




OFFICE MEMORANDUM

No. 01, s. 2018

To : Schools Division Superintendent
Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors, Division Coordinators,
Education Program Specialist
Division Head of Units

From :  **MARILOU B. DEDUMO, PH.D., CESO V**
Schools Division Superintendent

Subject : **ORIENTATION OF DIVISION DOCUMENT TRACKING SYSTEM.**

Date : **January 7, 2018**

1. As part of carrying out ICT KRA 1: ICT Systems and Infrastructure Management, the Division IT Officer will conduct **ORIENTATION OF DIVISION DOCUMENT TRACKING SYSTEM on January 9, 2018 at Division Conference Hall, Tandag City at 8:00 am.**
2. The objective of this orientation is to:
 - a. institutionalize the Division-initiated Document Tracking System; and
 - b. to improve the tracking system of the documents in the division.
3. Each respective office should have one representative who is in-charge in the Division Document Tracking System.
4. **Each representative should bring Laptop.**
5. **Immediate dissemination of this Memorandum is desired.**