



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 01, 2025—in CSG Office

**TIME COMMENCED:** 12:07 AM

**PRESIDER:** President Nathaniel R. Gil

### ATTENDEES:

Name	Position
• Nathaniel R. Gil	CSG President
• John Jefferson M. De Leon	VP-External CSG
• Daniel D. Camaclang	CSG General Secretary
• Cristina V. Domingo	CSG Auditor
• Kenn Harvey F. Brocoy	CSG P.R.O
• Micaella Kathe P. Palileo	SAP-Entrepreneurship
• Chris John C. Labalan	SAP-Journalism
• Ishra Firreli B. Fernando	Assistant Secretary

### AGENDA:

- Discussion on paperworks regarding the request letter for office maintenance, followed by updates on the preparation of letters for the upcoming Student Leadership Training Program event

### COMMENCEMENT:

The meeting was initiated by CSG President, Ms. Zoe, regarding the request letter for the air cooler, which needs to be processed and run by 1:00 PM today. She also emphasized the need to check the air conditioning unit with Sir Christian and to include the Sinag-Tala letter along with the submission.

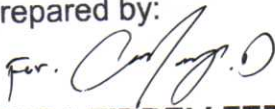
President Zoe then inquired about the preparation and progress of the Student Leadership Training Program (SLTP) event letters.

- For the **invitation letter for guest speakers**, Secretary Camaclang reported that BM Chelsea has already confirmed her attendance. Sr. Bacoer will be messaged again for confirmation, while Sir Kyle Paredes and Ma'am Leslie have not yet provided any response

- For the SLTP event letters, Secretary Camaclang suggested proceeding with the **request letter for permission to wear civilian** attire on Thursday. As for the **excuse letters**, only the draft has been prepared since several participants have not yet submitted their details.
- For the other letters, Secretary Camaclang noted that the **recognition-related documents**, specifically the Good Moral and Certificate of Grades (COG), have already been forwarded for signatories. In addition, the Curriculum Vitae (CV) of the executive officers is still being processed for signing.
- For the **collaboration and sponsorship letters**, President Zoe asked the Vice President for External Affairs, Mr. De Leon, for updates. Mr. De Leon responded that he is still waiting for feedback but will follow up with a message.
- For the **bulletin board**, President Zoe emphasized the importance of drafting a **resolution paper for supplies** in order to properly organize and set up the bulletin board.

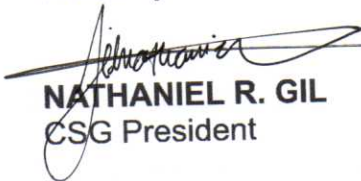
TIME ADJOURNED: 12:17 PM

Prepared by:



**ISHRA FIRRELI FERNANDO**  
CSG Assistant Secretary

Noted by:



**NATHANIEL R. GIL**  
CSG President

Approved by:



**DR. ARMAND G. ATON**  
SDS Coordinator