



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION  
DIVISION OF SULTAN KUDARAT  
RECORDS SECTION

**RELEASED**

RELEASE NUMBER: 2224-310  
JUN 06 2024 June 6, 2024

N<sup>o</sup> 46  
OFFICE MEMORANDUM  
OSDS No. \_\_\_\_\_ s. 2024

**CONDUCT OF ORIENTATION OF THE DOCUMENT TRACKING SYSTEM**

To: Assistant Schools Division Superintendent  
Administrative Officer V (Administrative Services)  
Section/ Unit Heads  
Document Tracking System Handlers  
This Division

1. Please be informed that this Division will conduct an orientation on the utilization of the newly established Document Tracking System on June 6, 2024 @ exactly 1:00 pm in the Kalimudan Hall, DepEd-SDO Sultan Kudarat Compound, Kenran, Isulan, Sultan Kudarat.
2. Participants to this activity are the identified system handler/s per office/section, Records and Administrative Section Personnel, and the system developer.
3. Snacks will be served to the participants which are chargeable against Division MOOE subject to the usual accounting and auditing rules.
4. Widest dissemination of and compliance with this memorandum are expected.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: N/A

References: N/A

To be indicated in the Perpetual Index under the following subjects:

**CONDUCT      DOCUMENT      ORIENTATION      TRACKING      SYSTEM**



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