



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus, Cavite
Student Development Services



BUILDERS OF INNOVATIVE TECHNOLOGIST SOCIETY
bits.organization@cvsu.edu.ph

Office Memorandum

No. 1 2023 - 2024

TO: : **JAMES VELORIA**
Department Chairperson

FROM: : **JERIC CONTADOR**
BITS President

SUBJECT: : **GENERAL ASSEMBLY FOR IT STUDENTS A.Y. 2023
- 2024**

DATE: : **December 02, 2024**

Rest assured that the said students will take full responsibility to make up for any requirements he/she will be missed on the said date. This event is designed to develop leadership qualities, teamwork, and decision-making skills, which are essential for their roles as future student leaders. Please rest assured that the students will coordinate with you and other subject teachers to make up for any missed lessons, assignments, or class activities during their absence. If additional information is needed, feel free to contact me at 0917-654-3210 or via email at studentaffairs@school.edu.ph.

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Noted By:

JAMES DAYANDATE

Chief of Staff in Department of Computer Studies

LORENZO ASIS

BITS PresVIPSec

