



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

February 19, 2020

**DIVISION MEMORANDUM**

No. 084, s. 2020

**TASK FORCE D-CLASS (DEPED-CLIENTS ACCESSIBLE, SATISFYING SERVICE)**

TO: Public Schools District Supervisors  
Secondary and Elementary School Heads  
District ICT Coordinators  
All Other Concerned

1. The Department of Education – Bohol Division is always mindful on its vision statement stipulating its continuous improvement to better serve the stakeholders. The office recognizes its responsibility for a satisfying service towards its clients.
2. A **Task Force D-CLASS (DepEd – Clients Accessible, Satisfying Service)** is hereby created to lead in the development of systems and processes through information technology that would give a better access and satisfying services to the clients particularly the teachers, administrators and other stakeholders.
3. To compose the technical team are the following:
  - a. Lope S. Hubac - Team Leader, Schools Division Office
  - b. Jan Jaykyl B. Borja - Schools Division Office
  - c. Fernando Enad - San Agustin NHS, Sagbayan, Bohol
  - d. Jemboy Valloso - Lourdes High School, Panglao, Bohol
  - e. Alberto Arbasto - Katipunan High School, Carmen, Bohol
4. The task force shall perform the following task:
  - a. Set up SMS- Based Workplace Communication Management System that primarily addresses the need for SDO communications dissemination and allows employees to interact with SDO units for feedbacks, concerns and queries.
  - b. Develop a tracking and monitoring system for all transactions received and done in the SDO.
  - c. Create a clients locator/in and out system that addresses easy release of certificate of appearance with accurate time of engagement in the SDO.



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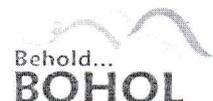
Behold...  
**BOHOL**

- d. Develop IT-based system for clients less hassle processing of their benefits and incentives thus notification would be sent to them if monetary claims are already available in their atm accounts.
  - e. Come up with digitized documentaries in all DepEd-Bohol activities, events and programs.
  - f. Formulate other technology based strategies for other DepEd-Bohol related transactions making it more accessible, easy and fast.
  - g. Coordinate with the Administrative and Human Resource Office for the necessary harvesting and collecting of the needed data.
  - h. Perform such other functions and activities as may be necessary to carry out the provisions of this memorandum or as the Schools Division Superintendent may direct.
5. Expenses for the meals and snacks as well as travelling expenses of the task force members relative to their roles and functions shall be charged to local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
  6. Widest dissemination of this memorandum is desired.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent



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