



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: September 17, 2025—Student Development Service (SDS) Office

TIME COMMENCED: 3:45 PM

PRESIDER: Dr. Armand G. Aton

ATTENDEES:

Name	Position
• Zoe R. Gil	CSG President
• John Jefferson M. De Leon	CSG VP-External
• Ken B. Lentejas	CSG VP-Internal
• Daniel D. Camaclang	CSG General Secretary
• Kenn Harvey F. Brocoy	CSG P.R.O
• Ivan P. Duran	SAP-IT
• Charles Derick A. Garcia	SAP-CS
• Misael A. Ponferrada	SAP-HM
• Anjela M. Rivas	SAP-Education
• Mary Eunice D. Ramos	SAP-Psychology
• Micaella Kathe P. Palileo	SAP-Entrepreneurship

ABSENTEES

• Cristina V. Domingo	CSG Auditor
• Chris John C. Labalan	SAP-Journalism

AGENDA:

- Future Projects of the Central Student Government
- Suggestions and Advice by the SDS and OSAS

COMMENCEMENT:

An executive meeting was called by the SDS Coordinator, Dr. Aton, to discuss and hear the plans of the Central Student Government (CSG) together with the Office of Student Affairs and Services (OSAS) Head, Ma'am Tilan. The meeting commenced at 3:45 PM at the SDS Office.

- Dr. Aton opened the meeting by greeting all attendees and formally congratulating the proclaimed CSG officers.

The discussion began with a brief reminder from Dr. Aton to the CSG President, Ms. Gil, about the event tomorrow, September 18, at the Main Campus, together with SAP-Entrepreneurship, Ms. Saldua. Both officers assured Dr. Aton that they would attend the said event.

- The first point on the agenda was the **renewal of the student insurance**. Dr. Aton tasked the CSG to ready the needed papers for the renewal process. They also explained the process of transition of the account ownership from the previous term and the current, instructing that the Campus Administrator, along with the OSAS and the CSG Presidents from the previous term (2023) and the current term, shall witness the transfer of accounts.
- Second, Dr. Aton reminded that the submission of the COA shall take priority. Ms. Tilan added that for the foundation week, the CSG possibly will be asked to contribute to the officiating fee of the referees. For LCAF, they advised that the expenses must be limited to participants.
- The discussion then shifted to the Federation of Central Student Government. Ms. Tilan informed the officers that the other campuses have yet to elect or appoint CSG officers for this academic school year.
- For the advisory, the CSG informed both Dr. Aton and Ms. Tilan that **they reached out to Dr. Alfe M. Solina, the chairperson of the Department of Business Management**. Both agreed and encouraged the CSG to actively pursue her. They also tasked the CSG to find and appoint officers to fulfill the remaining vacant positions.
- As for the format of the letters, Dr. Aton informed everyone that he **plans to have a unified format of letters** where every page shall have a footer signature to avoid tampering with details. He also explained that it will be essential for student leaders to scan the documents and upload them immediately to their online drive so that the accomplishment report submission, which is scheduled at the end of the semester, will be easier to process.
- Dr. Aton and Ms. Tilan advised the VP-external to look for potential sponsors during events, as well as the benchmarking, which could potentially be the other universities in this region. They also reminded the officers that they are encouraged to seek them first for consultation before posting on social media. In line with that, they also advised that **no student leaders shall follow or engage with CvSU Imus Secret Files**. The CSG officers all nodded in approval. They stated that the CSG also has a project in line with the said matters, and they are preparing for its implementation as soon as they are recognized.

- The OSAD Head also stated that the office supplies dedicated to the academic and non-academic organizations will be distributed to the CSG, which will be in charge of their distribution to the said organizations.
- Other matters that were discussed briefly are as follows:
 - **Gala Night:** The coordinators proposed that the CSG shall handle the Gala Night event instead of the Honor Society; the officers considered this.
 - **NAPSEA:** They also reminded that they should communicate with NAPSEA for the sponsorship of graduation pictures for graduating student leaders.
 - **Other Events:** Other events, such as **Ms. Q&A and That's my Tomboy**, were also proposed by the coordinators as they stated that such events were very successful last year. They emphasized the importance of inclusivity and they shall keep this in mind.
- To end the meeting, Dr. Aton and Ms. Tilan both congratulated the proclaimed officers, wishing them good luck this term and a much more progressive year.

TIME ADJOURNED: 5:13 P.M

Prepared by:

DANIEL D. CAMACLANG
CSG Secretary General

Noted by:

NATHANIEL R. GIL
CSG President

Approved:

ARMAND G. ATON, Ph.D
SDS Coordinator

DOCUMENTATION:

