



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: October 11, 2025—via Google Meet

TIME COMMENCED: 6:00PM

PRESIDER: 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
• Kenn Harvey F. Brocoy	CSG P.R.O
• Samantha Natalie Fatallo	CSG Treasurer General
• Angela Regidor	SAP-BA
• Charles Derick A. Garcia	SAP-CS
• Anjela M. Rivas	SAP-Education
• Micaella Kathe P. 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
• Zhiro Francisco	Creatives Committee
• Kristian Elmer Dela Torre	Creatives Committee
• Ishra Firreli B. Fernando	Undersecretary
• Minea Sabina M. Feliciano	Undersecretary
• Ma. Cristina Hernandez	Undersecretary

ABSENTEES

• Cristina V. Domingo	CSG Auditor
• Erica Lobrigo	Undersecretary
• Shammel Layba	Finance Associate

AGENDAS:

- SLTP FINALIZATION AND PREPARATION
- INTERVIEW OF TREASURER GENERAL & SAP-BA
- RESOLUTION: ESTABLISHMENT OF CSG COMMITTEE
- RESOLUTION: RESTRUCTURING OF CSG CREATIVES COMMITTEE
- FINALIZATION OF PROMOTIONAL VIDEO CONCEPT

- COMMITTEE HUNTING
 - PROJECT PROPOSAL FOR LANYARD
 - OTHER MATTERS AND CONCERNS
-

COMMENCEMENT:

The first general meeting of the Central Student Government (CSG) was called by CSG President Gil, which she also presided over. The meeting commenced at 6:00 PM via Google Meet. Its primary objective was to discuss the agendas of the student council for the following months.

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

Agendas:

I. SLTP Finalization and Preparation

- **CSG Secretary General** Mr. Camaclang informed that some of the necessary documents (e.g., collaboration letters, and invitation letters) have been properly handled. However, the papers to be run by the Dean have not been signed. Additionally, the excuse letter for wearing civilian attire is to be edited.
- **CSG P.R.O.** Mr. Brocoy stated that the public materials are ready to be posted. The schedule of posting them is to be discussed next week, and the following days after. He also informed that the stage designing has not yet begun, but will be starting next week (by Monday), while also gathering the needed missing design materials. A discussion between Mr. Brocoy and **SAP-Entrepreneurship** Ms. Palilelo happened regarding materials that are missing, will and shall be provided.
- **CSG President** Ms. Gil declared that the missing materials are to be listed out. She also mentioned asking if a certain instructor is free to be the host of the program. Lastly, she announced that if there is anything left to polish for the public materials and documents, polish it, and to follow the right time and schedule.

VP-Internal Mr. Lentejas briefly mentioned that a roll call be followed by the secretariats before beginning a meeting.

II. Interview of Treasurer General and SAP Business Administration

President Gil firstly stated the decorum of the interview, wherein Committee Members are allowed to ask 2-3 questions, SAPs are allowed 3, and Executive Officers are allowed 5.

- **CSG Treasurer General** Ms. Fatallo began by introducing, and providing a brief description about herself and her duties.

SAP-BA Ms. Regidor followed through, by introducing and providing a background about herself as well. Both mentioned that they were former committee members of the organization.

President Gil briefly added that any member of the organization shouldn't treat their position as simply for what it is, but embrace it to the best of their abilities, while maintaining respect among one another. She also declared the beginning of the interview formally.

- **SAP-Entrepreneurship** Ms. Palilelo was the first to pose a question, wherein she asked *how Ms. Regidor will handle professionalism within the organization*. Ms. Regidor responded that she can ensure professionalism by not including personal matters when handling her duties. She proved further assurance that she can and will maintain professionalism. Ms. Palilelo didn't ask further questions.
- **CSG P.R.O.** Mr. Brocoy was the next officer to ask, inquiring whether, *as the SAP-BA, or as a SAP in general, how she will encourage students under her program to participate in the events and activities to be held by the CSG*. Ms. Regidor answered that she will relay the message among her peers regarding the events that may be held, and will do her utmost best in encouraging them to participate.
- **SAP-CS** Mr. Garcia followed, his question posing towards both Ms. Regidor and Ms. Fatallo. Asking *what pushed them in applying for their role, and why only apply for it now*. **Ms. Regidor responded first**, admitting that she contemplated between applying as SAP-BA or a committee member. She added that she was having doubts whether she can balance her organization life, as well as her academic life. Being a member before, she was aware of the responsibilities. What ultimately pushed her in applying was the encouragement of other members in her program organization. Although at one point, she felt that it was an obligation, rather than genuine application. Once she discovered that there wasn't anyone in the position of SAP-BA; and with the support from her peers; she took the chance in applying, which led to genuine commitment in fulfilling her duties. **Ms. Fatallo followed right after**, stating that what pushed her to apply is to have a strong sense of readiness and consistency. She then explained how and why she couldn't apply because of scheduling conflicts. Now seeing that the organization is more coordinated, she felt secure in applying with the encouragement of her peers and the former Treasurer. With that, she wishes to improve the financial system of the organizations, especially CSG, while promoting transparency among the officers, as well as the students.

All the following questions are to be answered by **SAP-BA Ms. Regidor** from this onwards.

- **SAP-Entrepreneurship** Ms. Palilelo had a follow-up question regarding Ms. Regidor's answer. She took note of what Ms. Regidor said regarding the obligation she felt before applying. She asked *whether SAP-BA is applying for the sake of obligation, without genuine feelings for the position, or simply because she really does want it.* Ms. Regidor countered by admitting that she did feel obligated, but now she feels that she can handle her duties while having support from the people who believe in her, as well as believing in herself.
- **CSG Secretary General** Mr. Camaclang subsequently added *how she will handle balancing the council and academics.* Ms. Regidor responded that now that she knows her schedule, she will make a list in organizing the things needed to do when it comes to fulfilling her duties as SAP-BA, while also being a student. Mr. Camaclang followed-up that there are elective positions that SAPs will undertake, leading for them to be flexible with their duties. He asked *how she will deal with going into an elective position that she may not be familiarized with yet.* She replied that she can rely on the members of the committee to show her the ins and outs that are required. But if she were to choose an elective position, Property Manager took her interest as she researched on what she can do with it. No further questions were asked.
- **SAP-Psychology** Ms. Ramos posed the question on *what she thinks about the challenges she'll face from being an events committee member to being SAP-BA, and how she will overcome them.* Ms. Regidor answered that she knows the other members and her fellow peers will help her in facing those challenges, she will ask for their opinions and recommendations, while also being determined as the year goes on. Not necessarily to fully depend, but to receive support regarding her position.
- **SAP-CS** Mr. Garcia posed an additional question that as a fellow SAP, *how will she balance the flow of duties between her program organization and CSG, whether she will be fair about it or focus on the other organization.* Ms. Regidor stated that she will be fair about it. Even if she has bigger responsibilities in CSG, she will give 100% of her commitments for both organizations, knowing that she will receive support in fulfilling her duties.
- **SAP-Psychology** Ms. Ramos followed-by asking *whether there are any problems her program organization faced when handling projects, and what are the solutions she proposes*

when dealing with them. She responded that by gathering information and receiving recommendations, she can properly assess handling the projects given.

VP-Internal Lentejas firstly stated that he suggested the meeting and the interview be held. He reminds the officers that their roles are not out of convenience or “no choice”, but rather that everyone is accepted for the abilities they provide. He further states that urgency is his main priority when it comes to disseminating information, and that CSG shouldn’t fall behind when it comes to handing them out. Additionally, the officers should follow the proper time and coordination when disseminating information.

- **CSG VP-Internal** Mr. Lentejas asks if Ms. Regidor is aware of the 3-way process that takes place when it comes to handing out announcements. He then proceeds by stating that the first process is announced by the PRO, while the second process is by the President. Afterwards, he then asks her *what she thinks is the third process, its proper format and what is the proper way of distributing the information.* She answers that the right process is, first by raising concern regarding the information given, and validating it through the higher positions before disseminating it.

Additional comments made by VP-Internal Lentejas, that if steps 1 and 2 are done, observe if the information has been properly disseminated. Inquire if it has been announced by the PRO and the President, and if time’s running out, SAPs are given the permission to distribute it themselves, in order to avoid miscommunication and problems among the organizations. He also added that the officers should observe their actions when doing their duties and responsibilities.

P.R.O. Brocoy had an additional comment, wherein he said that he believes that SAPs are his allies when it comes to disseminating announcements, assisting in making sure that respective organizations have seen and understood the announcements properly.

- **CSG P.R.O.** Mr. Brocoy then follows up with the question on *how she will ensure that they (the organizations) have seen and understood the message.* She replies that by asking for feedback, it will serve as an assurance that they have received and understood the message. If not, she will personally approach them with regards to it.

VP-Internal Lentejas then later added the importance of the Constitutional By-laws (CBL) and what it upholds, not just for the organization, but the university, and the students and instructors residing in it.

- **CSG VP-Internal** Mr. Lentejas then asks that *if there are any mistakes in the CBL, is she still willing to learn and abide by them or not.* Ms. Regidor responds that while she does [want to learn], she can't be ignorant about it.

VP-Internal Lentejas added that SAPs are part of the process when handling the CBL. He states that the officers should focus on the CBL, more importantly the Bill of Rights. By providing assurance, that he, as well, is a part of changing it.

- **CSG VP-Internal** Mr. Lentejas began by mentioning a certain issue that happened, he then asks *what if something were to happen to her, as SAP, how will she ensure that she won't back down from the position she's in, even when she had the mindset of not pursuing the role.* Ms. Regidor responds by giving light to the former position she used to reside in, saying that the position she holds now is "no joke". She knows that she won't be let go, or will not let go, of the position she's in even though that certain situation happened. Adding the fact that when she made the decision to apply, it represents the commitment of maintaining and ensuring her position.
- **CSG P.R.O.** Mr. Brocoy follows up with the question on *how she will handle a situation where students express criticisms towards CSG and the events held.* Ms. Regidor replied that by analyzing the whole situation itself first, she justifies that concerns won't be raised without proper reasons. After doing so, she may provide ideas or solutions that may be of use to address the concerns.
- **SAP-IT** Mr. Duran followed-up his question by asking Ms. Regidor *what is the essence of a SAP for her.* She answered that her position serves as a voice of the concern of her program organization, with its duties is to help and voice out any problems and/or issues to be addressed. He asked her further *what more SAPs can do.* She replied that besides an elective position, she will research more on where she can lend her time and responsibilities. He asked her the same question again, but she stated that that's the limited information she has attained. Mr. Duran states that SAPs also hold the responsibility of signing the papers and organizing the projects to be handled by their respective program organization. **Ms. Regidor took note of this.** He had a follow-up question, asking if she thinks that *when it comes to the position of SAP, is it literal (by CBL), or is it broken down on multiple positions/duties.* She responded by answering the latter, adding that she will do her very best in assisting anyone she can that seeks help from the CSG or her program organization. Mr. Duran mentions that SAPs are a part of reconstructing the CBL, he asks her *if the CBL is able to meet and cater when it comes to helping students.* She first states that she agrees that the CBL is outdated when it comes to

relaying needed information, so before doing so, relying on the PRO when it comes to these is crucial before announcing anything. His last question contained *whether the role of a SAP be demolished or revised by the CBL*. Ms. Regidor answered that as SAP, it should be revised because each program organization needs an ambassador when it comes to representing their respective organizations.

- **CSG VP-Internal** Mr. Lentejas followed-up a question, asking *if the SAP has a purpose for the CSG and other organizations*. Ms. Regidor answered by quoting President Gil stating that the SAPs are “panakip butas”, when it comes to representing organizations. No matter the reason or cause, for her, SAPs are still necessary as they represent each program. Lastly, he subsequently added that there wasn't a SAP-BA in position last year. She replied that she was aware, but there were other former SAPs that her program could rely on.

VP-Internal Lentejas added that a SAPs' duty isn't just to represent their sole program, but the university as a whole. Representing all the Kabsuhenyos. He stated that if SAPs' are only limited by their representation for their program organizations, the program organizations itself can already vouch for that. Understandably so, once a Constitutional Convention is held, the roles of SAPs may be terminated, and be revised as Senators. Additionally, he declared that since SAPs can not pick their elective roles, as to not view SAP as limited by the CBL, better yet, use that as a motivation to represent the university and its students.

President Gil also announced that while SAPs do serve as “panakip butas” when it comes to communicating with certain organizations, they are not degraded by that, but are represented as the bridge between CSG and the different organizations. She also added that based on her observations, if there is a need for clarifications, that's when SAPs will come in. That when it comes to relaying information, it should be confirmed and validated, otherwise, it is false.

- **CSG President** Ms. Gil first began by asking *what the past tagline is and how Ms. Regidor takes the current tagline by defining the depth of significance it means for her*. She first states the past tagline “**Serbisyong Progresibo, para sa Kabsuhenyos**”. Afterwards, she said that for her, the current tagline “**Para sa Kabsuhenyos, Puso ang Magiging Sentro ng Serbisyo**”, means that when it comes to raising concerns that are heard by the CSG, her personal motto is to seek and cater to them. That by showing progress, is by pouring our hearts out when fulfilling our duties. No further questions were asked.

President Gil said that she doesn't think that the CSG doesn't lack leaders, but rather support from the masses. She believes that when

you pour your heart in your duties and responsibilities, all will excel. Influencing other students not just through intelligence and excellence, but through the heart.

- **CSG President** Ms. Gil asks Ms. Regidor for assurance that once her position [as SAP-BA] is formalized, she won't back down. That no matter what hardships happen, issues and problems are communicated, as to not leave the organization hanging by a thread. Ms. Regidor fully assures that she won't back down from the position she holds, since once she makes a decision, she commits to it. Proving through her previous position the commitment she holds for the organization.

Before President Gil concluded Ms. Regidor's interview, she stated that it is up to her if she will uphold the assurance and commitment she claimed, while also reminding her that the assurance she offers is instilled in the minds and hearts of the officers. She reminds everyone that they always bring the name of CSG, as it serves as a tie on everyone's neck, not as a chokehold, but to represent that everyone will be remembered for the services they provided, and not just by their positions.

VP-Internal Lentejas briefly suggested that everyone should always present themselves as someone approachable, no matter the hardships and tiresome experiences, as long as everyone can cater to the Kabsuhenyos to the best of their potential. So that CSG will be viewed as someone the students can always rely on.

President Gil then asks if Treasurer General Fatallo is ready and prepared for her interview.

All the following questions are to be answered by **Treasurer General Ms. Fatallo** from this onwards.

- **Creatives Committee** Mr. Francisco was the first to pose a question that asks *what Ms. Fatallo usually looks for before approving any budget or financial request in an organization and how she will make sure that an organization's funds are being used in a fair and transparent way*. She responds to the first question, stating that when approving a budget, seeking its purpose whether it is essential or not is crucial when it comes to supporting events. As well as checking the accuracy and details, making sure that they are proper and valid, and if it leads to a good cause. Lastly, she adds that supporting documents are important as well. For the second question, she suggests that using trackers and documents through projects are important for transparency. While making sure that executive officers have access to it, not just limited to audit, but by seeking approval from the executives officers about the cause of the projects as well. No further questions were asked.

- **SAP-Entrepreneurship** Ms. Palilelo was the next to inquire, asking *how Ms. Fatallo handles a situation where somebody directly requests funds from her*. She replies that first by asking them about the purpose and use of the project they propose, not just limited to her clarification, but to all the CSG officers as well. Then seeking approval from the President whether a possible released amount is being given to a good cause. She states that she would prefer if the proposed project is backed up with necessary documents before approving anything. Ms. Palileo had a follow-up question on what Ms. Fatallo would do if she, the CSG Auditor and Business Manager had a misunderstanding. She answered simply by communicating. That if it is not settled between them, she will seek advice first from the President, then the Adviser. But first and foremost, be it resolved between all of them. No further questions were asked.

President Gil added a brief comment that if there are any funds to be given out, analyze the contents of the proposal first, and seek her clarification before approving anything.

- **SAP-HM** Mr. Ponferrada posed the question on *how Ms. Fatallo handles stress*. She responded that by having time management, she can organize her thoughts. That organizing her prior commitments, and spending time with her friends and family, she can handle it through them. No further questions were asked.
- **CSG P.R.O.** Mr. Brocoy asked Ms. Fatallo a situational question *wherein her integrity as Treasurer General and the success of the event is on the line, where missing materials for an event that will be held the next day can not be allocated by the original proposed budget*. Ms. Fatallo countered that while it may be challenging, she will ensure that she can both maintain her integrity and the success of the event, justifying the baselessness of her integrity if the event failed anyway. She promotes honesty about the expenses that may be needed for the event's success, while also coordinating with the President or Adviser whether there's still enough budget for emergency purchases. Another alternative is asking fellow officers if they are able to provide some of the materials. Mr. Brocoy followed-up that since there were missing materials, it led for the event to be unsuccessful anyway, *how will Ms. Fatallo justify her decision in maintaining her integrity*. She replied that she will hold herself accountable for that decision. That by being transparent, she will ensure that situations like these won't happen again. Another follow-up question was *what she will implement in preventing last minute purchases that are out of the budget*. She stated that setting a clear budget request 1-2 weeks before the event shall be attained, in order to not rush

when buying materials. Then before buying the materials, checking prices and amounts are crucial. While also coordinating with the deadlines set before anything is to be processed. No further questions were asked.

With this situation mentioned, President Gil mentioned that there are contingency funds regarding situations like these. **Ms. Fatallo took note of this.**

- **SAP-Psychology** then asked Ms. Fatallo *what her concrete plans are when ensuring the improvement and efficiency when making financial statements.* She responded that by making digital copies of the financial statements, overseeing them whether they are proper or not. Not just limited to her views, but the whole executive officers, in order to promote transparency and efficiency. No further questions were asked.
- **SAP-Journalism** Mr. Labalan mentioned a previous scenario that he and Ms. Fatallo experienced, his question was *how would she handle the pressure of being "utusan" again.* She replied that she will rely on the support and guidance of our Adviser. While also improving herself in working under pressure, handling stress, instead of succumbing to it. Adding that everyone in the organization can rely on each other when hardships like these are to surface. Mr. Labalan had a follow-up question, asking *how Ms. Fatallo may see them working together in the future.* She states that she wishes to learn from one another, although not just limited to the both of them, but by learning from other officers as well. No further questions were asked.

President Gil gave light to the situation of their experience in being "utusan". She stated that CSG officers are present to oversee the events, and not to be anyone's lapdog. She expressed appreciation for the commitment they've shown and apologized on behalf of everyone that they went through that situation.

- **Creatives Committee** Mr. Dela Torre asked *how Ms. Fatallo plans on gaining the trust of not just CSG, but the students as well.* Once again, she responds by promoting transparency, by releasing financial statements that may be posted via CSG page. He follows-up on *what she will do if a Treasurer is late when passing a financial statement.* She will first ask them why, before providing assistance if needed. That her role isn't simply for supervising, but helping when they need it.
- **SAP-CS** Mr. Garcia queried whether *the advice Ms. Fatallo may have received from the former Treasurer General is something she will implement in her role as the current Treasurer General, and if she changed or added anything to it.* Ms. Fatallo replied

that if she were to be guided by the former Treasurer General, she won't be dependent on it since she has her own experiences as well in being Treasurer. Adding the fact that she wants to be transparent when it comes to mentoring the other treasurers in their positions. While she won't reject someone guiding her, in the end, her own choices and decisions will affect her duties.

- **CSG Secretary General** Mr. Camaclang posed his question by providing an example that asks *how Ms. Fatallo will handle scenarios that may involve financial risk and/or pressure*. She replies that if she sees that there's already a budget allocated for it, there's no need to put out more money than intended. Strictly maintaining the proper assessment and analyzing of materials, while not being pressured to the ideals of many.

President Gil added that with every move the CSG officers make, always seek approval and inform the executive officers about it.

- **CSG VP-Internal** Mr. Lentejas first asks Ms. Fatallo *what she can contribute in terms of raising CSG financially*. She proposes that other than income-generating programs (IGP), events that have photobooths with fees, and possible food fairs that can be collaborated with students, are a possibility when raising finances. Mr. Lentejas then follows-up a project of his "Pande-Kape ni Kabsuy", asking *whether Ms. Fatallo agrees with its ideals and what budget can she possibly allocate for it*. She responds that she agrees with what Mr. Lentejas promotes, as it serves as a good motivation for students that may prevent burnout during exams. Budget-wise, she suggests that she may be able to allocate a minimum or maximum amount of 5k-7k, depending on the breakdown of supplies needed. He then asked her *regarding her opinion whether the CBL is outdated or not*. She replies that the CBL is outdated, and that revisions are required. She suggests that academic support, equal rights, peer (instructor) evaluations, and access to facilities that are safe, sustainable and clean are required. No further questions were asked.

President Gil stated that when the Constitutional Convention is held, a change in the CBL is permitted. She stated as well, not fully as a threat, but a reminder that if budgets can be lowered, coordinate with everyone to do so. Provide solutions on how to raise the money, while letting it flourish as well, not just by thinking, but by implementing. Don't let the appeal of any administration influence the decision-making when it comes to providing budgets. It will and shall be a long process, before any money is given out. Addressing the events that require certain budgets as well, while acknowledging that Auditor Domingo is strict about developing the money handed out.

VP-Internal Lentejas also recommended advice regarding the budgets allocated for any event.

President Gil added that the breakdown of the overall budget the CSG has should be discussed, and that it should be tended and catered to.

The interview has formally concluded.

III. Resolution: Establishment of CSG Committee

- **CSG President** Ms. Gil briefly discussed the minor revisions that **CSG Secretary General** Mr. Camaclang should revise the establishments of positions on certain committees. She also suggested that the VP-Internal may appoint himself a secretary that may be of assistance.

IV. Resolution: Restructuring of CSG Creatives Committee

- **CSG President** Ms. Gil briefly stated that **CSG P.R.O.** Mr. Brocoy and **CSG Secretary General** Mr. Camaclang are to coordinate in restructuring the Creatives Committee.

V. Finalization of Promotional Video Concept

A 1-minute video was presented regarding the flow of the Promotional Video. Multiple suggestions were given, with the idea of a “drone-shot” being voided. During this hour, CSG VP-External De Leon made an appearance.

- A. The promotional video is to be shot on Oct. 13 (Monday).
- B. The editing phase is held on Oct. 14-15 (Tuesday & Wednesday), and to be ready for posting by Oct. 16 (Thursday).

VI. Committee Hunting

- A. Google Forms are to be available for registration within the dates of Oct. 16-20 (Thursday to Next Monday).
- B. Oct 21-Onwards are for committee interviews (it may be held via Online or Face-to-face).

The Secretariat Committee should handle the requirements for documents over to the Creatives Committee.

- C. Requirements shouldn't exceed more than 2-5 sentences regarding the committees' backgrounds, duties and qualifications.

Additional comments were from Creatives Committee Dela Torre asking SAP-Journalism Labalan for assistance regarding the Promotional Video.

VII. Project Proposal for Lanyard

Reversible Lanyard is “challenge accepted”. Maximum cost should not go over more than P100. Minor revisions regarding the design are to

be catered and provided instruction by Oct. 13 (Monday). Major revisions are out of handling.

The schedule of the meeting with BITS is to be handled by SAP-CS Garcia, whenever the availability of both organizations.

VIII. Other Matters and Concerns

A. Pande-Kape ni Kabsuy (Oct 27-28):

- Paper should be finalized. Checking of paper drafts is tonight per President Gil.

B. Tinig-Dinggin

- Discussion about the 5Ws regarding the uniform policies (aka Pulso ng Kabsuhenyos).

President Gil additionally stated that all activities for November are to be drafted and finalized by this coming week (Oct 13-18). The week after is allocated for running and handling of papers.

C. COA

- COA per organization is to be finished by Oct. 12 at 10PM.
- Final draft of COA is to be finalized by Secretaries. A draft of the drive will be given.

D. BPI Partnership

- Everyone is encouraged to participate. Once registration is filed, a coupon will be given (coupon includes a free meal and many more).
- Registrations are to be held in the CSG office, posting of public materials for registration is scheduled by Oct. 16 (Thursday).

E. Pending papers and letters

- Papers and letters to be signed by Doc Aton are to be followed-up.
- Paper regarding **Uniform Donation** Drive is to be followed-up as well which includes the resolution, project proposals, and other letters.

F. Other

- Further suggestions and recommendations regarding Pande-Kape ni Kabsuy.
- Concerns about a student not being let in and being sent home because of uniform, later on justified by President Gil regarding the permissions received from the OSAS Head, and that meanwhile security are doing their duties, they do not have that policy.

Additional concerns per President Gil, states that meanwhile she appreciates the bond that has been formed among the officers,

maintaining professionalism during serious hours are required. Remembering that when addressing fellow officers, it is by their respective position. Ensure that professionalism rises above all when providing service to the Kabsuhenyos.

Additional feedback per President Gil, announces that more students have expressed their gratitude in fully feeling the presence of the CSG. Stating that the students are happy and content with the service CSG has provided. An advice was given that "everyday is our chance to improve and learning is a painful process", that at the end of the day, we'll stick by each other no matter the mistakes, criticisms, and compliments we receive. A reminder for everyone as well to not forget their duties and responsibilities, as simply showing up matters.

The meeting was officially adjourned after all agendas, concerns, and plans were discussed and agreed upon.

TIME ADJOURNED: 9:40PM

Prepared by:

MINEA SABINA M. FELICIANO
CSG Undersecretary

Noted by:

NATHANIEL R. GIL
CSG President

DR. ARMAND G. ATON
SDS Coordinator

DOCUMENTATION

