



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

MLA-2023-OSDS- 26

TO : Admin Office personnel  
Records Section personnel  
ICT unit personnel  
The principals of the following schools:  
Cogon High School – Evening Class  
Dr. Cecilio Putong National High School  
Mansasa National High School  
Tagbilaran City Central Elementary School  
Tagbilaran City Science High School

FROM : **WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

SUBJECT : Online Orientation of Document Tracking System of Mandaue City Division

DATE : July 24, 2023

1. Relative to the Division Memorandum MA-2023-OSDS-080, the ICT Unit of this Division in collaboration with the ICT Unit of Mandaue City Division, will conduct an Online Orientation of Document Tracking System on July 28, 2023, at 9:00 AM. The meeting link will be provided to the participants through email.

2. This activity aims to familiarize the participants with the features of Document Tracking System of Mandaue City Division.

3. The participants of this activity are the following:

3.1	Aquilino T. Milar Jr. PhD	Administrative Division
3.2	April R. Taghap	Administrative Division
3.3	Jocelyn P. Cutin	Records Section
3.4	Maria Maximina L. Babiano	Records Section
3.5	Jose C. Mariñas III	ICT Unit
3.6	Jesilo G. Jala	Tagbilaran City Central Elementary School
3.7	Rachelle V. Toston	Cogon High School – Evening Class
3.8	Eva Marie F. Budiongan	Dr. Cecilio Putong National High School
3.9	Brian C. Rosal	Dr. Cecilio Putong National High School
3.10	Jose Cristito B. Inting	Mansasa National High School
3.11	Shiela Mae Racho	Mansasa National High School
3.12	Marivic I. Casocot	Tagbilaran City Science High School
3.13	Julia Fe Tabaco	Tagbilaran City Science High School

4. Immediate dissemination of this Memorandum is desired.

OSDS/WDB/JCM



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph