




Republic of the Philippines  
Department of Education  
**REGION VI-WESTERN VISAYAS**  
Duran Street, Iloilo City



OFFICE MEMORANDUM

No. 029, s.2017

TO : Division Chiefs  
Unit Heads

FROM :   
**VICTOR G. DE GRACIA, JR., CESO V**  
Schools Division Superintendent  
Officer-In-Charge  
Office of the Assistant Regional Director

SUBJECT : **Consultative Meeting Re: Document Management System**

DATE : **September 26, 2017**

1. The office of the Regional Director through the Information and Communications Technology Unit in coordination with the Administrative Division – Records Section, this office, will conduct a Consultative Meeting re: Document Management System for the Implementation in the Division Offices on September 28, 2017 – 1:30PM at ICT Conference Room.
2. Participants to this meeting are the front liner personnel that can give feedback and suggestion before the implementation of this project.

Administrative Division:	Elvie Betia Pilar B. Dela Cruz Joy Sandoval Early Albason Marilyn Gegantoni
Supply Unit	Cornelio Gandicela
RPSU	Luzviminda Martel
Finance Division:	Yolly Abolucion
CLMD	Susan Orteza
FTAD	Edcel Cerbas
ESSD	Cherry Elgario
PPRD	Erna Grace Dela Mota
HRDD	Precy Jose
Legal	Carla Mae Superar
Accounting	

3. For your information and appropriate action.