

## MINUTES OF MEETING

### SCHOOL FUNDS BUDGET ALLOCATION MEETING

*(Title of Meeting)*

#### A. MEMBERS IN ATTENDANCE

1. Carmela V. DelaCruz
2. Angelica Adiaton
3. Isabelita C. Nono
4. Melissa Hizole
5. Dinalyn DV. Saulo
6. Gail. Picones
7. Elsa Aguinaldo De los Santos
8. Margie S. Lagat

#### B. MEMBERS NOT IN ATTENDANCE

9. Zenaida Companero
10. Jenie Jinayon

#### C. CALL TO ORDER

A meeting of *SEMBA, GPTA Officers, Teachers Club Officers and BAC Members* was held at *SAN FRANCISCO ES* on *July 23, 2019*.

#### D. APPROVAL OF MINUTES

Motion was made by Sir Angelito T. Teodoro, Principal I and seconded to approve the minutes of the July 23, 2019 meeting. Motion carried.

#### E. AGENDA

Agenda Item #1: Orientation

Discussion: Introduction about the Allocations of School funds and the priority needs of the pupils, teachers and the school itself.

Agenda Item #2: Planning

Discussion: Planning together with the team and last minute adjustments Action: In-depth planning on each individual task were made.

Agenda Item #3: Budget Allocation Proposal

#### F. OTHER MATTERS

A second follow up meeting on July 30, 2019 (tentative date)

#### G. NEXT STEPS

Immediate implementation of the Project

#### H. ADJOURNMENT

There being no further business to come, the meeting was adjourned at 4:30

pm Approved by:



ANGELITO T. TEODORO

# Sample Minutes Of Meeting Document

**F Rizvi**



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