



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

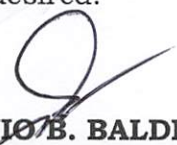
19 Dec 2023

DIVISION MEMORANDUM
No. 694 s. 2023

VIRTUAL ORIENTATION ON SDO TAYABAS ONLINE DOCUMENT TRACKING SYSTEM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. To improve the management and tracking of documents of the Division, the Records Unit in collaboration with the Information and Communications Technology (ICT) Unit will be conducting online orientation on the division Online Document Tracking System on December 22, 2023, 8:00 in the morning via google meet.
2. The activity aims to familiarize the participants with the features of the document tracking system.
3. Participants to this activity are SDO personnel in-charge of receiving, Unit Heads, Schools Heads and Administrative Officers II assigned in schools. Link will be provided thru official group chat before the start of the activity.
4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Text

To be indicated in the Perpetual Index
under the following subjects:

Document Tracking System

OSDS/ - Virtual Orientation on SDO Tayabas Online Document Tracking System
None/December 19, 2023



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