



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus Campus
Student Development Services
CENTRAL STUDENT GOVERNMENT
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MINUTES OF THE MEETING

DATE AND LOCATION: September 27, 2025—via Google Meet

TIME COMMENCED: 1:05 PM

PRESIDER: President Nathaniel 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 General Secretary
• Cristina V. Domingo	CSG Auditor
• Kenn Harvey F. Brocoy	CSG P.R.O
• Charles Derick A. Garcia	SAP-CS
• Chris John C. Labalan	SAP-Journalism
• Anjela M. Rivas	SAP-Education
• Mary Eunice D. Ramos	SAP-Psychology
• Micaella Kathe P. Palileo	SAP-Entrepreneurship
• Zhiro Francisco	Creatives Committee
• Kristian Dela Torres	Creatives Committee
• Ma. Cristina Hernandez	Assistant Secretary
• Ishra Firreli B. Fernando	Assistant Secretary

ABSENTEE

• Ivan P. Duran	SAP-IT
• Misael A. Ponferrada	SAP-HM

AGENDA:

- SLTP Preparation
- Committee Hunt Updates
- Lanyard Design Contest
- Office Related Concerns
- Others


ARMAND G. ATON, Ph.D.

COMMENCEMENT:

An executive meeting was called by CSG President Gil, which she also presided over. The meeting commenced at 1:10 PM via Google Meet. Its primary objective was to discuss the agendas of the student council for the following weeks.

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

- She first addressed the preparation for the SLTP preparation for the SLTP event. Firstly, she asked Secretary General Mr. Camaclang about the paperworks for the event.

Mr. Camaclang gave the following updates:

- **Invitation Letters:** some of the invited speakers find it hard to fit their schedule for the SLTP event due to the seemingly rushed invitation.
- **Activity Proposal & Project Proposal:** The details of the said paperwork are finalized and will be up for signatories on Tuesday.
- **Collaboration Letter:** The ALTAS terms of agreement have been approved by the president. It is expected to be signed on Tuesday as well. For BITS, SINAG-TALA, and The Flare, Mr. Camaclang proposed that the CSG request a meeting for the collaboration agreement between the organizations.
- **Request Letter:** The details of the request letter for wearing civilian attire are finalized and will be expected to be signed on Tuesday as well.
- **Excuse Letter:** The excuse letter for SLTP is not yet finalized.

CSG Auditor Ms. Domingo stated that the benefits for the collaborating organizations will be a 5% discount for the SLTP t-shirt. In line with that, she also added that the payment for the said t-shirt and foods **shall be on-hand**.

Moving forward, Pres. Gil also stated that **on Tuesday, a dry-run shall be held to test if the prepared games are doable or not**.

Before moving on with another topic, Pres. Gil asked if there are any other concerns regarding the preparation for SLTP. Hearing none, she moved on to the next topic.


ARMAND CLATON, PH.D.

- The restructuring and establishment of committees shall be **finalized on Tuesday**, and the posting for application shall be **conducted on October 3 (Friday)**.

Mr. Camaclang presented the **draft resolution for the establishment of committees**. He emphasized there will be a possible conflict on the establishment of the **Committee on Record and Documentation** as the new secretariat committee because there are existing sections in the Constitution By-Laws (CBL) that overlap with the proposal. He also reminded that the creatives committee cannot be demolished as it goes against the CBL, all the student council can do is to restructure and expand.

Moving forward, VP-Internal Mr. Lentejas recognized the conflict regarding the overlapping clause of the CBL. He also stated that he is now scouting prospects that meet the standards of his committee. He also explained that he plans to improve the proper meeting flow every meeting. He stated that a meet link shall be posted 10 minutes before the meeting, if a 50% quorum is not reached, the meeting will be cancelled. He added that while it is not yet official, the officers shall practice the 'will be' standards of the CSG.

VP-External Mr. De Leon stated that he is still in the process of finalizing the structure of his own committee.

CSG Auditor Ms. Domingo stated that there is already a draft for the seminar about finance, but she still needs a treasurer for confirmation. She also stated that she would want an 8-member committee on Audit.

CSG PRO Mr. Brocoy explained that he **plans to restructure the creatives committee**, making sure that the technicalities of the CBL are abided so no laws are breached. He provided a detailed presentation about how he will divide the creatives committee under two divisions which will be further divided into two units.

A/N: please refer to the guide Mr. Brocoy sent for further details.

Moving forward, VP-Internal Mr. Lentejas mentioned the importance of the Committee on Social and Environmental Awareness, stating that it is important that an executive shall head a committee that addresses such matters.


ARMAND C. ATAN, P.

- Moving forward, for the lanyard design contest. Mr. Brocoy stated that the Google forms for the said contest are already done, he just needs a few more details for finalization. Pres. Gil advised that the participants of the contest shall be added in a single group chat for efficient communication. Lastly, she tasked the creatives to post it by Monday.
- Office agendas that were discussed during the meeting was the update on the **request letter to fix the aircon, ceiling, water dispenser, and the printer**. Pres. Gil asked for an update, however, Mr. Duran was not present for the meeting.

She required everyone to **always greet other officers whenever they are on duty at the start of their day**. She stressed the importance of maintaining cleanliness inside the office as well.


- Other agendas that were discussed was the continued search for an adviser as well as the request by the committee to purchase a **paid drive and Canva pro** for flexibility.

Pres. Gil also asked SAP-CS Mr. Garcia about his project about the donation drive. Mr. Garcia stated that it is going well, and that he will communicate with Ms. Abayari to inquire about the alumni.


To end all agendas, Pres. Gil advised that all necessary paperworks shall be processed two weeks before the actual event. Afterwards, she asked if there are any more concerns regarding the topics discussed during the meeting. Hearing none, she declared the meeting adjourned.

TIME ADJOURNED: 2:17 P.M

Prepared by:

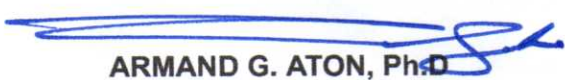

DANIEL D. CAMACLANG
CSG Secretary General

Noted by:

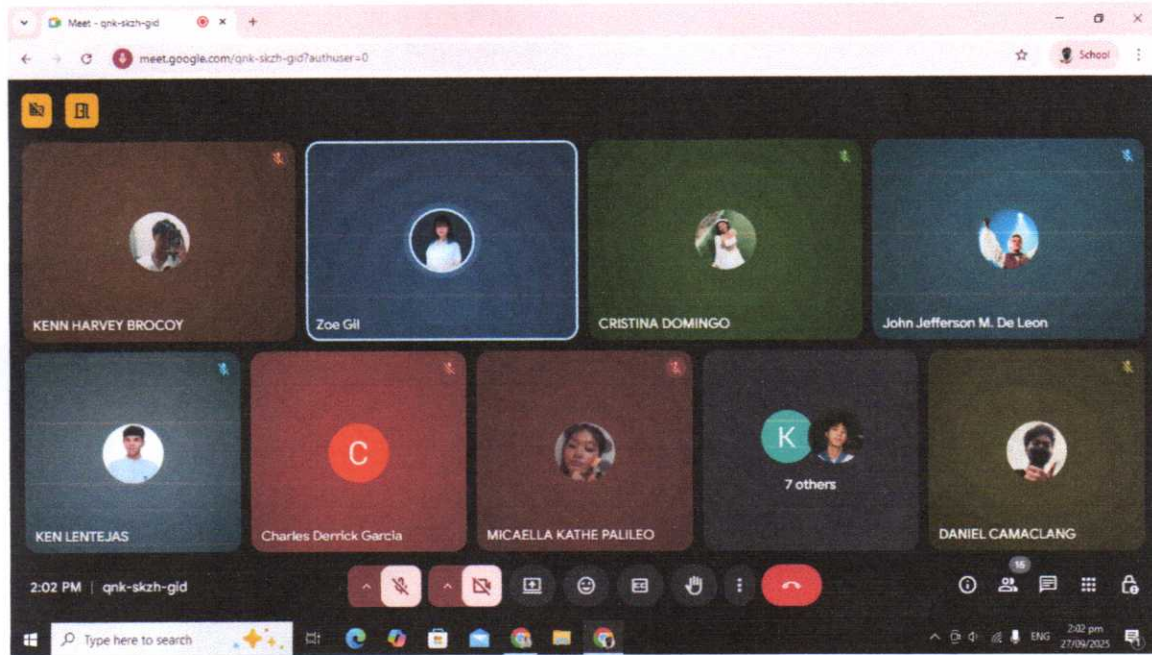

NATHANIEL R. GIL
CSG President


ARMAND G. ATON, Ph.D.

Approved by:


ARMAND G. ATON, Ph.D.
SDS Coordinator

DOCUMENTATION:




ARMAND G. ATON, Ph.D.