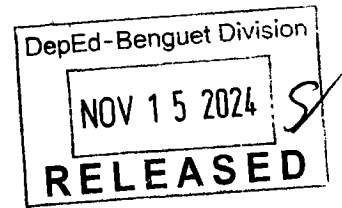




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



14 November 2024


**DIVISION MEMORANDUM**

No. 440, 52024

**UTILIZATION OF THE DOCUMENT TRACKING SYSTEM (DTS) IN SDO BENGUET**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
All Division Personnel Concerned

1. In compliance to the Republic Act No. 11032, otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" particularly, Sec. 9(e) that requires electronic versions of documents and in support to DepEd MATATAG TA1 no. 7 "Digitize our essential processes, including our national assessments", and DepEd Quality Policy of providing an enabling environment and continuous improvement of the Quality Management System, a Document Tracking System was developed to enhance document management in DepEd-Cordillera Administrative Office Regional Office and it will be launched in four phases; the document tracking system, digitization and archiving system, inventory, and disposal system.
2. The DTS will be maintained as the systematic document tracking system for the Regional Office (RO) and the Schools Division Offices (SDOs) to improve the efficiency of handling incoming and outgoing documents and traceability of documents from origin to destination/s at any given time.
3. The DTS has been in use for more than a year where in all documents emanating from the different functional divisions, sections/units and Schools Division Offices are being forwarded through the DTS. A workshop on the utilization of DTS for SDO Benguet personnel will be on November 19, 2024 at the SDO Adivay Hall
4. This memorandum serves as an authority to travel on official business to the identified participants.
5. Attached are program of activities and list of participants for reference.
6. For information and guidance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer-In-Charge  
Office of the School Division Superintendent



Address: Wangal, La Trinidad, Benguet  
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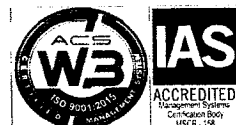
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**Attachment 1: Participants**

- |  |  |
|--|--|
| 1. Estela P. Leon-Carino EdD, CESO III | Schools Division Superintendent                  |
| 2. Samuel T. Egsaen, Jr.               | Assistant Schools Division Superintendent        |
| 3. Mahal M. Rifani                     | Administrative Officer V                         |
| 4. Florinda C. Pagoy                   | Accountant III                                   |
| 5. Florabel E. Buclay                  | Administrative Officer V                         |
| 6. Atty. Nover S. Singgangan,          | Attorney III                                     |
| 7. Eric Wanson                         | Information Technology Officer I                 |
| 8. Maricel Codimdim                    | Administrative Officer IV                        |
| 9. Florabel C. Balanon                 | Administrative Officer IV                        |
| 10. Melvin L. Alfredo                  | Administrative Officer IV                        |
| 11. Joyce B. Gavino                    | Administrative Officer IV                        |
| 12. Rizalyn A. Guznian                 | Chief Education Program Supervisor, CID          |
| 13. Genar Tony                         | Administrative Assistant VI                      |
| 14. Samuel S. Ayangdan                 | Education Program Supervisor, TLE                |
| 15. Jardson S. Onio                    | Education Program Supervisor, Math               |
| 16. Warden A. Baltazar                 | Education Program Supervisor, MAPEH              |
| 17. Norbert C. Lartec                  | Education Program Supervisor, Filipino           |
| 18. Erlinda C. Quinuan                 | Education Program Supervisor, Values             |
| 19. Francis F. Peckley                 | Education Program Supervisor, English            |
| 20. Merlyn Conchita O. De Guzman       | Education Program Supervisor, Science            |
| 21. Macarthy B. Malanes                | Education Program Supervisor, Araling Panlipunan |
| 22. Sonia D. Dupagan                   | Education Program Supervisor, LRMS               |
| 23. Rodriguez L. Belino                | Education Program Specialist II                  |
| 24. Juliet Baldo                       | Public School District In-charge                 |
| 25. Roberto Pablo                      | Public School District Supervisor                |
| 26. Delarosa V. Delmas                 | Public School District Supervisor                |
| 27. Melchor Tican                      | Public School District Supervisor                |
| 28. Aladin M. Dobinto                  | Public School District Supervisor                |
| 29. Jonathan G. Sadey                  | Public School District Supervisor                |
| 30. Marlyn Zarate                      | Public School District Supervisor                |
| 31. Marilyn Tolbe                      | Public School District In-charge                 |



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32. Onofre Limpayos	Public School District In-charge
33. Emilyn Medina	Public School District In-charge
34. Marcelino Baldo	Public School District Supervisor
35. Virginia B. Salio-An	Public School District Supervisor
36. Lilian Ulep	Public School District In-charge
37. Cristeta E. Igualdo	Public School District
38. Lucio B. Alawas	Chief Education Program Supervisor, SGOD
39. Ceasar B. Luma-Ang	Education Program Supervisor, Programs & Projects
40. Jeanette I. Kiong	Planning Officer III
41. Corazon C. Quipot	Senior Education Program Specialist
42. Lea Buenavista	ADA VI
43. Arvin M. Doman	Senior Education Program Specialist
44. Wynn Daryll La-op	ADA VI
45. Nerissa I. Barbosa	Project Development Officer II (DRRM)
46. Xylene Grail D. Kinomis	Senior Education Program Specialist
47. Charmaine Nonog	Administrative Assistant VI
48. Murphy Liswid	Project Development Officer I
49. Joan Pedro	ADA VI
50. Kirsty Depnag	Medical Officer III
51. Joanne Dalilig	GIP
52. Nelian Joy Magciano	ADAS III
53. Stephen P. Bulalin	Senior Education Program Specialist
54. Jordan Fianza	Administrative Assistant VI
55. Daisy P. Eswat	Administrative Officer V, DepEd CAR
56. Jumar B. Yago-an	ICTO, DepEd CAR
57. Clinton Bugtong	Computer Programmer, DepEd CAR
58. Yolanda Agustin	Administrative Assistant VI
59. Zenaída Catanes	Administrative Assistant VI
60. Chiqui Anne Tello-Montes	ADAS III



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**Attachment 2. PROGRAM OF ACTIVITY**

<b>DATE and TIME</b>	<b>TOPIC OUTLINE</b>	<b>PERSON RESPONSIBLE</b>
<b>October 06, 2024 (9:00AM to 4:00PM)</b>		
8:00-8:15	Registration	
8:16 – 9:00 am	Preliminaries (AVP) Lupang Hinirang Prayer Acknowledgement of participants	Records Unit/TWG and ICT Section
	Welcome Remarks	<b>SAMUEL T. EGSAEN JR. EdD, CESO VI</b> Assistant Schools Division Superintendent
	Message	<b>ESTELA P. LEON-CARIÑO EdD, CESO III</b> Regional Director and Concurrent Officer-In-Charge Office of the School Division Superintendent
9:01 - 10:00 am	Records Management Overview	<b>DAISY P. ESWAT</b> Administrative Officer V-Records Officer III DepEd CAR, Records Section
10:01 – 10:15 am	Health break	
10:16 – 12:00 NN	Basics of the Document Records Tracking System	<b>JUMAR B. YAGO-AN</b> Information Technology Officer DepEd CAR, ICTU
12:00 – 1:00	Lunch break	
1:00 – 3:00 pm	Hands-on on the Document Records Tracking System	<b>JUMAR B. YAGO-AN</b> Information Technology Officer DepEd CAR, ICTU  <b>CLINTON BUGTONG</b> Computer Programmer DepEd CAR, ICTU  <b>All participants</b>



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<b>DATE and TIME</b>	<b>TOPIC OUTLINE</b>	<b>PERSON RESPONSIBLE</b>
3:00 – 4:00 pm	Finalization of agreements /suggestion Ways forward / Challenge	ICT and Records Unit Team



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