



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

**OFFICE MEMORANDUM**  
**UM-09-24-2024**

**TO :** SGOD and CID Chiefs and Personnel  
OSDS Unit Heads and Personnel  
Contract of Service and Job Order Employees

**FROM :** CECILE C. FERRO CESO VI  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the School Division Superintendent

**DATE :** September 24, 2024

**SUBJECT:** IMPLEMENTATION OF THE ENHANCEMENT OF EXISTING AUTOMATED SYSTEMS AND INFRA OF SDO CATANDUANES

1. Please be informed that the following existing Automated Systems and Infra of the SDO Catanduanes will be implemented on **September 25-26, 2024** at SDO Offices and lobby.
  - a. Digitized Attendance Scheme (DAS);
  - b. Document Tracking System (DoTS); and
  - c. Registration and Queuing System with Client Satisfaction Survey and Certificate of Appearance Generation.
2. In relation to this, the following activities will be conducted during the implementation stage:
  - a. Installation and configuration of enhanced systems and hardware connection in the offices and server cabinet;
  - b. Testing and simulation of the newly enhanced system and infrastructures;
  - c. Orientation and training sessions for IT staff & office personnel in-charge; and
  - d. Full deployment and transition to the newly enhanced systems and infra.
3. Further, may we request the Unit Heads to submit at the ICTU name/s of personnel who will be attending the orientation on the said schedule through this link: <https://tinyurl.com/SDOITInfraSys> . Your full cooperation and understanding with us for some inconvenience that may occur related to the above activities is also requested. Please visit our Teams group-SDO Catanduanes Personnel & Staff for more updates.
4. For information and guidance of all concerned.