



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- 022

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

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

**SUBJECT: ORIENTATION ON THE DEPED RO8 ONLINE DOCUMENT
 TRACKING SYSTEM (ODTS)**

DATE: January 28, 2020

1. In line with the Regional Office's (RO) initiative of improving its processes and procedures, this Office, thru the ICT Unit has conducted an initial rollout of the DepEd RO8 Online Document Tracking System (ODTS) through a Beta Testing period which started on January 27, 2020.
2. Relative to this, **all eight (8) Functional Division Chiefs, together with one (1) staff/clerk** in-charge of document routing/receiving, who were not able to attend the ODS Coordination Meeting last January 22, 2020, are enjoined to **attend a fast-tracked orientation on the Utilization of the DepEd RO8 ODS** today, **January 28, 2020, 3:00 PM**, at the **PPRD Conference Room**.
3. The orientation will include an introduction on the features of the system, and coordination of the flow of documents among the different divisions, sections, and units in the RO.
4. Immediate dissemination of and compliance with this Memorandum are desired.

Reference/s: OM No. 014, s. 2020



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