



Office Memorandum

To : Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Division Office Section/ Unit Heads
All NODiS Document Tracking System In-charge

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent /s/

Subject: **RE-ORIENTATION OF THE NODiS DOCUMENT TRACKING SYSTEM
WORKFLOW**

Date: March 4, 2019

1. This office through the ICT Unit will conduct the **Re-orientation of the NODiS Document Tracking System Workflow** today, March 5, 2019 at the SDS Conference Room, 1:00 PM.

2. In this regard, all SDO Personnel In-charge with the Document Tracking System are hereby directed to attend the said re-orientation to clarify minor issues and concerns encountered in the implementation of the aforementioned tracking system.

3. For strict compliance.