



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Proof of Implementation of Digitization/Streamlining

PERSONNEL UNIT

- Online Access of Forms for Appointment
- Online Submission of Application for Teaching, Related-Teaching and Non-Teaching Positions
- Online Access of Accrued Leave and Compensatory Overtime Credits (COC) Balance
- Online Request and Release of Service Records and Certificate of Remittances
- Digitization of Leave Credit Cards of Secondary and Senior High School Teachers (e-leave Credit Cards)

ADMINISTRATIVE OFFICE

- Online Request and Release of Certificate of Employment

RECORDS SECTION/ IT UNIT

- Implementation of the Document Tracking System (DoTS)
- e-digitization of documents

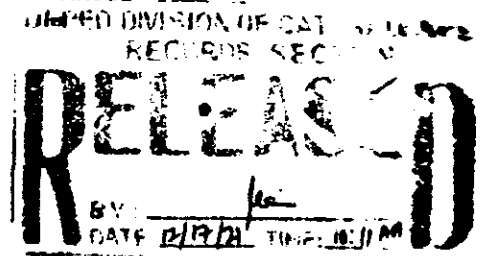
ICT UNIT

- Implementation of the Document Tracking System (DoTS) and Digitized Attendance Scheme (DAS)



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



December 16, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 549

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM(DoTS) AND DIGITIZED ATTENDANCE SCHEME (DAS)

TO: Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
SDO Personnel and Jobbers
All others concerned

1. Please be informed that SDO-Catanduanes will implement the **Document Tracking System(DoTS) and Digitized Attendance Scheme(DAS)** on **January 3, 2021**. This means that everyone must be ready in this new scheme. We would like to ensure that all the employees and personnel whether regular or jobber must understand how this system will run in the Office.
2. All Sections/Units had already one(1) computer with installed DoTS system connected in the Local Area Network and server located at the ICT Unit Office and assigned one(1) personnel in-charge (*preferably one who is receiving and releasing the document*) and to ensure that the computer is clear from any viruses to be able to access the DoTS system. Every document received must be encoded to the system to generate a tracking number or code to be used in the entire flow of transaction. Attached is the Transaction Flow of the DoTS for your reference.
3. For the DAS, please scan the QR Code found in the ID provided to register and recognize your name and details of time logged in and out.
4. The DoTS and DAS systems are now working and available to be used and practice in preparation for the full implementation next year.
5. For queries, please visit the ICT Unit office for the technical assistance needed.
6. For information and guidance of all concerned.


SUSAN S. COLLANO

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depeddivcatanduanes.com
DepEd Tayo - Region V - Catanduanes



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OFFICE OF CATANDUANES

TRANSACTION FLOW OF THE DOCUMENT TRACKING SYSTEM(DoTS)

Start

Receiving Clerk (Records Section)

- Receives the document/s by the receiving in-charge
- Encodes the type of document received
- Clicks on the receive button
- Identifies the next office where the document is to forward
- Forwards the document to the next concerned office
- Attaches the Tracking Code Slip in the document (generated in the system)

Office A:

- Receives by the receiving clerk
- Identifies and decided if the document is intended to his/her office
- If it **IS OK**, then, sign at the attached Tracking Code Slip of the document
- If it is **NOT**, then, return it back to the carrier of the document
- Clicks on the **RECEIVE** button
- Acts on the document received
- If the document is **OK**, then, click **RELEASE** Button and make it ready to **forward** to the next concerned office.
- If the document had deficiency, call the attention of the client or return it back to the **RELEASING Officer** with a note of the exact deficiency in the document
- Take a note in the system that the document has been returned to the client/releasing officer.

Office B, C, D, etc.. up to the last office where document is required to pass and to be signed by the last signatory will have the same process or cycle in the tracking system.

END



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrvc.catanduanes.com
DepEd Tayo - Region V - Catanduanes

Forwarded Documents

Tracking#	Date/Time	Client	Doc Type
22-48-01	1/14/2022 9:21:34 AM	COLUMBA R. DENLA	Document

Tracking #:

DOCUMENTS RECEIVED

Tracking#	Date/Time	Client	School/Office
22-48-01	1/14/2022 9:21:34 AM	CLARA R. DENLA	Denla ES
22-48-02	1/14/2022 9:21:49 AM	MARY GRACE MORGANSON	San Miguel CES
22-48-03	1/14/2022 9:22:19 AM	MICHELLE ADRIANTE	Castanueva Hs
22-48-04	1/14/2022 9:21:56 AM	MELANIE V. LEM	Superior Hs
22-48-05	1/14/2022 9:22:03 AM	ROBERTO R. MOLINA	Heming ES
22-48-06	1/14/2022 9:21:59 AM	ROSLAN T. CARRASCO	Marshall ES
22-48-07	1/14/2022 9:22:09 AM	ROSEMARY T. SAGUIS	Borgia ES
22-48-08	1/14/2022 9:21:23 AM	MELBA LEASO	Alma ES

Client Name: Tracking #: School:

Keyword: **22-48-31**

Document Details

Reg. Date: 1/11/2022
 Tracking No: **22-48-31**
 Client Name: **COLUMBA R. DENLA**
 CellPhone No: 0919927185
 School/Others: **Tarawa ES**
 Action Taken: **Approved - Approved - for release**
 Office Origin: **HAM OFFICE**

DOCUMENT RELEASING

Release to:
 Date Released: **01/14/2022**
 Remarks: **Document Released**

PROCESSED DOCUMENTS

Tracking#	Date/Time	Forwarded To	Client	Doc Type
22-48-01	1/14/2022 9:21:34 AM	SOLO OFFICE	JARVIS E. BARNES	LETTER
22-48-02	1/14/2022 9:21:49 AM	SOLO OFFICE	JARVIS E. BARNES	ACTION RESEARCH
22-48-03	1/13/2022 4:32:09 PM	SOLO OFFICE	MEL T. SCHNALES	REPORTS
22-48-04	1/13/2022 4:31:17 PM	SOLO OFFICE	MEL T. SCHNALES	REPORTS
22-48-05	1/13/2022 4:21:05 PM	SOLO OFFICE	LADY AUCILLA	DISA REPORTS
22-48-06	1/13/2022 2:31:45 PM	ACCOFFICE	MARY ANN T. AUGUSAK	DISPATCH
22-48-07	1/13/2022 10:10:14 AM	ADMS OFFICE	REYNALDY T. TABUZO	SALES

Search Client: Tracking #:

Document Details

Reg. Date:
 Tracking No:
 Client Name:
 CellPhone No:
 School/Others:
 Duration of Activity:
 Doc. Type:
 Subject/Details:
 Action Taken:
 Office Origin:

Forward DOCUMENT Details:

Option: Approved Disapproved Archive

Remarks:

OFFICE:
 Destination:

OFFICE OF ASOS OFFICE

Tracking#	Client	Origin	Doc Type
22-48-87	MERLY T. GONZALES	RECEIVING (RECORDS)	REPORTS
22-48-95	JAYSON G. BASEMO	RECEIVING (RECORDS)	ACTION SEARCH

Search Client: Tracking #: Received

Received Documents

Tracking#	Date/Time	Client	Duration	Doc Type
22-48-68	1/13/2022 1:51:03 PM	RONALD R. REFRE		FORM 6
22-48-69	1/13/2022 1:51:05 PM	RONALD R. REFRE		FORM 6
22-48-78	1/13/2022 2:57:08 PM	JETHRO M. TORRENTE		LETTER
22-48-77	1/13/2022 3:24:50 PM	MARY ANN T. AGUILAR		REQUEST FOR DE
22-48-64	1/13/2022 3:45:04 PM	ROBERT V. VARGAS		ICT DESIGNATION
22-48-81	1/13/2022 4:35:23 PM	MICHELLE ADELANTE	3 days	APPLICATION FOI
22-48-83	1/13/2022 4:35:29 PM	FELIZA D. SALOMON		LETTER OF INTEN
22-48-50	1/14/2022 8:34:54 AM	JOHN PAUL C. VARGAS		APPLICATION FOI
22-48-91	1/14/2022 9:31:49 AM	LENY B. IGNACIO		INTERVENTION PI
22-48-90	1/14/2022 9:31:52 AM	CLEMENTE T. OLARTE		INNOVATIONS

Search Client: Tracking #: Show Details

PROCESSED Documents:

Tracking#	Date/Time	Forwarded To	Client	Doc Type
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Document Details

Reg. Date: January 13, 2022

Tracking No.: 22-48-68

Client Name: RONALD R. REFRE

Cellphone No.: 09801896212

School/Others: Pandan SAT

Duration of Activity:

Doc. Type: FORM 6

Subject/Details: FORM 6 - MR. RONALD REFRE

Action Taken: Encoding from registration

Office Origin: RECEIVING (RECORDS)

Forward DOCUMENT Details:

Option: Approved Disapproved Archive

Remarks:

OFFICE Destination:

Forward Document! Send SMS Refresh Close

10:05 AM 1/14/2022

OFFICE OF ASOS OFFICE

Tracking#	Client	Origin	Doc Type
22-48-87	MERLY T. GONZALES	RECEIVING (RECORDS)	REPORTS
22-48-95	JAYSON G. BASEMO	RECEIVING (RECORDS)	ACTION SEARCH

Search Client: Tracking #: Received

Received Documents

Tracking#	Date/Time	Client	Duration	Doc Type
22-48-68	1/13/2022 1:51:03 PM	RONALD R. REFRE		FORM 6
22-48-69	1/13/2022 1:51:05 PM	RONALD R. REFRE		FORM 6
22-48-78	1/13/2022 2:57:08 PM	JETHRO M. TORRENTE		LETTER
22-48-77	1/13/2022 3:24:50 PM	MARY ANN T. AGUILAR		REQUEST FOR DE
22-48-64	1/13/2022 3:45:04 PM	ROBERT V. VARGAS		ICT DESIGNATION
22-48-81	1/13/2022 4:35:23 PM	MICHELLE ADELANTE	3 days	APPLICATION FOI
22-48-83	1/13/2022 4:35:29 PM	FELIZA D. SALOMON		LETTER OF INTEN
22-48-50	1/14/2022 8:34:54 AM	JOHN PAUL C. VARGAS		APPLICATION FOI
22-48-91	1/14/2022 9:31:49 AM	LENY B. IGNACIO		INTERVENTION PI
22-48-90	1/14/2022 9:31:52 AM	CLEMENTE T. OLARTE		INNOVATIONS

Search Client: Tracking #: Show Details

PROCESSED Documents:

Tracking#	Date/Time	Forwarded To	Client	Doc Type
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Document Details

Reg. Date: January 13, 2022

Tracking No.: 22-48-50

Client Name: JOHN PAUL C. VARGAS

Cellphone No.: 09127350468

School/Others: Tambongan NHS

Duration of Activity:

Doc. Type: APPLICATION FOR LEAVE

Subject/Details: APPLICATION FOR LEAVE OF MR. KENNETH O. USERO DATED JANUARY 7, 2022-SI APPLICATION FOR LEAVE OF MR. DAVE SECORATA DATED JANUARY 3,4,5 7, 2022

Action Taken: Approved - Processed; for ASOS signature

Office Origin: HRM OFFICE

Forward DOCUMENT Details:

Option: Approved Disapproved Archive

Remarks:

OFFICE Destination:

Forward Document! Send SMS Refresh Close

10:06 AM 1/14/2022

SCHOOLS DIVISION OF CANTONBANKS
Document Tracking System (DSTS)

From Dept.: RECEIVING RECORDS **FORWARDED DOCUMENTS** Pg 1 of 1

Tracking #	Cases Name	Date & Time	Document Type	Revs # by:
ELEMENTARY				
ACCOUNTING				
20-48-79	MARLY ADOPT AGUILLAS	11/3/2022 2:37:40PM	337479807	_____
ADMIN OFFICE				
20-48-33	REYNOLDA T. TAYLOR	11/3/2022 10:49:48AM	3455	_____
ASB OFFICE				
20-48-87	MARLY T. GONZALEZ	11/3/2022 4:10:29PM	3488677	_____
20-48-85	JAYSON G. BALESTRO	1/4/2022 8:56:08AM	A1703193408X	_____
SGO OFFICE				
20-48-42	JUDY AGUILAS	11/3/2022 4:11:07PM	3508A 8990876	_____
20-48-88	MARLY T. GONZALEZ	11/3/2022 4:11:17PM	3509071	_____
20-48-89	JAYSON G. BALESTRO	1/4/2022 8:57:11AM	481186	_____
No. of Docs for Process: 7				

Page 1 of 1

SCHOOLS DIVISION OF CANTONBANKS

DOCUMENT Routing System (DRIMS) Database Manager User Profile About Us

Register, Track and Manage Documents

Home 17/14/2022 9:58 AM

REGISTER
Documents

RECEIVED
Documents

RELEASING
Documents

TRACK
Documents

REPORTS
Documents

Appearance
Documents

SEND SMS
Documents

SUMMARY OF DOCUMENTS ACCOMPLISHMENT REPORT: Today 10/14/2022

Office Group	Office/Department	Doc's Received Today	Doc's Processed Today	Month Processed	Doc's for Process	Upcoming Doc's
ACCU	ACCOUNTING					
ADM	ADMIN OFFICE					
ADM	ADMIN OFFICE					
ADM	CASHIER					
ADM	HELP OFFICE					
ADM	IT OFFICE					
ADM	LEGAL UNIT					
ADM	PROPERTY DEPARTMENT					
ADM	SALES					
ADM	CRM OFFICE					
ADM	LEADS					
ADM	HRSD UNIT					
ADM	PERSONAL SERVICES					
ADM	PLANNING & DESIGN ARCHIT.					
ADM	SCHOOL REPAIRS & MAINTEN.					
ADM	WOOD OFFICE					
ADM	SUPPORT UNIT					
ADM	WORKSHEET & UNIT					
ADM	YOUTH UNIT					
ADM	ADULT OFFICE					

Activation Key: 27EP-0487-77E8-02F800A7 Turn Off

Screenshot of RECEIVED DOCUMENTS recorded in Excel

SCHOOLS DIVISION OF CALABARZONES

RECEIVED DOCUMENTS

Calendar Year 2020
Records

Record Number	Type of Document	Document Reference Number	Originating Office Reference Number	Logbook Reference Number	Date In Document	From	Reference: Activity, Event, Program or Project	Other Details	Date In	Time In	Requested By	For
2020-0369	DepEd Regional Office	REC-INC-2020-000369	007241	Incoming Documents-369	20-Feb-20	Office of the Regional Director	Monitoring and Evaluation of Multigrade (MG) Program Implementation	March 2-4, 2020 March 19, 2020	27-Feb-20	8:29 AM	Korina/ OSDS	
2020-0370	DepEd Regional Office	REC-INC-2020-000370	007247	Incoming Documents-370	24-Feb-20	Finance Division	Travel Expense Reimbursement for Travels Called for By DepEd Central Office	Matrix for Fund Transfer Covering Travel Expense Reimbursement While Attending National Training/Seminar Workshops/Conferences Conducted by Central Office Bureaus	27-Feb-20	8:30 AM	Korina/ OSDS	
2020-0371	DepEd Regional Office	REC-INC-2020-000371	007156	Incoming Documents-371	24-Feb-20	Quality Assurance Division	Addendum to Regional Memorandum No. 134 s. 2018. Expediting Application of Private Schools for the Approval of Tuition and other School Fees (TOSF) Starting School Year 2019-2020	online submission of evaluated / validated documents stamped received by the SDO with respective links	27-Feb-20	8:31 AM	Korina/ OSDS	
2020-0372	DepEd Central Office	REC-INC-2020-000372	006724	Incoming Documents-372	3-Feb-20	Office of the Undersecretary for Administration	New Schedule of the Conference on the Implementation of the Last Mile Schools in South Central Luzon	March 5-6, 2020 BSA Twin Towers, Julia Vargas	27-Feb-20	8:30 AM	Korina/ OSDS	
2020-0373	Other Government Agencies	REC-INC-2020-000373	NONE	Incoming Documents-0373	13-Feb-20	Department of Social Welfare and	Pantawid Pamilyang Pilipino Program (4Ps) Compliance Verification System (CVS)	As indorsed by the Regional Office V Furnishing a copy of 2020 Timeline for Compliance Verification System for 1st to 6th monitoring period	27-Feb-20	8:55 AM	Korina/ OSDS	

SCHOOLS DIVISION OF CATANQUANES

RECEIVED DOCUMENTS

Calendar Year 2020
Records

Record Number	Type of Document	Document Reference Number	Reference: Activity, Event, Program or Project	Other Details	Date In	Time In	Requested By	Forwarded to Receiving Unit	Special Document Classification	Scanned Copy	Hard Copy
2020-0369	DepEd Regional Office	REC-INC-2020-000369	Monitoring and Evaluation of Multigrade (MG) Program Implementation	March 2-4, 2020 March 19, 2020	27-Feb-20	8:29 AM	Korina/ OSDS		Letter (In General)	✓	✓
2020-0370	DepEd Regional Office	REC-INC-2020-000370	Travel Expense Reimbursement for Travels Called for By DepEd Central Office	Matrix for Fund Transfer Covering Travel Expense Reimbursement While Attending National Training/Seminar Workshops/Conferences Conducted by Central Office Bureaus	27-Feb-20	8:30 AM	Korina/ OSDS		Regional Memorandum	✓	✓
2020-0371	DepEd Regional Office	REC-INC-2020-000371	Addendum to Regional Memorandum No. 134 s. 2018. Expediting Application of Private Schools for the Approval of Tuition and other School Fees (TOSF) Starting School Year 2019-2020	online submission of evaluated / validated documents stamped received by the SDO with respective links	27-Feb-20	8:31 AM	Korina/ OSDS		Addendum/Corrigendum	✓	✓
2020-0372	DepEd Central Office	REC-INC-2020-000372	New Schedule of the Conference on the Implementation of the Last Mile Schools in South Central Luzon	March 5-6, 2020 BSA Twin Towers, Julia Vargas	27-Feb-20	8:30 AM	Korina/ OSDS		DepEd Memorandum	✓	✓
2020-0373	Other Government Agencies	REC-INC-2020-000373	Pantawid Pamilyang Pilipino Program (4Ps) Compliance Verification System (CVS)	As indorsed by the Regional Office V Furnishing a copy of 2020 Timeline for Compliance Verification System for 1st to 6th monitoring period	27-Feb-20	8:55 AM	Korina/ OSDS		Letter (In General)	✓	✓

Note:

1. Upon receipt of the incoming document, it is classified, scanned, encoded in Excel database, stamped "RECEIVED" and finally deliver to the recipient office.
2. The digitized copy must be renamed into the respective Document Reference Number (DRN). It is not required to retain a physical copy because it is already scanned, and the details are encoded in Excel for easy retrieval. This way, the office saves paper and ink resources.
3. If a hardcopy is to be filed, the DRN is written at the bottom of the 1st page of the document to correspond to the DRN in the database.
4. The digitized copy is saved both in the local drive and the Google drive of the record manager.

Screenshot of the RELEASED DOCUMENTS recorded in Excel

Schools Division of Catanduanes

RELEASED DOCUMENTS

Calendar Year 2020
Records Section

Record Number	Type of Document	Document Reference Number	Originating Office Reference Number	Logbook Reference Number	Date In Document	Subject	Other Details	Date Out	Time Out	Requested By/ Released To:	Remarks
2020-0080	Division Advisories	REC-DA-2020-000006	OSDD-CID-AD-002	Division Advisory-0006	14-Jan-20	Division Quality Assurance and Finalization of EPP / Lesson Exemplars Integrated with Voter Education in K to 12 Curriculum	In compliance with Corrigendum 001 s 2020. Updated Participants to the Division quality Assurance and Finalization Integrated with Voter Education in K-12 Curriculum	14-Jan-20	3:35 PM	Lorens Chavez/ CID	
2020-0132	Division Indorsement	REC-DI-2020-000002	OSDS-IN-002-1-09-20	Division Indorsement-0002	3-Jan-20	2nd indorsement to the Principal II, Caramoran RDHS. Re: Robbery and Homicide of the mother of student, Melrose Baloloy Y Trillies.		3-Jan-20		Signature only	
2020-0367	Division Letter	REC-DL-2020-000082	0082	Division Letter-0082	4-Feb-20	List of employees/Provident Borrowers subject for Provident deductions and stoppage effective February 2020	Deduction: Delos Angeles, Rafael V. and 19 others Stoppage: ASDS, SDO Chiefs & Staffs, EPS, PSDS, School Heads, District/School ICT Coordinators, Division/School Information Officers.	5-Feb-20	10:10 AM	Shane Araojo/Personnel	• JRS #1363663
2020-1076	Division Memorandum	REC-DM-2020-000156	OSDS-ICTU-DM-0156-2020	Division Memorandum-0156	27-Jul-20	Consolidated List of Social Media Pages Managed by DepEd Offices and Schools in Region V	ASDS, SDO Chiefs & Staffs, EPS, PSDS, School Heads, District/School ICT Coordinators, Division/School Information Officers.	28-Jul-20	9:23 AM		
2020-1342	Division Unnumbered Memorandum	REC-DUM-2020-000006	CID-UM-01-08-2020	Division Unnumbered Memo-	8-Jan-20	Authority to Travel/Endorse to the Division Quality Assurance and Finalization of Lesson Exemplars	To: Chiefs, CID, Education Program Supervisors, PSDS, Concerned Elementary and Secondary School	8-Jan-20	4:24 PM	Peachie Roshele Chavez/CID	

List Consolidated Released Docs

Schools Division of Catanduanes

RELEASED DOCUMENTS

Calendar Year 2020
Records Section

Record Number	Type of Document	Document Reference Number	Subject	Other Details	Date Out	Time Out	Requested By/ Released To:	Remarks	Special Document Classification	Scanned Copy	Hard Copy
2020-0080	Division Advisories	REC-DA-2020-000006	Division Quality Assurance and Finalization of EPP / Lesson Exemplars Integrated with Voter Education in K to 12 Curriculum	In compliance with Corrigendum 001 s 2020. Updated Participants to the Division quality Assurance and Finalization Integrated with Voter Education in K-12 Curriculum	14-Jan-20	3:35 PM	Lorens Chavez/ CID				
2020-0132	Division Indorsement	REC-DI-2020-000002	2nd indorsement to the Principal II, Caramoran RDHS. Re: Robbery and Homicide of the mother of student, Melrose Baloloy Y Trillies.		3-Jan-20		Signature only				
2020-0367	Division Letter	REC-DL-2020-000082	List of employees/Provident Borrowers subject for Provident deductions and stoppage effective February 2020	Deduction: Delos Angeles, Rafael V. and 19 others Stoppage: ASDS, SDO Chiefs & Staffs, EPS, PSDS, School Heads, District/School ICT Coordinators, Division/School Information Officers.	5-Feb-20	10:10 AM	Shane Araojo/Personnel	• JRS #1363663	DepEd Regional Office V	✓	✓
2020-1076	Division Memorandum	REC-DM-2020-000156	Consolidated List of Social Media Pages Managed by DepEd Offices and Schools in Region V	ASDS, SDO Chiefs & Staffs, EPS, PSDS, School Heads, District/School ICT Coordinators, Division/School Information Officers.	28-Jul-20	9:23 AM			Both E5/SS	✓	✓
2020-1342	Division Unnumbered Memorandum	REC-DUM-2020-000006	Authority to Travel/Endorse to the Division Quality Assurance and Finalization of Lesson Exemplars	To: Chiefs, CID, Education Program Supervisors, PSDS, Concerned Elementary and Secondary School	8-Jan-20	4:24 PM	Peachie Roshele Chavez/CID				

List Consolidated Released Docs

Note :

1. Just like the incoming documents, outgoing documents are also classified, scanned, encoded in Excel database, stamped "RELEASED" and return to the owner for reproduction.
2. The digitized copy must be renamed into the corresponding Document Reference Number (DRN) in the database. It is not required to retain a physical copy because it is already scanned, and the details are encoded in Excel for easy retrieval. This way, the office saves paper and ink resources.
3. If a hardcopy is to be filed, the DRN is written at the bottom of the 1st page of the document to correspond to the DRN in the database.
4. The digitized copy is saved both in the local drive and the Google drive of the record manager.

Screenshot of the Archived documents in Google Drive

The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options: New, Priority, My Drive, Shared drives, Shared with me, Recent, Starred, Trash, and Storage. The main area has a search bar and a breadcrumb path: My Drive > Document Archives > 2020. Below this is a table of files with columns for Name, Owner, Last modified, and File size. The files listed are folders for 'Received 2020' and 'Released 2020', and two Excel spreadsheets: '2020 Received Communications.xlsx' and '2020 Released Communications.xlsx'. The top right corner shows the user's profile and the 'DepED' logo.

Name	Owner	Last modified	File size
Received 2020	me	Oct 12, 2020	-
Released 2020	me	Sep 12, 2020	-
2020 Received Communications.xlsx	me	Jun 24, 2020	190 KB
2020 Released Communications.xlsx	me	Jan 18, 2021 - Jennifer Metca	372 KB


ONLINE SUBMISSION OF APPLICATION FOR VACANT POSITIONS

Google Forms | SDO Catanduanes - Online Subm... | SDO Catanduanes - Online Subm... | My Drive - Google Drive

docs.google.com/forms/d/1PcmQ4w65SgTDKcKzdYTU0wZieYpwM_zvZfDhd5Uk/edit

SDO Catanduanes - Online Submission of Application

Questions Responses 11 Settings



Section 1 of 2

Online Submission of Application

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

Email *

valid email

This form is collecting emails. [Change settings](#)

This agency upholds Equal Employment Opportunity Principle, that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity.

Deployment options

Google Forms | SDO Catanduanes - Online Subm... | SDO Catanduanes - Online Subm... | My Drive - Google Drive

docs.google.com/spreadsheets/d/1vQU_i7kY11vN9Bwgn-oUxIBgHHhE10Cqja2E4eqYQ/edit?resourcekey=gid=483533520

SDO Catanduanes - Online Submission of Application (Responses)

File Edit View Insert Format Data Tools Extensions Help

Timestamp	Email Address	Position's applying for and School/Place of Assignment	Full Name (Last name, First Name, Mi Age)	Gender	Civil Status	Current Address	Contact No. (Email)	Eligible Online Submission of App Sub
10/7/2021 12:23:17	lasertaoales9595@gmail.com	Administrative Officer (V) Office of the Schools Division Superintendent	TARALES, LISTER DENILA	26 Male	Single	KIKILIHAN, San Miguel, C. 09207893620	09207893620	Non-
10/7/2021 12:28:55	lasertaoales9595@gmail.com	Project Development Officer (I) Senior High School	TARALES, LISTER DENILA	26 Male	Single	KIKILIHAN, SAN MIG. 09207893620	09207893620	Non-
10/7/2021 12:33:21	lasertaoales9595@gmail.com	Administrative Officer (V) Office of the Schools Division Superintendent	TARALES, LISTER DENILA	26 Male	Single	KIKILIHAN, SAN MIG. 09207893620	09207893620	Non-
10/14/2021 11:51:19	johnramonmadera@gmail.com	PROJECT DEVELOPMENT OFFICER (I) SCHOOL GOVERNANCE	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/14/2021 11:53:08	johnramonmadera@gmail.com	ADMINISTRATIVE OFFICER (I)	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/14/2021 11:55:55	johnramonmadera@gmail.com	ADMINISTRATIVE ASSISTANT (I) OFFICE OF THE SCHOOLS	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/14/2021 11:57:44	johnramonmadera@gmail.com	ADMINISTRATIVE OFFICER (I) ELEMENTARY SCHOOLS	CATAMADERA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/14/2021 13:26:37	ezra.mae.marienzo@gmail.com	Administrative Officer (V)	Reyes, Ezra Mae Marienzo	25 Female	Single	123 F. Taorista St. Painsa 09501600234	09501600234	Teach
10/14/2021 13:30:24	sheelaistorzum9@gmail.com	Administrative Assistant Office of the School Division	Storzum, Sheela Jaessa	25 Female	Single	Castagan Proper Virac. C. 09386525589	09386525589	Non-
10/15/2021 10:37:37	adonysaganan@gmail.com	ADMIN. OFFICER (I) DIV. OF CATANDUANES (ELEM.)	SIAGAN, LORADEL TOLENTINO	33 Female	Married	248 BONG SARA DANI 09386525108 09178389800	09386525108	Non-
10/15/2021 12:24:40	loradegaganan@gmail.com	ADMIN. OFFICER (I) DIV. OF CATANDUANES (ELEM.)	SIAGAN, LORADEL TOLENTINO	33 Female	Married	248 BONG SARA ST. DA 09386525108	09386525108	Non-
10/15/2021 13:22:12	johnramonmadera@gmail.com	Administrative Assistant (I) Office of the Schools Division Super	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/15/2021 13:23:51	johnramonmadera@gmail.com	Administrative Officer (I) Elementary Schools	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/15/2021 13:25:39	johnramonmadera@gmail.com	Project Development Officer (I) School Governance & Operations	MADEIRA, JOHAN RAMON TALAN	24 Male	Single	SAN JUAN, VIRAC, CAT. 09506195991	09506195991	Non-
10/15/2021 15:12:30	ebryessa_7@yahoo.com	Administrative Officer (V) Office of the Schools Division Superintendent	Taorista, Rosalia Sarmento	24 Female	Married	Cabihan, Virac 4800. Ca. 09238393323	09238393323	Non-
10/17/2021 15:02:56	roafojessa@gmail.com	ADMINISTRATIVE ASSISTANT (I) (DISBURSING OFFICER) (I) ERDULOFO	JESSA, CAYOBIT	25 Female	Single	16 MABINI ST. AHT POL. 09777121493 093863301	093863301	Non-
10/19/2021 9:37:25	menoczarzales@gmail.com	Administrative Assistant (I) Basic Rural Development High School	Mendoza, Rozza Lea Laurena	24 Female	Single	Guinobatan, Baco, Catand. 0903255772 0975056955	0903255772	Non-
10/19/2021 10:28:47	jhanna22@gmail.com	ADMINISTRATIVE OFFICER (I) ELEMENTARY SCHOOLS	BAGADIONG, JENNY LEV VARGAS	29 Female	Married	212 PURCH 5 FRANCIA 09079552929	09079552929	Non-
10/20/2021 12:19:45	mariacondandaelzabeth@yahoo.com	Administrative Officer (I)	Mendoza, Amanda Elizabeth Valdeor	22 Female	Single	San Pedro Pangasinan 09335328777	09335328777	Non-
10/20/2021 14:23:34	ladyjessa_sales@gmail.com	Office of Schools Division Superintendent - Accounting Section	Sales, Lady Jessa Remois	24 Female	Single	Cavintan, Virac, Catand. 0959078511 09634942162	0959078511	Non-
10/20/2021 14:37:20	ladyjessa_sales@gmail.com	Office of the Division Superintendent - Accounting Section	Sales, Lady Jessa Remois	24 Female	Single	Cavintan, Virac, Catand. 0959078511 09634942162	0959078511	Non-
10/20/2021 15:21:51	angcoo-krish@gmail.com	ADMINISTRATIVE OFFICER (I) ADMINISTRATIVE ASSISTANT	TABUZO, KRISHNAN SOLA	28 Male	Married	RAWIS, VIRAC, CATAND. 09092432376	09092432376	Non-
10/20/2021 15:42:05	ishmanang12@gmail.com	Administrative Officer (I) Elementary Schools	SUNGLAD, IRISH MANLANGIT	28 Female	Married	BELMONTES SAN ANDR 09481908582	09481908582	Non-
10/20/2021 15:44:57	ishmanang12@gmail.com	ADMINISTRATIVE OFFICER (I) ELEMENTARY SCHOOLS	SUNGLAD, IRISH MANLANGIT	28 Female	Married	BELMONTES SAN ANDR 09481908582	09481908582	Non-
10/20/2021 15:45:04	amosupianog245@gmail.com	Administrative Officer (I) SDO Catanduanes	Tupano, Amos Jr. Caderon	25 Male	Single	Burgos, Virac, Catanduan 0909291420	0909291420	Non-
10/20/2021 15:03:34	ishmanang12@gmail.com	ADMINISTRATIVE OFFICER (I) ELEMENTARY SCHOOLS	SUNGLAD, IRISH MANLANGIT	28 Female	Married	BELMONTES SAN ANDR 09481908582	09481908582	Non-
10/20/2021 14:14:17	amosupianog245@gmail.com	ADMINISTRATIVE OFFICER (I) ADMINISTRATIVE ASSISTANT	TARJITO, WIRWAN, ROLA	35 Male	Married	RAWIS, VIRAC, CATAND. 09092432376	09092432376	Non-

Form Responses 1

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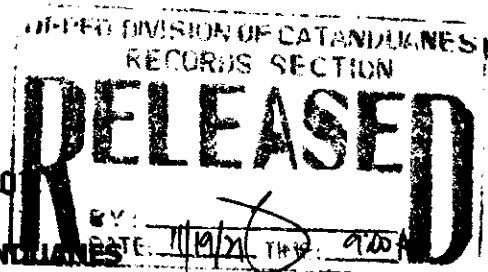
Name	Owner	Last modified by me	File size
Tapales_Lister_Admin. Officer IV_OSDS_ - Lister Tapales...	me		13.8 MB
CERTIFICATE OF TRAININGS_SEMINARS - Krishnan Tabu...	me		517 KB
GIANAN LORADEL_ADMIN_OFFICER_II_DIV_OF_CATAND...	me		471 KB
application letter for Division 2 - Amanda Elizabeth Madre...	me		144 KB
Application_Admin Officer II - Johan Madera pdf	me		29.9 MB
Madera Johan Ramon T_Project Development Officer I_S...	me		29.9 MB
Application_Project Development Officer I - Johan Madera...	me		29.9 MB
Application_Admin Assistant III - Johan Madera pdf	me		18.7 MB
GIANAN LORADEL_ADMIN_OFFICER_II_DIV_OF_CATAND...	me		48.5 MB
Application for Admin. Officer IV_Tablada, Rosalie S. - Ros...	me		10.7 MB

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Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES
San Roque, Virac
Catanduanes



MEMORANDUM
OSDS-Ad-UM- 11-19-21 -EST

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads/TICs
Teaching and Non-Teaching Personnel
All other concerned

SUBJECT : **ONLINE REQUEST AND RELEASE OF CERTIFICATE OF EMPLOYMENT**

DATE : November 18, 2021

1. This is to inform the field that due to the arising Covid-19 cases in our Province, we, at the **Schools Division Office - Administrative Section** Implement the ONLINE REQUEST OF CERTIFICATE OF EMPLOYMENT, for us to minimize the face to face client interaction. Lessen time and effort especially those employees from far-flung schools and also to have paperless transactions.
2. Requesting Employees are advised to accomplish this link <https://bit.ly/ReqCertEmp>
3. Release of requested Certificate shall be emailed to the requesting employee's email address.
4. For information, guidance and compliance.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent
DepED - Division of Catanduanes
Virac, Catanduanes



ONLINE REQUEST AND RELEASE OF CERTIFICATE

The screenshot shows a Google Drive interface with a folder named "REQUEST FOR CERTIFICATE OF EMPLOYMENT (File responses)" containing a sub-folder "REQUESTED CER". The folder contains the following files:

- COE (1).jpg
- COE (2).jpg
- COE ana.pdf
- COE clarita.pdf
- COE elma.pdf
- COE jracky.pdf
- COE jose.pdf
- COE lynete.pdf

Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

CERTIFICATE OF EMPLOYMENT
 OSDS-Ad-CERT-11-25-21

TO WHOM IT MAY CONCERN:

This is to certify that as per records filed in this office, **MS. ELMA S. TARNATE, Teacher III, Palnab Elementary School, Virac South District**, this division, with **Employee No. 4659718** is holding permanent status and with the following compensation as of September 2021, to wit:

Monthly Basic Salary	Php 28,276.00
ACA/PERA	2,000.00
Total	Php 30,276.00

Issued upon request this 25th day of November 2021 at Virac, Catanduanes for reference purposes.

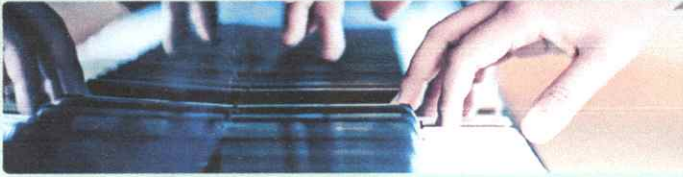
EVA S. TOLENTINO
 Administrative Officer V

Test Mail - administration.ctd... x REQUESTED CER - Google Drive x REQUEST FOR CERTIFICATE OF I... x Camarines Sur - Google Drive x +

docs.google.com/forms/d/11N1YUjn-FDlJPhK5PGRnm9KX6m..._fjBRGwE7uIQvNY/edit

REQUEST FOR CERTIFICATE OF EMPLOYMENT

Questions Responses 11 Settings



REQUEST FOR CERTIFICATE OF EMPLOYMENT

Note: May Add requirements depending on what kind and purpose of Certificate will be given

This form is automatically collecting emails for Department of Education users. [Change settings](#)

LAST NAME, FIRST NAME, MIDDLE INITIAL

SHORT ANSWER TEXT

Windows taskbar icons: Chrome, Word, Firefox, Edge, File Explorer, Task View, Search, Task View, Search, Task View.

Test Mail - administration.ctd... x REQUESTED CER - Google Drive x REQUEST FOR CERTIFICATE OF I... x Camarines Sur - Google Drive x +

docs.google.com/forms/d/11N1YUjn-FDlJPhK5PGRnm9KX6m..._fjBRGwE7uIQvNY/edit#responses

REQUEST FOR CERTIFICATE OF EMPLOYMENT

Questions Responses 11 Settings

Accepting responses

Summary Question Individual

Who has responded?

- korinacarla.basco@deped.gov.ph
- lynette.abundo@deped.gov.ph
- ginalyn.bondoy001@deped.gov.ph
- jnickymay.fernandez@deped.gov.ph
- anamarie.villamor@deped.gov.ph
- 113332@deped.gov.ph
- elma.tarnate@deped.gov.ph
- michelle.vargas001@deped.gov.ph

Windows taskbar icons: Chrome, Word, Firefox, Edge, File Explorer, Task View, Search, Task View, Search, Task View.

ONLINE ACCESS OF SDO ACCRUED LEAVE

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SGOO LEAVE CARD	me	Dec 14, 2021	—
OSDS LEAVE CARD	me	Dec 14, 2021	—
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GONZALES, MERLY T. xlsx	DE LEON, DELFIN I. xlsx	ABUNDO, ELIAS V. xlsx	ISORENA, NELSON L. xlsx
MARIN, HENRY T. xlsx	RIMA, EDGAR A. xlsx	RODRIGUEZ, MIGUELITO	TAPAS, BELEN T. xlsx

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Files

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Reverse sort direction

ABUNDO ALEXA MAY.xlsx

TABLO, JAKE.xlsx

ZAFE, MAE.xlsx

ALDEA, REY.xlsx

BONAVENTE, JERRY.xlsx

CESTINA, JEAN FLOR.xlsx

BALANE, RUEL.xlsx

TEJERERO, CHARMAINE

18.28 GB used

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IDANAN, AHDEL DEL ROS.

JOSON, ANAVEL M.xlsx

VEGIM, ROSARIO B.xlsx

PAMPANGA, ERMA B.xlsx

ABRASALDO, EMLINE xl...

LATORRE, IMACULATE.xlsx

SAMONTE, MARIBEL.xlsx

BONAYON, REY.xlsx

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CHAVEZ, LORENA D. .xlsx

CHAVEZ, PEACHIE ROSH

CLEMENTE, KATHLYN G. ...



CUSTODIO, GINA L. .xlsx

OMADTO, JEZRAHEL T. .xl...

PANTINO, GINA B. .xlsx

PETAJEN, ROMEL G. .xlsx