



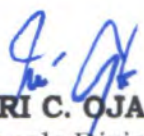
Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

MEMORANDUM  
MLC-2023- 873

TO : **THROUGH THE DISTRICT SUPERVISORS/ SCHOOL HEADS/  
SECTION AND UNIT HEADS**

<b>ELMAR L. CABRERA</b>	<i>SDO, CID</i>
<b>DAE P. HABALO</b>	<i>SDO, SGOD</i>
<b>REMYLIN V. GAOGAO</b>	<i>SDO, ICT</i>
<b>LUZBEE L. ANTOLO</b>	<i>SDO, ICT Unit/NOHS</i>
<b>NATHANIEL E. LAJOT, JR.</b>	<i>SDO, ICT Unit/Casiano Z. Napigkit NHS</i>
<b>IRYLL MAE S. MACAHIG</b>	<i>SDO, SGOD</i>
<b>TARA GAY S. DAPAT</b>	<i>SDO, Records</i>
<b>MARICEL CORPIS</b>	<i>SDO, Cash</i>
<b>JASON FERMIZA</b>	<i>SDO, HRMU</i>
<b>JULIUS PAUL PARTOSA</b>	<i>SDO, Finance</i>

FROM :   
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent  
11/17/2023

SUBJECT : **DOCUMENT TRACKING SYSTEM (DTS) ENHANCEMENT CODING  
WORKSHOP**

DATE : November 17, 2023

You are hereby directed to attend the Document Tracking System Coding Workshop - Phase 1 and 2 at TipTop Hotel, Dumaguete City, Negros Oriental on the following schedules:

Phase	Date	No. of Days
Phase 1	November 22-24, 2023	3
Phase 2	November 28-30, 2023	3

Participants are advised to bring laptops and extension wires.



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph

 DepEd Tayo SDO Negros Oriental

 [www.depednegor.net](http://www.depednegor.net)



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

---

**Office of the Schools Division Superintendent**

MEMORANDUM

Meals and accommodation shall be charged against HRTD fund while transportation allowance and other incidental expenses shall be charged against Division MOOE/ local funds subject to usual accounting and auditing rules and regulations.

Immediate dissemination and compliance with this Memorandum is enjoined.

NCO/OSDS-ICT/RVG/gao



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph

 DepEd Tayo SDO Negros Oriental

 [www.depednegor.net](http://www.depednegor.net)