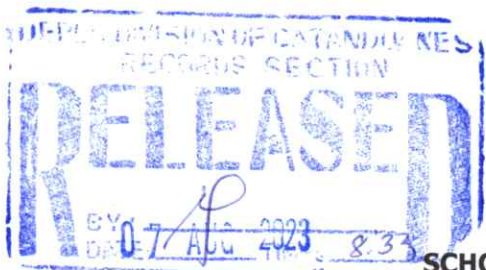


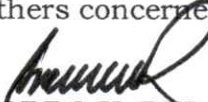


Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



OFFICE MEMORANDUM

To: Assistant Schools Division Superintendents
Chiefs of the CID and SGOD
SDO Section/Unit Heads
SDO Personnel and COS
All others concerned

From:  **SOCORRO V. DELA ROSA, CESO V**
Schools Division Superintendent

Subject: **ORIENTATION AND SIMULATION OF SDO CATANDUANES
INFORMATION SYSTEMS- QUEUING SYSTEM, TRACING, AND
ISSUANCE OF CERTIFICATE OF APPEARANCE**

Date: August 4, 2023

1. In compliance to RA No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the SDO Catanduanes thru the ICTU in partnership with SDO Camarines Sur has initiated the systems that will enable the clients from the field to transact with ease and to cater our clients with modern technology approach.
2. In relation to this, may we request all SDO employees to attend an Orientation and Simulation of SDO Catanduanes ISS – Queuing System, Tracing and Issuance of Certificate of Appearance on **Monday (August 7, 2023) at 9:30-12:00 N. at SDO Lobby.**
3. This orientation aims to;
 - a. Orient/Familiarize/Guide the SDO personnel especially the Chiefs, Section/Unit Heads and Officer of the Day on how to provide/extend TA to clients of the new systems in SDO Catanduanes; and
 - b. Establish the proper protocols before, during and after their (client/guest) transaction in every Office at SDO Catanduanes.
4. For your information, guidance and compliance.



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DepEd Tayo – Region V - Catanduanes



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PROGRAM OF ACTIVITIES

Orientation and Simulation of SDO Catanduanes ISs – Queuing System, Tracing and Issuance of Certificate of Appearance

Monday (August 7, 2023) at 9:30 – 12:00 N/SDO Lobby

Time	Activity	In-Charge
9:30 – 9:50 a.m.	Prayer Checking of Attendance	AVP Eva S. Tolentino – Admin Officer V
9:50 – 10:20 a.m.	Message	Socorro V. Dela Rosa - SDS
10:20 – 11:00 a.m.	Orientation/Simulation of the SDO Catanduanes ISs – Queuing System, Tracing and Issuance of Certificate of Appearance	ICTU Staff(Catanduanes): Jennifer B. Metica -ITO-I John Bryan C. Laguda -IT Staff Ralp Michael Villanueva - IT Staff Felipe A. Nebrea – ITO-I of Camarines Sur and his Team: Jay S. Orpiada – Admin Assistant II Ricardo C. Perez – Admin Assistant II Vince Gordon Octavio – Admin Assistant II
11:00-11:10 a.m.	Awarding of Certificates to SDO Camarines Sur	Socorro V. Dela Rosa - SDS Ma. Luisa T. Dela Rosa ASDS
11:10-12:00N	OPEN FORUM	
1:30-2:30 p.m.	Orientation to the Officer of the Day	ICTU
Emcee – Ma. Linda Icaranom-, Admin Assistant III		



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