



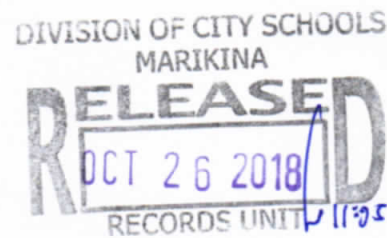
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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October 25, 2018

MEMORANDUM TO:

Chief Education Supervisor, CID and SGOD
Division Personnel
Elementary School Principals/OICs
Public Schools



Please be advised that the division office will be holding an orientation on the latest version of the **Online Document Tracking System** on **October 30, 2018, 9am** at the **Division AVR**.

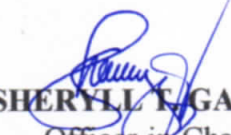
Participants to this activity are the following:

1. School ICT Coordinators
2. School Clerks
3. Division Section/Unit Heads, or their representative(s)

ICT Coordinators are requested to bring one (1) DCP laptop and an extension cord.

Attendance is a must.

For your information and guidance.


SHERYLL T. GAYOLA
Officer-in-Charge

Office of the Schools Division Superintendent