



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

October 27, 2023

Office Memorandum

No. **34**, s. 2023

**ORIENTATION-WORKSHOP ON THE IMPLEMENTATION OF
DOCUMENT TRACKING SYSTEM IN THE DIVISION OFFICE**

To: All Concerned Personnel

1. There will be an Orientation-Workshop on the Implementation of Document Tracking System in the division office on November 3, 2023. The orientation will start at 9:00 in the morning at the SDO Conference Room.
2. The Section Heads must make sure to send at least one (1) personnel assigned to receive documents in the section.
3. Immediate dissemination and compliance to this Memorandum is enjoined.


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