



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 08, 2025—via Google Meet

**TIME COMMENCED:** 6:00 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
• Allexzeus 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

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• 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:**

- Joshua S. Jabas
  - Loubert Apin
  - Yzrayelle Isaac Sarmiento
  - Arjeff Tejero
- |                       |
|-----------------------|
| CSAC Secretary        |
| RIAC Member           |
| Technical Operator    |
| Associate for Finance |

**AGENDAS:**

- WELCOMING THE NEW CSG COMMITTEE MEMBERS
- LEVEL UP PASKUHAN SA CVSU IMUS
- SPORTFEST 2025
- FOUNDATION WEEK 2025
- YEAR END PARTY
- TASK DISTRIBUTION EACH COMMITTEE
- CLEAN-UP DRIVE
- CSG MATTERS
- OTHER MATTERS



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### COMMENCEMENT:

A general meeting was called by CSG President Ms. Gil, which she also presided over. The meeting commenced at 6:00 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 as well as the new committee members in the meeting. She then proceeded to discuss the agendas for the meeting.

### AGENDA I. Welcoming the New CSG committee members:

The CSG President welcomed the committee officers who were accepted during the committee hunt activity of the CSG. Ms. Gil is excited for the current term as the CSG is as big as an NSTP section. She welcomed everyone once again and wished them luck this term.

### AGENDA II. Level Up Paskuhan Sa CvSU Imus:

- **Discussion 2.1: CSG VP-External** Mr. De Leon updated that the Committee on External Affairs have requested from the Local Government Units (LGU) officials regarding the event's special collaboration and sponsors. He followed up as well regarding the flow of the event. Ms. Gil stated that by **November 20 (Thursday) the collaboration and sponsorship be settled**. Additionally, she said that the flow of the event is adhered to by the Event Organizers and that the theme is yet to be completed. With that, **Event Organizer** Mr. Liwanag replied that further discussion among the Creatives Committee is yet to be held. Ms. Gil replied that by **November 20 (Thursday), the flow of the event would be settled as well**.
- **Discussion 2.2: CSG President Ms. Gil** stated that the Committee on Finance shall begin canvassing, so that the budgetary requirements are regarded by next week. The lighting for the event shall be luminous as to really showcase the Christmas spirit, along with canvassing for dirty ice cream that will be given towards the Kabsuhenyos. It was mentioned that the start of **the event will begin at 3:00 PM and onwards**, after the collaboration event with the CvSU Imus Honor Society. **SAP CS** Mr. Garcia queried regarding the public materials to fully boost the event. Ms. Gil replied that a **countdown for the event** is to be held, along with a **video that includes all the CSG members, with a song that represents the Christmas spirit**. (i.e., Puso, Star ng Pasko, and etc.)

### AGENDA III. Sportfest 2025:

- CSG President Zoe Gil presented the **initial plans and updates for the upcoming Sportfest 2025**. She reminded that those who plan to participate in the local intramurals must inform their respective chairpersons for proper coordination. It was clarified that **Executive Board Members will not be**

participating in the games, but **Board Members and Committee Members may join.**

- SAP Ms. Eunice reported that there is already a plan in place for the Sportfest, which includes a film screening as part of an Income Generating Project (IGP) and student hours activity during the event. The deadline for submissions and related preparations is set for November.
- Additionally, the CSG Creatives Committee will conduct a meeting to discuss their respective duties and responsibilities for the Sportfest.
- The **CSG will be in charge of technical operations**, specifically the lights and sounds for the covered court, which was confirmed by the President. It was also clarified that **The Flare will handle the documentation coverage** of the Sportfest.
- SAP Mr. Charles inquired regarding the video streaming coverage of the event. President Ms. Gil replied that, as far as she knows, the **coverage will be live-streamed**, but further confirmation of details will be made within the week.
- Mr. Charles also asked if there would be other public materials (pubmats) to promote the event, to which it was responded that there will be none aside from the main coverage handled by The Flare.

#### **AGENDA IV. Foundation Week 2025:**

- During the meeting, the project of Ms. Hernandez from the Secretariat Committee was discussed and the officers will make a way to put it during the Foundation week.
- The proposed organizational pin of SAP-Entrepreneurship Ms. Palileo will also be included in the plan for the upcoming Sportsfest and Foundation week.
- CSG VP-Internal Mr. Lentejas suggested that the CSG can have an interactive activity for the school community this year since the CSG had it last year.

#### **AGENDA V. Year End Party**

- During the meeting President Gil proposes to everyone to have a Year-End Party to get to know one another and have a strong bond.
- SAP Journalism and SAP BA were asked if they were available to handle the event. Notify them regarding the officers attendance. Venue is to be determined. SAP BA and SAP Journalism coordinate with the event coordination.
- SAP Journalism and SAP BA were assigned to handle the list of possible attendees/participants (Executives, Board, and Committee Members).

#### **AGENDA VI. Task distribution each committee:**

- **RIAC:** Preparations of the assigned and designated papers.
- **COEXA:** Writing letters for sponsorship cooperation for the Level-Up Paskuhan, bomb threat seminar, and subsequent events. VPE added that he already did the task distribution for his committee.
- **SECCOMM:** The Activity Proposal for Level Up Paskuhan has been assigned, and the **Bomb Threat Seminar papers must be completed by**

**November 16.** "Andyan po ba si?" materials must still be adhered to. The dean's staff forbade the signing of documents. **The COA is finalized, and resolution papers are being finalized.** Finally, AR checking is completed by Tuesday.

- **FINANCE COMM:** The manufacturer should sign the compilation and preparation of prizes for paper and lanyards. **Batch 1 is made up of 500; Batch 2 is made up of 500 and 70 pesos**, and it is awaiting revision in order to meet production budgetary requirements. Motivate students to purchase. The lockers are being prepared, and the finance meeting will address them. Tasks are distributed. Additionally, Pres. As a backup, Gil asked for a MOA for the lanyard. **The bank's resolution is still pending.** There are only three nominees left, and the other presidents are worried, so a screening will take place, according to Auditor Domingo, **who claims that the COA has no interest in holding the position.** Treasurers and auditors are not permitted, but other executives are. Finally, President Gil asked Lentejas, VP-Internal, to review the COA procedure.
- **COC:** Committee updates; publication material postings are still pending. Second, according to VPI, they will make an effort to post executives, advisers, and committee members separately. Pres Gil is concerned that the creative committee may have a lot of unfinished business, but she will accept it if they can attempt to complete the publication materials appropriately. The executives and committee will have a different posting and publications with consistent elements with the executives publication, according to the final discussion and decisions.
- **CSAC:** The Google Forms for "tinig-dinggi" are due to the unresolved issues of unreturned utensils by the students that cause the seller to have low sales.
- **SOCENVI:** Assigned video for GIGO Policy; the video shoot will be held by Friday. As long as the SAP checks the birthdays of the students, the others are already classified. The attendees raised a concern regarding whether students are dropped or not. **President Gil requested the officers to ask her first and send the information for clarification.**

#### **AGENDA VII. Clean-Up Drive:**

Starting by Wednesday, all CSG members are encouraged to participate in a clean-up drive at the CSG office. **The Committee on Creatives** will focus on organizing and cleaning the speaker and wire systems.

#### **AGENDA VIII. CSG Matters:**

- CSG President Ms. Gil stated that she will sign any papers that are crumpled. She also emphasized that all officers must log in whenever they are on duty. Moving forward, she reminded everyone that should have the following:
  - **Boundaries;**
  - **Limitations; and**
  - **Respect and Acknowledgement.**
- For the chairpersons, she stated that every committee should at least have one face-to-face meeting so that they can get to know each other.

#### **AGENDA IX. Other Matters:**

  
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12-8-25

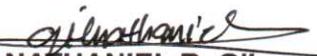
- CSG President Ms. Gil will announce the theme of the Level Up Paskuhan at a later time.
- There will be an event flow for the upcoming **Bomb Threat seminar**.
- It has been clarified that the organizations have different events and the papers will be discussed further in meetings.
- Ms. Gil has discussed matters regarding the SDS. While the extra step in checking papers may lead to the process being longer, she has stated its importance, especially to students. **She has raised concerns to the Dean regarding the need for the signatures**. However, the Dean responded with uncertainty, prompting further inquiries. The CSG President will announce an update once a clear answer has arrived.
- For the Level Up Paskuhan, **fireworks may be permitted but are highly unlikely due to high costs and potential to be misinterpreted as gun shots**. A similar alternative is suggested which is "lusis fireworks" or sparklers.
- Before ending the meeting, The CSG President showed a quote stating "**To sacrifice is to lead, to lead is to sacrifice.**" Ms. Gil wants every member present to be informed about being a leader so that they may be inspired and ready to lead others into success and greatness.

TIME ADJOURNED: 7:52 PM

Prepared by:

  
DANIEL CAMACLANG  
CSG Secretary General

Noted by:

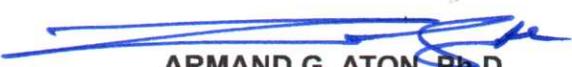
  
NATHANIEL R. GIL  
CSG President

Recommending Approval:

  
ALFE M. SOLINA, PH.D.  
CSG Adviser

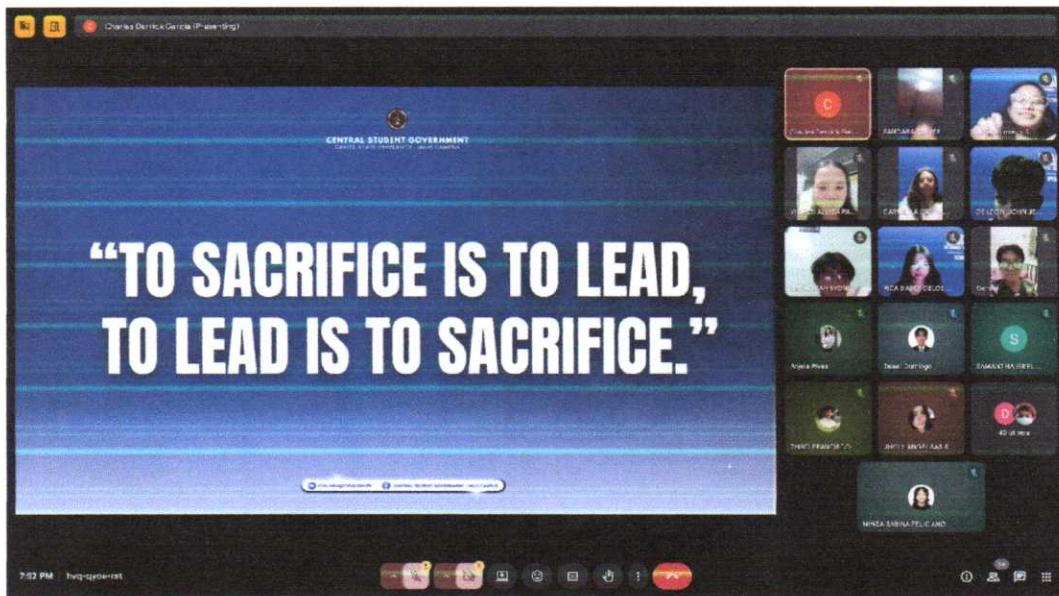
  
JENNY DANICA P. ABAYARI, MAEd  
CSG Adviser

Approved by:

  
ARMAND G. ATON, PH.D.  
SDS Coordinator

  
ARMAND G. ATON, PH.D.  
12-9-25

## DOCUMENTATION



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