



**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**

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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.