



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

---

**Office of the Schools Division Superintendent**

OFFICE ORDER

OSDS-OO-2023-

05

TO : **DepEd Tagbilaran City Division Personnel**

FROM : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **Online Orientation-Workshop of Document Tracking System (DTS)**

DATE : **December 4, 2023**

---

1. To systematize the tracking of incoming and outgoing of documented information
2. in the office in compliance with the ease of doing business in the government offices, this office will conduct **Online Orientation-Workshop of Document Tracking System (DTS)** on **December 7, 2023, at 9:00 AM** via **MS Teams**. The meeting link will be provided to the participants through email.
3. This activity aims to familiarize the participants with the features of the Document Tracking System and provide them with a comprehensive understanding of the new system that will be implemented in the division office.
4. The participants of this activity are the following:

First Name	Last Name	Office	Access Level
Lady May	Karaan	SDS	Receiving/Releasing
Richard	Sumampong	SDS	Receiving/Releasing
Ernesto	Alas-as	ASDS	Executive User
Elainie	Centino	ASDS	Receiving/Releasing
Jocelyn	Pozon	ASDS	Receiving/Releasing
John Ariel	Lagura	CID	Head of Office
Marianne	Calipes	CID	Receiving/Releasing
Simon	Rios	CID	Receiving/Releasing
Maurine	Castano	SGOD	Head of Office
Arnelie Jean	Matu-od	SGOD	Receiving/Releasing



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

Joermelyne	Pasilbas	SGOD	Receiving/Releasing
Rosene	Olaivar	SGOD	Receiving/Releasing
Aquilino Jr.	Milar	Admin	Head of Office
April	Tagbhap	Admin	Receiving/Releasing
Jocelyn	Cutin	Records	Process Owner
Maria Maximina	Babiano	Records	Process Owner
Brendalou	Arancana	Personnel	Head of Office
Joanalli	Operiano	Personnel	Receiving/Releasing
Ruben	Lorejo	Payroll	Receiving/Releasing
Reyrusty	Galan	Payroll	Receiving/Releasing
Maricel	Galan	Payroll	Receiving/Releasing
Laura	Domingo	Payroll	Receiving/Releasing
Ana Lou	Regalado	Payroll	Receiving/Releasing
Michelle	Sagaral	Accounting	Head of Office
Chrysostom	Dalumbar	Accounting	Receiving/Releasing
Christian John	Capon	Accounting	Receiving/Releasing
Aldrin	Pajo	Accounting	Receiving/Releasing
Gina	Gamao	Cash	Head of Office
Marife	Rallos	Supply	Head of Office
Ivy Joy	Barbante	Supply	Receiving/Releasing
Margarita	Tejano	Supply	Receiving/Releasing
Jose III	Mariñas	ICTU	Head of Office

5. Immediate dissemination of this Memorandum is desired.

WDB/EQA/OSDS/WDB/JCM