



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



March 6, 2019

DIVISION MEMORANDUM
No. 197, s. 2019

DOCUMENT TRACKING SYSTEM ORIENTATION AND RE-ORIENTATION WORKSHOP

To: Division Personnel

1. The Division Document Tracking System (DTS) has been running for one (1) year, the records and IT Unit will be conducting an orientation and re-orientation workshop for all division personnel to address the issues pertaining to the system in order for us to improve it.
2. As one of the end user of the system, you are hereby directed to attend the Orientation and Re-Orientation Workshop on the schedule dates below, to wit;

OFFICE	DATE ,TIME and VENUE
Admin, HRMO, Supply, Cash, Records, SDS personnel and ASDS personnel	March 7, 2019, 9 AM @ Admin. Office
SGOD	March 7, 2019, 1 PM @ SGOD Office
CID	March 8, 2019, 8 AM @ CID Office
BUDGET AND FINANCE	March 8, 2019, 1 PM @ Accounting Office

3. For your information and guidance.


WINNIE E. BATON, Ed.D
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
30091
DATE: 06 MAR 2019 TIME: 1:54
BY: 

To be indicated in the Perpetual Index under the following subjects:

SUBJECT
ADMIN DTS ORIENTATION/RE-ORIENTATION WORKSHOP

RECORDS SECTION AOIV: DOCUMENT TRACKING SYSTEM ORIENTATION AND RE-ORIENTATION WORKSHOP
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