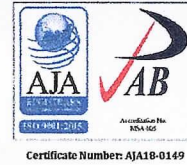




Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED

**MEMORANDUM**OM-2020- 014

**TO: FUNCTIONAL DIVISION CHIEFS
 ALL PERSONNEL CONCERNED**
 This Office

FROM: RAMIR B. UYTICO, Ed.D., CESO IV
 Director IV

**SUBJECT: BETA TESTING OF THE DEPED RO8 ONLINE DOCUMENT TRACKING
 SYSTEM (ODTS)**

DATE: January 17, 2020

1. Prior to the full-scale implementation of the Online Document Tracking System (ODTS) in the Regional Office (RO), a beta testing period on the utilization of the system will be conducted starting January 27, 2020.
2. Relative to this, all personnel in-charge of the routing and forwarding of documents within the RO, are directed to attend a one-hour coordination meeting with the ICT Unit on January 22, 2020, 9:00 AM, at the PAU Conference Room.
3. The meeting will cover the distribution of RO user accounts, review on the features of the system, coordination of the flow of documents between the different divisions, sections, and units in the RO, and gathering of data for future system improvements.
4. The assigned system users are encouraged to maintain constant coordination with the ICT Unit during pilot testing to ensure the smooth implementation of the system.
5. Immediate dissemination of and compliance with this memorandum are desired.

