



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

09 MAR 2026

DIVISION MEMORANDUM

NO. **128** s. 2026

**ORIENTATION WORKSHOP ON THE SDO CAPIZ DOCUMENT
TRACKING SYSTEM (DTS)**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated Schools and Secondary Schools
All Others Concerned

1. Pursuant to the Department's continuing efforts to strengthen records management systems and promote efficiency, transparency, and accountability in the handling of official communications and documents, this Office announces the conduct of an Orientation-Workshop on the SDO Capiz Document Tracking System (DTS) on March 23–24, 2026, to be held at Hotel Veronica, Pueblo de Panay, Roxas City, Capiz.

2. This activity aims to:

- a. Provide comprehensive orientation on the policies, standards, and operational procedures of the DTS;
- b. Provide hands-on training on document encoding, routing, monitoring, and report generation;
- c. Standardize the implementation of the DTS across all public schools within the Division; and
- d. Ensure accountability, transparency, and efficiency in the handling of official documents.

3. Each District is hereby directed to designate five (5) Administrative Office (AO II) positions for the Elementary level. For the Secondary level, each school shall send its AO II. In the absence of an AO II, any non-teaching personnel may be designated to serve as the official School DTS In-Charge. Also included among the participants are the selected Division personnel. The participants shall be responsible for cascading the knowledge and information gained from the activity to their fellow non-teaching personnel in their respective districts, schools, and unit offices.

4. Travel expenses relative to the conduct of the activity and shall be charged



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against school MOOE, subject to usual accounting and auditing rules and regulations.

5. Participants are required to bring their official laptops, extension cords for the hands-on workshop.
6. The following are attached to this Memorandum:
 - a. Enclosure No. 1 – List of Participants
 - b. Enclosure No. 2 – List of Program Management Team
 - c. Enclosure No. 3 – Training Matrix
7. This Memorandum serves as the Authority to Travel for all personnel involved in this activity.
8. Immediate dissemination of and compliance with this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RECORDS MANAGEMENT

ORIENTATION

TRACKING SYSTEM

PUBLIC DOCUMENTS



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Enclosure No. 1 to Division Memorandum No. 128, s. 2026

LIST OF PARTICIPANTS

Day 1 Morning - March 23, 2026	Districts of: Panay, Pontevedra, Pres. Roxas, Panitan, Maayon, Pilar, Ivisan, Sapián, Sigma and Capiz National High School
Day 1 Afternoon - March 23, 2026	Districts of: Dao, Cuartero, Dumarao, Dumalag, Jamindan, Tapaz East, Tapaz West, Mambusao East and Mambusao west
Day 2 March 24, 2026	Selected Division Personnel

OFFICE OF THE SDS/ASDS

1	Ian B. Barcena	Administrative Assistant III
2	Bryan O. Lizada	AO II
3	Ma. Lourdes Peniano	AO II

LEGAL UNIT

1	Atty. Joseph A. Iturralde	Attorney III
2	John Krsitopher Onato	COS
3	Paul Josphe Beloria	COS

ADMINISTRATIVE SECTION (HR Unit)

1	Ma. Sharon S. Barrientos	Administrative Officer V
2	Darwin D. Brillo	Administrative Officer IV
3	Racel Jewel C. Aguirre	AO II
4	Mary Andria A. Agaton	Administrative Aide VI
5	Diana R. Ordines	COS-Admin

CASH UNIT

1	Marjorie A. Bayhon	Administrative Officer IV
2	Marjun T. Torres	Administrative Assistant II/DO

SUPPLY & PROPERTY UNIT

1	Rhodela U. Martinez	Administrative Officer IV
2	Armida J. Gonzales	Administrative Assistant III

BUDGET SECTION

1	Cecil Joy D. Diocson	Administrative Officer V
2	Jamierose C. Magsila	Administrative Aide I

ACCOUNTING SECTION

1	Denmark L. Llanera, CPA	Accountant III
2	Keila Abegail Fuentes	Administrative Assistant III
3	Mia Trexie Celina	Administrative Assistant III
4	Cerelo A. Villagrancia	Administrative Aide VI
5	Mae Bartolo	Administrative Assistant III



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SGOD		
1	Edna B. Azcarraga	OIC - SGOD
2	Calvin Calinao	COS
CID		
1	Merlie J. Rubio	OIC - CID
2	Monica Morales	AO II

COMMITTEES

1	Emmanuel V. Lati	Information Technology Officer I
2	Nancy A. Baldismo	Administrative Assistant III
3	John Leo Dicon	COS
4	Rafael Blas A. Besa	Administrative Aide VI

SPEAKERS

1	Jose Marie Bedro	Administrative Officer IV
2	Angelo Arendain	Information Technology Officer I
3	May Evan O. Dela Cruz	Administrative Assistant III

HEALTH OFFICER

1	Monna Liza Eribal	Nurse II
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Enclosure No. 2 - List of Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel f. Bermejo Schools Division Superintendent Luz U. Banson Assistant Schools Division Superintendent
Food and Venue	Ma. Sharon S. Barrientos Administrative Officer V -
Program	May Evan O. Dela Cruz Administrative Officer IV - Records
Documentation, Tarpaulin, & Venue	JL Dicon COS
Technical and ICT Committee	Emmanuel V. Lati Information Technology Officer I
Attendance and Certificates	Nancy A. Baldismo Administrative Assistant III
Health Officer	Monna Liza L. Eribal



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Enclosure No. 3 – Training Matrix

Batch 1 & 2 – March 23, 2026 (Monday)

Time	Activity
8:00 - 8:30 am	Arrival and Registration
8:30 - 9:00 am	Opening Program
9:00 - 9:30 am	Topic 1: Records Management in School
9:30 - 11:30 am	Topic 2 : Document Tracking System
11:30 - 12:00 nn	Closing Program and Photo Opportunity
12:00 - 1:00 PM	Lunch
1:00 - 1:15 pm	Arrival and Registration
1:15 - 1:20 pm	Prayer
1:20 - 2:00 pm	Topic 1: Records Management in School
2:00 - 4:30 pm	Topic 2 : Document Tracking System
4:30 - 5:00 pm	Closing Program and Photo Opportunity

Batch 3 – March 24, 2026 (Tuesday)

Time	Activity
8:00 - 8:30 am	Arrival and Registration
8:30 - 9:00 am	Opening Program
9:00 - 10:00 am	Tracking Every Paper: Inside the SDO Capiz Document Tracking System
10:00 - 12:00 nn	Document Tracking System
12:00 - 12:45 pm	Lunch
12:45 - 1:00 pm	Energizer
1:00 - 2:30 pm	Continuation of DTS
2:30 - 3:00 pm	A glimpse of SDO Iloilo DTS
3:00 - 4:30 pm	Question and Answer
4:30 PM onward	Closing Program and Photo Opportunity



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