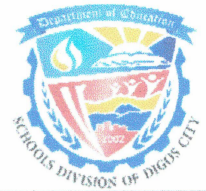




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




**DIVISION MEMORANDUM**  
No. 063-C, s. 2018

January 18, 2018

**DOCUMENT TRACKING SYSTEM ORIENTATION-WORKSHOP**

To: Stephen R. Pascual - IT Officer  
Myhrra Faye L. Bontia - AO IV, Records  
Merlyn E. Obenza - ADAS III – SDS Office  
Evangeline B. Marata - ADA IV – SDS Office  
Alnie Fe V. Ymalay - ADAS III - HRMO  
Cecil C. Uy - EPS II – SGOD  
Marcelino E. Ranollo Jr. - AO IV – Supply  
Myleen C. Robiños - PDO/ BAC Secretariat Member  
Ethel D. Calva - ADAS - ASDS Office

1. The IT Unit of this division has developed a Document Tracking System (DTS) to provide a flexible solution to track documents assigned / routed to a person or unit. This will be the precursor to the development of the Division Records Access Management System (DReAMS).
2. As one of the end user of the system, you are hereby directed to attend the Orientation Workshop for the soft launching of the system on January 19, 2017, 1:00- 3:00 PM at Division Function Hall.
3. For your information and guidance.

  
**WINNIE E. BATOON, Ed.D**  
Officer -In-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division Office  
**RELEASED**  
623  
Date: JAN 18 2018 Time: 11:35  
By: \_\_\_\_\_