**MINUTES OF THE MEETING**

Title

(DD-Month-YYYY), Time

Venue

1. **ATTENDANCE**

| **NAME** | **Division** |
| --- | --- |
|  | OED |
|  | OED |
|  |  |

| **DISCUSSANT** | **AGENDA ITEMS** | **DISCUSSION** |
| --- | --- | --- |
| **AFD** | **1.** | * Jdnasjbfwejkfweoifjoinlkwngpwojgowefweofjwepofjwefnweoifnweofiwenfoiwenfifnweoinfweokf * Dkandwehdiwendiwfweff jksafjkbf fjsakjfh * dsakjjhdskdjwebjfwekfnweo |
| **PPRD** | **1.** | * Jdnasjbfwejkfweoifjoinlkwngpwojgowefweofjwepofjwefnweoifnweofiwenfoiwenfifnweoinfweokf * Dkandwehdiwendiwfweff jksafjkbf fjsakjfh * dsakjjhdskdjwebjfwekfnweo |
| **OTHER MATTERS** | **1.** | * Jdnasjbfwejkfweoifjoinlkwngpwojgowefweofjwepofjwefnweoifnweofiwenfoiwenfifnweoinfweokf * Dkandwehdiwendiwfweff jksafjkbf fjsakjfh * dsakjjhdskdjwebjfwekfnweo |

| **PREPARED BY:** |  | **NOTED BY:** |
| --- | --- | --- |
|  |  |  |
| **JUAN C. DELA CRUZ**  Position |  | **NAME**  Position |