



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

NOV 11 2025

**OFFICE MEMORANDUM**

ICT-2025- 002

To: OIC – Assistant Regional Director  
OIC – Chiefs  
Section/Unit Heads  
All Others Concerned

**ORIENTATION ON THE IMPLEMENTATION OF THE  
DOCUMENT TRACKING SYSTEM**

1. This Office, through the **ICT Unit**, shall conduct an Orientation on the **Implementation of the Document Tracking System (DTS)** on **November 11, 2025**, at **1:00 PM** at the DepEd Negros Island Region (NIR) Conference Room.
2. The participants are the designated document tracking system focal persons of all functional divisions who are advised to bring their own laptops if available for the hands-on navigation of the system.
3. For more information, contact **Mr. Nathaniel E. Lajot Jr.** through email at [nathaniel.lajot001@deped.gov.ph](mailto:nathaniel.lajot001@deped.gov.ph) / [nir@deped.gov.ph](mailto:nir@deped.gov.ph).
4. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: None  
Incl: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

ORIENTATION   IMPLEMENTATION   SYSTEMS   DOCUMENTS



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