



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 11, 2024

DIVISION MEMORANDUM

No. 307, s. 2024

SCHEDULE OF PSDICs AS DOCUMENT TRACKING SYSTEM (DTS) IN-CHARGE

To: Assistant Schools Division Superintendent (ASDS)
 Chief Education Program Supervisors (CID & SGOD)
 Public Schools District In-Charge (PSDICs)
 Elementary and Secondary School Heads
 All Others Concerned

1. Regarding Office Memorandum No. 09, s. 2024 titled Document Tracking System (DTS) Implementation, all Public Schools District In-Charge (PSDICs) shall be assigned in the Division Office as DTS In-charge effective immediately.

2. The schedule of the PSDICs is indicated hereunder:

Days	PSDICs Assigned
Monday	Eleazar B. Penonal, Titchie Nee F. Roloma, Nildie A. Malabosa
Tuesday	All PSDICs
Wednesday	Ma. Sherwin C. Alduheza, Nilo F. Lumayot
Thursday	Sherly C. Alivio, Marylyn C. Banawan
Friday	All PSDICs

3. All PSDICs are directed to ensure the effective and efficient implementation of the system.

4. This Office directs the immediate and wide dissemination of this Memorandum.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent 

To be indicated in the Perpetual Index
 under the following subjects:

OSDS QMS

ASDS/sca



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