**NOTICE OF MEETING**

|  |  |  |
| --- | --- | --- |
| **TITLE** | : | MISU Monthly Meeting |
| **DATE** | : | 11 April 2024 |
| **TIME** | : | 9:00am to 4:00pm |
| **VENUE** | : | MISU’s Office |
| **PARTICIPANTS** | : | MISU Staffs |

**PROVISIONAL AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA ITEMS** | **DISCUSSANT** | **TIME** | **DURATION** |
| Presentation of the following:   * Document Tracking System * Financial Management System (Module 1) | Grant Lemuel Ledesma | 9:00AM – 10:30AM | 1 Hour & 30 Minutes |
| Presentation of the following:   * CWC MIS * Asset Management System * Human Resource Management Information System | Kennard Rafael | 10:30AM – 12:00NN | 1 Hour & 30 Minutes |
| CWC Current Network Setup | Armin Belarmino & Kevin Louise Pua | 1:00PM – 2:00PM | 1 Hour |
| Statistical Report and MOVs presentation for the 1st Quarter of FY 2024 | Emerson Sicat & Renz Mark De Zuñiga | 2:00PM – 3:00 PM | 1 Hour |
| **OPEN FORUM (Other Matters)** | MISU | 3:00 PM – 4:00PM | 1 Hour |

|  |  |  |
| --- | --- | --- |
| **PREPARED BY:** |  |  |
|  |  |  |
| **ROMER ANTHONY A. LARIBA**  Information Technology Officer I |  |  |