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 20, 2025—Student Development Service (SDS) Office
TIME COMMENCED: 5:50 PM
PRESIDER: Daniel Camaclang

ATTENDEES:

Name	Position
Zoe R. Gil	CSG President
John Jefferson M. De Leon	CSG VP-External
Ivan P. Duran	SAP-IT
Daniel Camaclang	Secretary General
Gerald D. Alansalon	CWD - Documentation Officer
Angelo Bitanga	Undersecretary
Ari Marie	Undersecretary
Cristina Hernandez	Undersecretary
Ishra Fernando	Undersecretary
MInea Feliciano	Undersecretary
Zachariah Babon	Undersecretary
Craven Mish	RIAC Secretary
Chieko Lantajo	RIAC Asst. Secretary

AGENDA:
- **Introduction and getting to meet each other**
- **Orientation for Secretaries**

COMMENCEMENT:

A meeting was called to facilitate the introduction of new committee members and conduct an orientation regarding secretarial duties. The meeting commenced at 5:50 PM at the SDS Office.
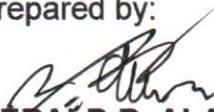
- The presiding officer opened the meeting by facilitating introductions, allowing the attendees, particularly the Undersecretaries and RIAC officers, to get to know one another and establish rapport within the team.

ARMAND G. ATON, Ph.D.
12-10-25

- The discussion then proceeded to the main agenda: the orientation for secretarials. The officers discussed the standard procedures and technical requirements for preparing official school documentation.

- Detailed instructions were provided on how to properly format and draft the following documents:

  - Activity Proposals: Guidelines on structure and necessary content were reviewed.

  - Cover Letters: The proper addressing and formal tone required for cover letters were explained.

  - Project Proposals: The specific format for proposing new projects was outlined.

  - Resolutions: The drafting process for resolutions was discussed.

  - Other School Secretary Documentation: General protocols for maintaining and formatting other essential secretarial documents were clarified to ensure consistency across the organization.
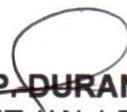
TIME ADJOURNED: 6:45 P.M

Prepared by:

GERALD D. ALANSALON
Documentation Officer - Committee on WebDev

Noted by:

IVAN P. DURAN
SAP - IT / WebDev Head

NATHANIEL R. GIL
CSG President

DR. ARMAND G. ATON
SDS Coordinator