



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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DATE: AUG 27 2019
BY: [Signature]

DIVISION MEMORANDUM

No. 278, 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 *MRB*

Date: August 23, 2019

Subject: **ADDENDUM TO THE DIVISION MEMORANDUM NO. 266 S. 2019 RE:
ORIENTATION ON DOCUMENT TRACKING SYSTEM (DTS) ROLL-OUT
AND MICROSOFT OFFICE 365**

1. The venue for the Orientation on Document Tracking System (DTS) Roll-out and Microsoft Office 365 is at Veranda.
2. Participants are also advised to bring their own internet connection for the Microsoft Office 365 workshop.
3. Queries relative to this can be relayed to Pamela L. Astudillo, Administrative Assistant III at 09652149822.

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TO BE POSTED IN THE WEBSITE