



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 26, 2024

DIVISION MEMORANDUM

No.285, s. 2024

ORIENTATION ON SDO MISAMIS ORIENTAL - DOCUMENT TRACKING SYSTEM (DTS) TO SECTION HEADS AND OFFICE PERSONNEL IN-CHARGE

To: All Section/Unit Heads
All Others Concerned

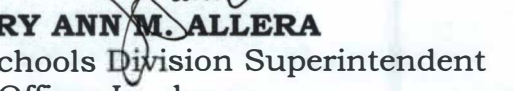
1. This office will implement online tracking of documents through Document Tracking System (DTS) to monitor real-time status of all documents received and released by Records Section.
2. The following offices shall assign personnel in-charge of DTS updating. The section/unit head and their assigned DTS in-charge are requested attend the orientation on Document Tracking System on April 29, 2024 (Monday), at the Division Office Conference Hall following the schedule below:

| Batch 1 9:00 AM | |
|-------------------|-------------------------|
| 1 | Office of the SDS |
| 2 | Office of the ASDS |
| 3 | CID |
| 4 | CID - LRMS |
| 5 | SGOD |
| 6 | SGOD - School Health |
| 7 | SGOD - Planning |
| 8 | SGOD - Educ. Facilities |
| 9 | Legal |
| 10 | COA |

| Batch 2 1:00 PM | |
|-------------------|--------------------------|
| 1 | Admin |
| 2 | Admin - Cash |
| 3 | Admin - Personnel |
| 4 | Admin - Payroll |
| 5 | Admin - General Services |
| 6 | Admin - Records |
| 7 | Admin - Supply |
| 8 | Finance - Accounting |
| 9 | Finance - Budget |
| 10 | ICT |

3. For your reference and guidance.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent

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