



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION of MARINDUQUE**

**Office of the Schools Division Superintendent**



September 4, 2024

**DIVISION MEMORANDUM**

No. 168 s, 2024

**RE-ORIENTATION AND RE-LAUNCHING OF DOCUMENT TRACKING SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID & SGOD  
Public Schools District Supervisors  
Heads of Public and Private Elementary and Secondary Schools/SUC  
Unit and Section Heads  
All Others Concerned

1. The Schools Division of Marinduque, through the ICT Section, announces the conduct of a hybrid Division Re-Orientation and Re-Launching of Document Tracking System on September 16, 2024 at 1:30 PM at the SDO Conference Hall, Malusak, Boac, Marinduque and via Microsoft Teams. Link will be given a day before the activity.
2. The activity aims to:
  - a. familiarize the participants in the utilization of Document Tracking System; and
  - b. understand the importance of Document Tracking System in managing documents more efficiently.
3. Participants in this activity are all SDO Personnel, heads of public and private schools/SUC, and School ICT Coordinators. SDO personnel are requested to attend physically at the SDO Conference Hall while the Schools Personnel are advised to join virtually on MS Teams.
4. All participants are encouraged to register in the Document Tracking System through the link: <https://depedmarinduque.com/index.php/user-signup/>
5. School Heads and ICT Coordinators are advised to adhere to non-disruption of classes policy as stipulated in DepEd Order No.9 s, 2005 titled "Instituting Measures to engaged Time-on-task and ensuring Compliance Therewith

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Lead to Excel, Excel to Lead"*



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6. For concerns/clarifications, you may contact the Division Information Technology Officer on local number 116.

7. Immediate and wide dissemination of the contents of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encl: None

Reference: None

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

DATA  
INFORMATION TECHNOLOGY  
ORIENTATION

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