



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



OFFICE MEMORANDUM
OSDS-ICTU-05-03-2023/JBM

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
All Others Concerned

FROM: By Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: RE-ORIENTATION/MEETING OF DOCUMENT TRACKING SYSTEM
(DoTS) ENCODERS

DATE : May 3, 2023

1. Relative to the full implementation of Document Tracking System (DoTS) per DM No. 516 s. 2023 and Unnumbered Memo dated April 28, 2023, re: Receiving of Incoming Documents through the Document Tracking System (DoTS), the assigned DoTS encoder per section/unit are hereby requested to attend the Re-Orientation/Meeting at the SDO Lobby today, **May 3, 2023 at 2:00 p.m.** Please refer to Enclosure 1 – List of DoTS Encoders/In-Charge for reference.
2. For technical assistance and queries, you may visit the ICTU Office, or you can email at ictunit.ctd@deped.gov.ph.
3. For information, guidance, and compliance.



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Enclosure 1 -LIST OF DOTS ENCODERS/IN-CHARGE

No	Section/Unit	Encoder
1	SDS Office 1	Jake Tablo
2	SDS Office 2	Jerald Sualibio
3	ASDS Office	Alexa Abundo
4	ICTU	Ralp Villanueva
5	Accounting 1	Billy Molina
6	Accounting 2	Christian Velchez
7	Budget	Roselle
8	Admin Section	Jade Concepcion
9	Cashier	Eloisa Borja
10	Records 1,2,3	Cherie Perez
11	HR 1	Olga Manlangit
12	HR 2	Marichelle Llave
13	Supply	Cristina Barrameda
14	CID Office	Jen Laid
15	ALS	Rita Tablate
16	LRMDS	COS
17	BAC	Jade Concepcion
18	SGOD Office	COS
19	PRU	Rey Bonayon
20	HRD	Carol Gil
21	SocMob	Marife Brequillo
22	M&E	Sarah Chiong

