



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-249-08-266
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: _____
AUG 16 2019

DIVISION MEMORANDUM

No. 266, s. 2019

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Section/Unit Heads
All Others Concerned**

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: August 16, 2019

Subject: **ORIENTATION ON DOCUMENT TRACKING SYSTEM (DTS) ROLL-OUT
AND MICROSOFT OFFICE 365**

1. In compliance to Electronic Commerce Act of 2000 (RA 8792) which directs all agencies of the government to use electronic means in government transactions, this Office will conduct an Orientation on the Document Tracking System (DTS) Roll-out and Microsoft Office 365 on August 28, 2019, 7:30AM at a venue to be announced later.
2. The activity aims to:
 - Orient participants with the basics of the Document Tracking System (DTS) and the Microsoft Office 365.
 - Provide simulation for DTS and o365
 - Capacitate participants to maximize the use of the DTS and o365 at the office.
3. Participants are required to bring laptop and extension wire. Enclosed is the list of participants for this activity.
4. Queries relative to this can be relayed to Pamela L. Astudillo, Administrative Assistant III at 09652149822.

Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE

**ORIENTATION ON DOCUMENT TRACKING SYSTEM (DTS) ROLL-OUT AND
MICROSOFT OFFICE 365**

August 28, 2019

Venue to be announced later

LIST OF PARTICIPANTS

Office of the Schools Division Superintendent	Garces, Brayan B.	Administrative Assistant III	
	Toylo, Louella Christie S.	Administrative Aide VI	
	Blasé, Edgar B.	Administrative Aide IV	
Office of the Assistant Schools Division Superintendent	Padrones, Leizel Jane L.	Administrative Aide VI	
Administrative Services	Nayra, Jutchel L.	Administrative Officer V	
	Quindala, Anil U.	Administrative Aide VI	
Cash Unit	Limbengco, Rufelia J.	Administrative Officer IV	
	Gamboa, Sunshine	Administrative Aide VI	
	Quieta, Maria Leizel G.	Administrative Assistant II	
Personnel Unit	Villahermosa, Guia Ma. G.	Administrative Officer IV	
	Desalan, Jocardo	Administrative Aide VI	
	Garcia, Ariel D.	Administrative Assistant III	
	Don, Evelyn Joy V.	Administrative Assistant III	
	Peñalosa, Cheryl Jane C.	Administrative Assistant III	
	Bandong, Aprille Mae H.	Administrative Assistant III	
	Brigole, Ruel T.	Administrative Assistant III	
	Lingcasan, Bonna B.	Administrative Assistant III	
	Records Unit	Porras, Florabelle R.	Administrative Officer IV
		Astudillo, Julius Florente	Administrative Aide VI
Property and Supply Unit	Daguimol, Darvy C.	Administrative Officer IV	
	Ahictin, Gilbert Jade D.	Administrative Aide VI	
	Borres, Jona A.	Administrative Assistant III	
	Michael Angelo Deslate D.	Administrative Assistant III	
General Services	Dayoc, Jerson A.	Administrative Aide	
Legal Services ICT Services	Pesisano, Wincerbogne L.	Attorney III	
	Arias, Paul John	Information Technology Officer I	
Procurement Unit	Deximo, Don A.	Administrative Assistant III	
	Astudillo, Pamela L.	Administrative Assistant III	
	Daguinotas, John F.	Administrative Aide	
Accounting Services	Rosalejos, Rhysa Cyle	Accountant III	
	Bautista, Janice	Administrative Assistant III	
	Garcia, Joseph	Administrative Assistant III	
	Gimarangan, Roxel	Administrative Assistant III	
	Madronero, Clementina O.	Administrative Assistant III	
	Peligrino, Cherry Faye	Administrative Assistant III	
	Salga, Nelly L	Administrative Assistant III	
	Tandayag, Jonnie Von	Administrative Assistant II	

	Nericoa, Janine	Administrative Assistant III
	Gordo, Jessa Mae	Administrative Assistant II
	Labata, Alvin	Administrative Aide
Budget Services	Maputi, Sibyl L.	Administrative Officer V
	Canson, Shella Novie A.	Administrative Assistant I
	Adajar, Mayela Lou O.	Administrative Assistant III
CID	Quirog, Ralph	Chief Educ. Supervisor-CID
	Go, Amorelle Faith	Administrative Aide VI
	Yap, Purisima	Education Program Supervisor
	Dinlayan, II Manuel D.	Project Development Officer II
	Razo, Emelyn D.	Librarian II
SGOD	Capacio, Lorenzo	Chief Educ. Supervisor-SGOD
	Salupado, Rosie	Education Program Supervisor
	Ebora, Edolina	Senior Education Program Specialist
	Dublas, Mary Gladys	Education Program Specialist II
	Mamawag, Marfifth	Senior Education Program Specialist
	Sanmiguel, Vicente	Senior Education Program Specialist
	Sescon, Novem	Planning Officer III
	Merida, Woodrow Wilson	Senior Education Program Specialist
	Alcuizar, Ria	Education Program Specialist II
	Fontanilla, Leslie	Engineer III
	Fulgencio, Marcos Julita	Dentist II
	Huiso, Kimberly Kay I.	Medical Officer III
	Lucine, Jimdandy	Project Development Officer II
	Padua, Paterno Jr.	Project Development Officer I
	Cahucom, Lucilyn	Project Development Officer I