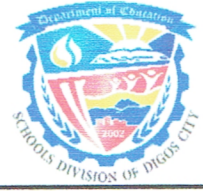




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



August 13, 2019

DIVISION MEMORANDUM
No. 621, s. 2019

DOCUMENT TRACKING SYSTEM ORIENTATION FOR NEWLY-HIRED DIVISION PERSONNEL

To: Division Personnel

1. The Document Tracking System (DTS) is used in the daily transaction of this office, the Records and IT Unit will conduct an Orientation for all newly-hired division personnel on August 16, 2019 at 9 o'clock in the morning at the Division Conference Hall.
2. As one of the end user of the system, you are hereby directed to attend the said orientation. Kindly bring your laptops for the workshop.
3. For your information and compliance.

For and in the absence of:

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


MELANIE P. ESTACIO, Ph.D.
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
39247
DATE: AUG 14 2019 TIME: 10:45
BY: 

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

SUBJECT
ADMIN RECORDS DTS ORIENTATION

MFL: DOCUMENT TRACKING SYSTEM ORIENTATION FOR NEWLY-HIRED DIVISION PERSONNEL

AUGUST 13, 2019