DIVISION MEMORANDUM
No. 063-5 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
Aline 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. BATON, Ed.D.
Office-In-Charge
Office of the Schools Division Superintendent

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Time: 11:35