



Republic of the Philippines
Region VII, Central Visayas
Division of Danao City



DANA O CITY PUBLIC SCHOOL TEACHERS, EMPLOYEES AND RETIREES ASSOCIATION (DCPSTERA)
Danao City, Cebu

MINUTES OF THE DCPSTERA BOARD MEETING

DT Durano District Office

May 20, 2016

3:00 pm

ATTENDANCE:

Present:

Helen L. Almacen
Ethelina L. Laurente
Melina B. Orocio

Catalina Q. Perez
Ernalita Valdez
Melgie A. Jopia

Absent:

Jesus C. Conde
Nida L. Jordan
Jovelina Enriquez
Jessica M. Loro
Carlo C. Roble

Jessie L. Toñacao
Paz Mata
Tomasito Manulat
Jellin C. Dakay

READING OF THE PREVIOUS MINUTES

The minutes of the previous meeting was read by Mrs. Ethelina L. Laurente. It was moved for approval by Mrs. Melina Orocio and was seconded by Mrs. Ernalita Valdez.

AGENDA:

Treasurer's Update
Upcoming DCPSTERA Assembly
Other Matters

DELIBERATIONS/AGREEMENTS:

1. Call to Order

- a. The meeting was called to order by Mrs. Helen L. Almacen at 3:00 pm.

2. Treasurer's Update

- a. Mrs. Melina Orocio reported that as of the moment she has a cash on hand in the amount of One Hundred Eighty Thousand Pesos (P180, 000).
- b. She pointed out that this amount is not enough to shoulder all the expenses for the upcoming assembly.

3. Upcoming DCPSTERA Assembly

- a. Mrs. Helen L. Almacen, president of the DCPSTERA Board, informed the body that she has already ordered 8 plaques from Sir Odie, 5 of which will be given for the

posthumous awardees and the remaining 3 for the retirees. She also noted that these orders were not yet paid.

b. She finalized the different working committees, to wit:

- Program & Invitation -
- Accommodation & Physical Arrangement -
- Decoration & Attendance -
- Awards/Tokens/Leis/Gifts -
- Comelec -
- Sound System -

c. As to the tokens, the body agreed to prepare 1350 bamboo fans.

d. Mrs. Melgie Jopia was assigned to prepare the gift certificate of the retirees.

e. Mrs. Almacen suggested to prepare solicitation letters for door prizes.

h. The board also agreed to wear a turquoise green Polo Shirt with DCPSTERA logo printed on it.

i. DCPSTERA key chains will be given to the first 224 teachers to arrive.

j. Mrs. Almacen will ask for nominees from each cluster supervisor to replace the outgoing officers;

1 elementary teacher

1 secondary teacher

1 secondary principal

Mrs. Paz Mata, representative of the retirees, will also submit 4 nominees from their group to replace the 2 outgoing officers.

k. It was agreed that the ballots for the said election will be distributed together with the snacks during the registration of participants.

l. The board also decided to prepare meal tickets inclusive of the snacks and dinner.

4. Other matters

a. Mrs. Almacen requested each officer to prepare a theme for the assembly.

b. The board decided to meet again on May 26, 2016, Thursday at 1:00 pm (same venue).

5. Adjournment

a. There being no other matters discussed, the meeting was adjourned at 5:15 pm.

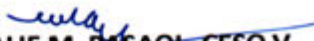
Minutes Taken By:


ETHELINA L. LAURENTE
DCPSTERA Secretary

Approved By:


HELEN L. ALMACEN
DCPSTERA President

Contents Noted:


ROSALIE M. PASAOL, CESO V
Schools Division Superintendent



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DANAOCITY PUBLIC SCHOOL TEACHERS, EMPLOYEES AND RETIREES ASSOCIATION
Danao City, Cebu

DCPSTERA Board Meeting Attendance Sheet

Venue: DT District Office

Date: May 20, 2016

Time: 3:00 pm

	Name	Position	Time In	Time Out	Active Contact Number	Signature
18	1. Helen L. Almacen	President	3:00	5:30	09255904659	
5	2. Catalina Q. Perez	Vice-President	3:15		09227834473	
20	3. Ethelina L. Laurente	Secretary	2:58		09325966789	
5	4. Carlo C. Roble	Asst. Secretary				
L	5. Melina B. Orocio	Treasurer	3:10		09236411066	
5	6. Jessica M. Loro	Asst. Treasurers				
	7. Ernalita Valdez		3:15		09952211590	
20	8. Melgie A. Jopia	Auditor	3:00		09225232776	
	9. Jessie Tonacao	Members of the Board				
XL	10. Tomasito Manulat					
11	11. Jovelina Enriquez					
20	12. Jellin Dakay					
20	13. Nida L. Jordan					
XL	14. Jesus C. Conde					
M	15. Paz Mata					