



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE – CITY OF SAN FERNANDO (LA UNION)

APR 30 2025

DIVISION MEMORANDUM

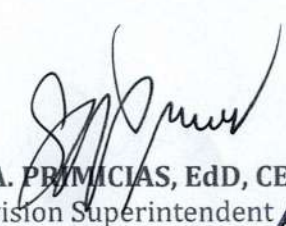
No.: 230 s. 2025

SDO Document Tracking System (DTRACS) Meeting and Orientation

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Elementary and Secondary School Heads
Heads of Units/Section
All Others Concerned

PARTICULARS

1. The Schools Division Office, in coordination with the Information and Communication Technology Unit (ICTU) and Records Section will be implementing the SDO Document Tracking System (DTRACS). A meeting and orientation of said system will be conducted at the Division Training Center (DTC) on May 2, 2025, at 1:30pm.
2. Participants in this meeting and orientation are liaison officers/document controllers of schools and SDO divisions/sections/units. All are encouraged to bring a laptop and extension cord for this purpose.
3. For further inquiries and information, you may contact the Division Information Technology Officer at Tel. No. (072) 607-4715.
4. Your attendance is highly appreciated.


SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____

