



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE

RECORDS SECTION

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Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2022-076

TO: Selected Division Personnel per Section

SUBJECT: ORIENTATION ON THE ONLINE DOCUMENT TRACKING SYSTEM

DATE: November 21, 2022

As part of the objectives of the Division Office for a systematic process, an orientation on the new online document tracking system will be conducted on November 22, 2022, 10:00 a.m. at the Division Conference Hall.

To ensure non-disruption of services, only selected personnel per section shall attend, to wit:

PARTICIPANTS	
SDS	April Julie Mae P. Gonzaga
ASDS	Mecca Diane C. Rosal
ALS	Norma B. Gacote
Legal	Atty. Vevirlie O. Gallo
CID	Clide Lester D. Apresa
SGOD	Jan N. Gabero
Admin	Nikki C. Castor
HRMO	Mary Grace B. Bajarde
	Rica Lay Veronica S. Necesario
	Alberto A. Sumaoy, Jr.
	Kristine Marie C. Sumayang
PSU	Jun Rey S. Jimena
Planning	Michelle L. Edhao
Accounting Main	Stephanie R. Anayo
Accounting Extension	Jeremiah E. Cubar
Cashier	Sarah Faith M. Opiana
Budget	Ivy Joy W. Tijol
Supply	Judy Mae B. Besonia
Medical	Constant Dave G. Caberto
ICT	Franklin Maynucas
COA	Russel Balili
Information	Nerio M. Garcia



Technical assistance and deployment of system are part of the discussions in the orientation. Hence, attendance of selected participants is highly appreciated.

Strict implementation of the safety protocols as prescribed by the IATF during this time of pandemic shall always be observed and Equal Opportunity Principle for all personnel of the Division of Davao del Norte shall be applied at all times.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent


EDUARD C. AMOGUIS
Chief, Curriculum Implementation Division

OSDS/ajmpg

