




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 368

TO : Schools Division Superintendents

FROM : **JOCELYN DR ANDAYA** 
 Director IV

SUBJECT : Final Coaching on the Four Cascaded Automated Systems

DATE : April 12, 2024

- The Regional Office entered into a contract for consultancy for the expansion of the four automated systems in the Region to the Division Offices for purposes of monitoring and expediting actions on certain documents and services online without physically going to the Regional Office or to the Division. The automated systems are the following:

Document Online Tracking System (DOTS)
Performance Management System (PMS)
Issuance of Special Order System (ISOSYS)
Organization Performance Dashboard (OPDash)

- Pursuant to the contract, the consultant, Southern Convergence Technologies Corporation (SCTC) has made several engagements with the Division focal persons and the ITOs.
- A final orientation and coaching shall be held on April 23 & 24, 2024. Each Division shall send five (5) participants that include the designated process owner/focal person per system and the Division ITO.

The schedule shall be as follows:

April 23 8:30 AM onwards	April 24 8:30 AM onwards
City Divisions	
Manila, San Juan, Mandaluyong, Pasig, Marikina, Valenzuela, Mandaluyong and Navotas	Makati, Caloocan, Paranaque, Las Pinas, Pasay, Muntinlupa, Taguig and Pateros and Quezon City

- After this training, the Division Offices are expected to utilize the systems. A separate issuance as guidelines will be issued including the System User's Manual to be provided by SCTC.
- Compliance is hereby enjoined.



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Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Email Website: depedncr.com.ph

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