



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

**Office of the Schools Division  
Superintendent**

February 18, 2025

DIVISION MEMORANDUM  
OSDS-2025- 048

To: OIC Assistant Schools Division Superintendent  
Chiefs of Divisions & Heads of Sections/Units  
All Others Concerned



**ORIENTATION-WORKSHOP ON DOCUMENT TRACKING SYSTEM (DTS)**

- In line with the Department of Education-Tagbilaran City Schools Division's commitment to providing fast and secure management of documents or records through digital or electronic system, this Office shall conduct an Orientation-Workshop on Document Tracking System (DTS) on February 21, 2025 at Tagbilaran City Central Elementary School Computer Room.
- The activity is aimed at the following objectives: a. familiarize with the features, functionality, and benefits of Document Tracking System; b. improve transparency and accountability through automated document tracking and monitoring; and c. enhance collaboration among divisions, section or units through standardized document processing.
- The participants to this activity are the following:

Name	Office	Access Level
Marianne Calipes	SDS	Receiving/Releasing
John Ariel A. Lagura	ASDS	Executive User
Michelle T. Sagaral	Accounting	Head of Office
Ivy Joy Barbante	Accounting	Receiving/Releasing
Marife C. Rallos	Budget	Head of Office
Chrysostom Dalumbar	Budget	Receiving/Releasing
Gina E. Gamao	Cash	Head of Office
Margarita Tejano	Cash	Receiving/Releasing
Jose Mariñas III	ICTU	Head of Office
Janet T. Butalid	CID	Head of Office
Simon Rios	CID	Receiving/Releasing
Emily L. Acabo	CID	Receiving/Releasing
Maurine C. Castaño	SGOD	Head of Office
Rosene D. Olaivar	SGOD	Receiving/Releasing
Junicel T. Mancha	SGOD	Receiving/Releasing
Aquilino T. Milar Jr.	Administrative	Head of Office
Jocelyn P. Cutin	Records	Process Owner
Maria Maximina Babiano	Payroll	Receiving/Releasing
Brendalou D. Arancana	Personnel	Head of Office
Ruben Lorejo	Payroll	Receiving/Releasing

Ana Lou Regalado	Payroll	Receiving/Releasing
Japhet Reveral	Supply	Head of Office

4. The resource persons are from SDO Mandaue City, namely: Daniel Feriol II, System Developer-Teacher from Mandaue City Comprehensive NHS; Maria Lourdes Margaruette Yu, Records Officer; and Jaypee P. Mañago, Information Technology Officer.
5. Participants are required to bring laptops and extension wire for the workshop.
6. Expenses relative to the said activity shall be charged to Division MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

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

WDB/JAAL/ADMIN/atm