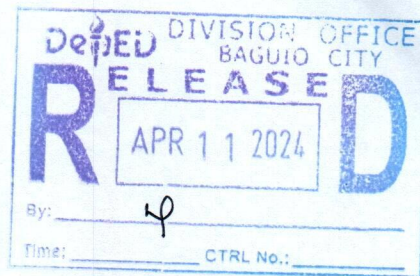




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**April 11, 2024**

**DIVISION MEMORANDUM**

**No. 227-2024**

**PILOT IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM (DTS)**

To: ALL Chief Education Supervisors  
Public School District Supervisors  
Education Program Supervisors  
Public School Heads of Implementing Units  
Division Office Employees  
Others Concerned

1. In line with the Department of Education's (DepEd) thrust towards efficient and transparent records management and relative to the release of Regional Memorandum No. 276, S. 2023 titled Utilization of the Document Tracking System (DTS), there will be a pilot testing of DepEd CAR's Document Tracking System (DTS) on April 25, 2024 (Batch 1) and April 26, 2024 (Batch 2) from 8:00AM to 4:00PM at the Schools Division Office's Training Center.
2. The activity mainly aims to:
  - a. pilot test the DTS in the Division;
  - b. streamline document flow and facilitate tracking;
  - c. orient SDO employees and 7 implementing units; and
  - d. evaluate the functionality, efficiency, and usability of the DTS within the Division;
3. Participants in the pilot testing of the DTS shall be representatives from all offices/sections/units and 7 implementing units. See *Enclosure No. 1* for the confirmed participants.
4. Each participating office/section/unit is required to bring with them a laptop for the workshop proper. See *Enclosure No. 2* for the Activity Program.
5. Immediate and wide dissemination of this Memorandum is requested.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**Enclosure No. 1 to Division Memorandum 227-2024**

**Participants to the Pilot Implementation of the DTS**

April 25, 2024 8:00AM to 4:00PM (Batch 1)

April 26, 2024 8:00AM to 4:00PM (Batch 2)

OFFICE/SCHOOL	NAME	POSITION	SEX	April 25, 2024	April 26, 2024
<b>OSDS</b>					
SDS OFFICE	SORAYA FACULO	OIC - SCHOOLS DIVISION SUPERINTENDENT	F	Batch 1	
	ALONA IMPER	ADMINISTRATIVE AIDE VI	F		Batch 2
	JORDINE SACYATEN	ADMINISTRATIVE AIDE VI	F	Batch 1	
ASDS OFFICE	CARMEL MERIS	OIC - ASST. SCHOOLS DIVISION SUPERINTENDENT	F		Batch 2
	JEAHLYN DUMAG	ADMINISTRATIVE AIDE IV	F		Batch 2
ACCOUNTING SECTION	LILIBETH DEGSI	ACCOUNTANT III	F	Batch 1	
	EZRA FIAO-AG	ADMINISTRATIVE OFFICER III	F	Batch 1	
	LITA CONDE	ADMINISTRATIVE ASSISTANT II	F		Batch 2
ADMINISTRATIVE SERVICES SECTION	NIEVES EBANIO	ADMINISTRATIVE OFFICER V	F	Batch 1	
	FREDERICK ARCIAGA	ADMINISTRATIVE ASSISTANT II	M		Batch 2
CASH UNIT	MARIA MILAGROSA GALERA	ADMINISTRATIVE OFFICER IV	F	Batch 1	
PERSONNEL UNIT	MA. LOUELLA MONCADA	ADMINISTRATIVE OFFICER IV	F	Batch 1	
	CHRISTOREY SIMANGAN	ADMINISTRATIVE OFFICER III	M		Batch 2
	MARIA LORENA GALERA	ADMINISTRATIVE ASSISTANT III	F		Batch 2
	JUDY PARAN	ADMINISTRATIVE ASSISTANT III	F		Batch 2
	BRYAN JONES BOSAING	ADMINISTRATIVE ASSISTANT II	M	Batch 1	
	VIVIAN DELOS REYES	ADMINISTRATIVE ASSISTANT II	F		Batch 2
RECORDS UNIT	ARIAN BANGSE-IL	ADMINISTRATIVE OFFICER IV	F	Batch 1	
	MARY JOAN BALDO	ADMINISTRATIVE ASSISTANT III	F	Batch 1	
	CHRISHA DUMALILI	ADMINISTRATIVE AIDE VI	F		Batch 2
SUPPLY UNIT	VIMA CADUNOG	ADMINISTRATIVE OFFICER IV	F	Batch 1	
SEF UNIT	HONEYLETTE ENGNNEG	ADMINISTRATIVE OFFICER II	F		Batch 2
PFVR	ASTERIA FAGYAN	PFVR MANAGER	F	Batch 1	
LEGAL SECTION	ANNALYN JOSE	ADMINISTRATIVE ASSISTANT II	F		Batch 2
BUDGET SECTION	JERIC MANGMANGON	ADMINISTRATIVE OFFICER II	M	Batch 1	
	LEA MARIE LAUREANO	ADMINISTRATIVE ASSISTANT III	F		Batch 2
ICT SECTION	HARRIS DIZON JR.	INFORMATION TECHNOLOGY OFFICER I	M	Batch 1	
	MARK RONALD CABATIC	ADMINISTRATIVE ASSISTANT III	M	Batch 1	
	SONNY PADAY-OS	ADMINISTRATIVE ASSISTANT I	M		Batch 2
	VINCENT LUIS	ADMINISTRATIVE ASSISTANT I	M		Batch 2
	RAYMARK VALENTINO	ADMINISTRATIVE AIDE IV	M		Batch 2
<b>SGOD</b>					
SGOD-CES	NIÑO TIBANGAY	CHIEF EDUCATION SUPERVISOR	M	Batch 1	
SGOD-CES	JOANNA MAE VILLAREAL	ADMINISTRATIVE AIDE VI	F		Batch 2



**Republic of the Philippines**  
**Department of Education**  
**Cordillera Administrative Region**  
**SCHOOLS DIVISION OF BAGUIO CITY**

OFFICE/SCHOOL	NAME	POSITION	SEX	April 25, 2024	April 26, 2024
PLANNING AND RESEARCH SECTION	OLIVIA GOMEZ	PLANNING OFFICER III	F	Batch 1	
SMME SECTION	JOCELYN COLDEG	EDUCATION PROGRAM SPECIALIST II	F		Batch 2
EDUCATIONAL FACILITIES	JORDAN GAS-IB	ENGINEER III	M	Batch 1	
SOCMOBN SECTION	JULIET PIOK	EDUCATION PROGRAM SPECIALIST II	F	Batch 1	
YOUTH FORMATION	AUGIE PERL SIMANGAN	PROJECT DEVELOPMENT OFFICER I	F		Batch 2
HEALTH AND NUTRITION SECTION	ARLENE AWING	MEDICAL OFFICER III	F	Batch 1	
<b>CID</b>					
CID CES	JULIET SANNAD	CHIEF EDUCATION SUPERVISOR	F	Batch 1	
CID CES		ADMINISTRATIVE AIDE/ASSISTANT	F	Batch 1	
PSDS	NIXON ELAHE	PUBLIC SCHOOLS DISTRICT SUPERVISOR	M	Batch 1	
PSDS	JAYREROSE GUEVARA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	F	Batch 1	
EPS	MARY JANE MALIHOD	EDUCATION PROGRAM SUPERVISOR	F	Batch 1	
EPS	SYDNEY CARIÑO	EDUCATION PROGRAM SUPERVISOR	M	Batch 1	
LRMDS	LOIDA MANGANGAY	EDUCATION PROGRAM SUPERVISOR	F	Batch 1	
LRMDS	CHRISTOPHER OLIVA	PROJECT DEVELOPMENT OFFICER II	M		Batch 2
ALS	JOJO AMBROS	EDUCATION PROGRAM SPECIALIST II	M	Batch 1	
<b>IMPLEMENTING UNITS</b>					
BAGUIO CITY NHS	MYLENE JAMES	ADMINISTRATIVE OFFICER IV	F		Batch 2
IRISAN NHS	BALBIN CAUD	ADMINISTRATIVE ASSISTANT II	M		Batch 2
PINES CITY NHS	MARY JANE KOMOK-ANG	ADMINISTRATIVE ASSISTANT II	F		Batch 2
GUISAD VALLEY NHS	LOISA FONTANILLA	ADMINISTRATIVE ASSISTANT III	F		Batch 2
MAGSAYSAY NHS	ELENA MANGANNAY	ADMINISTRATIVE AIDE IV	F		Batch 2
ROXAS NHS	ROSE ANN SANTOS	ADMINISTRATIVE ASSISTANT II	F		Batch 2
MIL-AN NHS	ARIANNE SANTIAGO	ADMINISTRATIVE ASSISTANT II	F		Batch 2



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure No. 2 to Division Memorandum \_\_\_\_\_

**Activity Program**

**25-26  
 APRIL  
 2024**

**DOCUMENT TRACKING SYSTEM  
 (DTS) PILOT TESTING**

**Batch 1 – April 25, 2024**

**Batch 2 – April 26, 2024**

**12:00 to  
 1:00 PM**

- LUNCH BREAK -

**1:00 to  
 3:00 PM**

HANDS-ON ON THE  
 DOCUMENT RECORDS  
 TRACKING SYSTEM

**JUMAR B. YAGO-AN**  
 ITO, DepEd CAR, ICTU

**CLINTON L. BUGTONG**  
 Computer Programmer II  
 DepEd CAR, ICTU

**3:00 to  
 4:00 PM**

FINALIZATION OF  
 AGREEMENTS  
 /SUGGESTION  
 WAYS FORWARD

**ICT & RECORDS  
 TEAM**

**8:00 to  
 8:15 AM**

REGISTRATION

**RECORDS UNIT**

**8:16 to  
 9:00 AM**

PRELIMINARIES (AVP)  
 NATIONALISTIC SONG  
 PRAYER

**ICT SECTION**

ACKNOWLEDGMENT OF  
 PARTICIPANTS

WELCOME REMARKS AND  
 STATEMENT OF PURPOSE

**NIEVES D. EBANIO**  
 Administrative officer V

MESSAGE

**SORAYA T. FACULO PHD, CESO VI**  
 OIC - Schools Division Superintendent  
 (Batch 1)

**CARMEL F. MERIS**  
 OIC - Asst. Schools Division Superintendent  
 (Batch2)

**9: 01 to  
 10:00 AM**

RECORDS MANAGEMENT  
 OVERVIEW

**DAISY P. ESWAT**  
 AO V-Records Officer III  
 DepEd CAR, Records Section

**10: 01 to  
 10:15 AM**

- HEALTH BREAK -

**10: 16 to  
 12:00 NN**

BASICS OF THE DOCUMENT  
 RECORDS TRACKING  
 SYSTEM

**JUMAR B. YAGO-AN**  
 ITO, DepEd CAR, ICTU

**PROGRAM**



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600

**Telephone No.:** (074) 665-1231

**Email Address:** baguio.city@deped.gov.ph

DepEd Tayo Baguio City

<https://depedpines.com>