **Monday, November 24 the finance team can begin the pre-order process** for the lanyards.
- **CSG PRO Mr. Brocoy** recommended ensuring that the **end of the lanyard is sewn, not buttoned**, so that it will look neat when worn by Kabsuhenyos.
- **CSG President Ms. Gil** asked if it would be possible to **produce another physical sample of the final lanyard design before mass production**. She reminded PRO Brocoy and those in charge to contact the seller and designer to make this possible, in order to properly assess the quality of the lanyards that will be sold to the Kabsuhenyos.

#### **AGENDA IX. Sublimation Shirt Design**

- After Mr. Francisco from the creatives committee presented his prepared designs and layout for the shirt uniform, President Gil reminded everyone that once the design was finalized and released, **only 20 officers would be accommodated** due to a limited number of stocks available for the free shirt that will serve as the CSG officers' uniform.



#### AGENDA X. CSG Matters

- **CSG President Ms. Gil** has raised up **four concerns** regarding the CSG
- The first is the **initiation of every member in the CSG**. Ms. Gil urged everyone, executives and committee members alike, to have a sense of responsibility and cleanliness. If one spotted a piece of trash laying around, he/she must throw it in the proper waste bin without needing to be told. It is also advised that the papers must go through the chairperson of the committee before going to the president.
- The second is the **approach of every member in the CSG**. If someone comes into the office, every member present inside must greet him/her to encourage friendliness and approachability of the student government. Ms. Gil encouraged everyone to be approachable and have communication with other members and organizations; also reminding that whenever they go, they carry the name of the student government.
- The third is the **checking of papers**. Ms. Gil reminded everyone to give her the papers so she can check them, as there are some that are not going to the CSG president. As she quoted "Ang kasalanan ng committee ay kasalanan ng chairperson ng committee, at ang kasalanan ng chairperson ay kasalanan ng president." Once again, reminding everybody to make sure that the president is aware of the papers being run.
- The fourth and final is the **condition of papers**. If the papers are even slightly crumpled, the president will not sign them, no matter how important the aforementioned papers are. If the papers are signed, they must be stored inside a folder to avoid being crumpled and dirty. Ms. Gil reminded CSG Secretary General Daniel to assist the members of the secretariat committee. Ms. Gil declared that starting tomorrow, these must be fixed.

#### AGENDA XI. Other Matters

- CSG President Ms. Gil asked the chairpersons if they have any reminders to the officers, board members, and the committees of the student body.
- **SAP Entrepreneurship Ms. Palileo**
  - For those who didn't read in the group chat, the final venue will be a magical theme.
  - For the outfit, it will be "**Show up to the Wrong Party**," meaning any costume/outfit is acceptable.
- **Vice Chairperson Mr. Aquino in behalf of the External Affairs**
  - VC Dean updated that a nomination to various awards for CSG was successfully submitted
  - He reminded all Committee Chairpersons to immediately send the required member information to the VPE for the updating of requirements for the Provincial Youth Development Council (PYDC).
- **SAP Psychology Ms. Ramos**
  - SAPs are reminded to get the list of delegates to their respective Mother Organizations and give it to Ms. Ramos.
  - Noted a request from the *Samahan ng mga Mag-aaral ng Sikolohiya* in looking for the officer-in-charge of Mobile Legends: Bang Bang.

- **SAP OFAD Ms. Salude** in behalf of Social and Environmental Awareness Committee
  - The environment fee is still in effect so members can still bring in items to the office.
- **Public Relations Officer Mr. Brocoy & SAP CS Mr. Garcia**
  - P.R.O Mr. Brocoy raised a concern that the printer ink is running low again, only two months after the last refill. Members are urged to be more mindful with ink and paper and use it with regards in the organization.
  - SAP Mr. Garcia mentioned that the office PC is lagging, primarily due to overuse. He advised the members to turn off the PC immediately after they are finished using it.
- **Paskuhan Updates and Tasking**
  - For the activity proposal, a draft is being worked on but is not yet in document form.
  - The budget for Paskuhan has been approved (?)
  - Secretariat Committee - collaboration letters to be run and accomplished on Monday.
    - The Flare: Broadcast
    - Sinagtala: Performance
    - ROTC: Ushers
    - Honor Society: Stage Design
  - **External Affairs Committee** - sponsorship is being sought both inside and outside campus.
  - **Program & Technical:**
    - Program flow and script are undergoing finalization.
    - Sound and technical personnel have been assigned.
      - Music list (OPM and Christmas songs) is being compiled.
    - For the hosts, the script is being checked.
    - Ushers: RIAC and CCAA are assigned as ushers.
    - Documentation: Tasking for documentation has been assigned.
  - The event designers also request if they can get the artificial grass and bamboo sticks from the CSG office.
  - Stage Design: Honor Society is tasked with the floor plan and stage design. At least one or all committees must assist in helping with the stage design. SAP Mr. Garcia also asked members to bring in materials for the design if they have any.
  - The photobooth concept for Paskuhan has been removed due to budget constraints.
- **General Secretary Mr. Camaclang**



- Secretary Camaclang reminded the members that paperwork will be processed on Monday. All chairpersons must scan and upload all finalized papers to Google Drive for the Accomplishment Report (AR).
- He also reminded members who are sitting in the secretaries' desk to be careful since there are important documents on the table.

- **Additional Reminders**

- President Gil asked Mr. Liwanag to create a list of all papers that need to be processed so she can help draft and track them.
- President Gil also expects the Paskuhan and Student Hours papers to be at the Dean's office next week.
- She also reminded all chairpersons to internalize and remember everything that has been discussed, as she will be asking for an update tomorrow.

**TIME ADJOURNED: 11:01PM**

Prepared by:

**DANIEL CAMACLANG**  
CSG Secretary General

Noted by:

**NATHANIEL R. GIL**  
CSG President

Recommending Approval:

**ALFE M. SOLINA, Ph.D**  
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