



OVCA FORM 103: NOTICE OF MEETING

Date: _____

To: **All Members of the Academic Operations Committee
(VCA Council)**

From: **Naomi M. de Aro, RN, MAN, EdD**
Vice Chancellor

Subject: **Academic Operations Committee (VCA Council) Meeting**

Greetings in St. La Salle!

Please be informed of the first Academic Operations Committee (VCA Council) Meeting on _____,
_____, 09:00a.m. at the OVCA Conference Room, RPAMD Library Ground Floor.

Kindly submit all your agenda (please refer to the Guidelines on the Conduct of VCA Council Meeting).

Thank you very much.