Republic of the Philippines

Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

November 11, 2026

DIVISION MEMORANDUM
No. 457, s.2026

ORIENTATION AND TRAINING OF SELECTED SCHOOL-BASED NON-TEACHING PERSONNEL ON THE USE OF THE SDO NUEVA VIZCAYA DOCUMENT TRACKING SYSTEM (DocuTrackS)

TO: Assistant Schools Division Superintendent
Chief ES, School Governance and Operations Division (SGOD)
OIC-Chief ES, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors/Districts In-charge
All Others Concerned

1. Pursuant to **Republic Act No. 9470** (National Archives of the Philippines Act of 2007) and **Republic Act No. 11032** (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), and to further strengthen document management and improve service delivery, the Records Unit, in coordination with the Information and Communication Technology (ICT) Unit, will conduct an **Orientation and Training of School-Based Non-Teaching Personnel on the Use of the SDO Nueva Vizcaya Document Tracking System (DocuTrackS)** on **November 13, 2026, from 8:00 AM to 5:00 PM at the SDO Conference Hall, Bayombong, Nueva Vizcaya**.

2. The activity aims to familiarize school-based non-teaching personnel with the purpose, features, and basic functions of DocuTrackS, particularly in submitting documents to the Division Office and checking their status and movement. It will also guide participants in properly entering document information, keeping track of their assigned tracking numbers, and using the system consistently to help improve coordination between schools and the Division Office.

3. A registration fee of **Five Hundred Pesos (Php 500.00)** per participant shall be charged against the respective school's MOOE to cover the cost of meals, supplies, and other incidental expenses, subject to the availability of funds and the usual accounting and auditing rules and regulations.

4. Participants are encouraged to bring their laptops or cellphones for use during the training. The list of concerned participants is attached to this Memorandum for reference.

5. For information, guidance, and strict compliance.

DEPARTMENT OF EDUCATION
RELEASED
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By: Jusie
DIVISION OF NUEVA VIZCAYA

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
11-2026-892

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Enclosure to DM No. 457, s. 2026

A. TRAINING PARTICIPANTS

No.	Name	Position	District/School	School
1.	Nancy B. Tapiceria	AO IV	Alfonso Castañeda	Alfonso Castaneda National High School
2.	Jomariz L. Tomas	AO II	Alfonso Castañeda	Casecnan National High School
3.	Ivy G. Carasco	AO II	Alfonso Castañeda	Alfonso Castaneda Central School
4.	Dexter T. Manghi	AO II	Ambaguio	Ambaguio High School
5.	Teresita D. Omas	AO II	Ambaguio	Dulli Integrated School
6.	Rosal A. Bangad	AO II	Ambaguio	Ambaguio Central School
7.	Jonathan B. Gabbac	AO II	Aritao I	Aritao Central School
8.	Ophelia G. Barnachea	AO II	Aritao I	Aritao National High School
9.	Myjella E Gabbac	AO II	Aritao I	Bone North Integrated School
10.	Rhodalita P. Jamon	AO II	Aritao II	Comon Central School
11.	Jay Ariel M. Bautista	AO II	Aritao II	Sta. Clara High School
12.	Annie Lyn P. Calica	AO II	Aritao II	Tucanon Elementary School
13.	James Patrick A. Dela Cruz	ADAS II	Bagabag I	Murong Agri-Fishery School
14.	Rosalinda R. Labiano	AO II	Bagabag I	Bagabag Central School
15.	Valentina C. Caranza	AO II	Bagabag I	Bagabag National High School
16.	Mary Abegail L. Parinas	AO II	Bagabag II	Tuao High School
17.	Cherry May V. Garnace	AO II	Bagabag II	Baretbet Elementary School
18.	Rachelle S. Tumaneng	AO II	Bagabag II	Tuao South Central School
19.	Jean C. Fariñas	ADAS III	Bambang I	Bambang Central School-SPED Center
20.	Ma. Lourdes E. Ramirez	AO II	Bambang I	Indiana Integrated School
21.	Hajie Jay B. Pascua	AO II	Bambang I	Bambang National High School
22.	Judith Alva Y. Prado	ADAS III	Bambang II	Bambang North Central School
23.	Eva M. Duque	AO II	Bambang II	San Fernando Integrated School
24.	Rachel A. Arzadon	ADAS III	Bambang II	Salinas High School
25.	Mhayier P. Francisco	ADA VI	Bayombong I	NVGCHS
26.	Michelle R. Garcia	AO II	Bayombong I	PAIMA National High School
27.	Karina Genevy B. Ancheta	AO II	Bayombong I	Bayombong South ES
28.	Wencesla T. Talaro	AO II	Bayombong II	Bonfal Pilot Central School
29.	Trixie R. Masiddo	ADAS III	Bayombong II	Bonfal National High School
30.	Kisha Mae Q. Sevillano	ADAS III	Bayombong II	Casat National High School
31.	Jonalyn A. Pinson	AO II	Diadi	Bugnay Elementary School
32.	Lea A. Gamurot	ADAS II	Diadi	Diadi National High School
33.	Ramilton	AO II	Diadi	Duruarog Elementary School
34.	James Roland de Palma	AO II	Dupax del Norte I	Dupax Del Norte National HS
35.	Lailanie C. Cristobal	AO II	Dupax del Norte I	Dupax Del Norte Central School
36.	Maribeth B. Carnate	AO II	Dupax del Norte I	Munguia NHS
37.	Divine Mary Grace C. Velasco	ADAS II	Dupax del Norte II	Bugkalot High School
38.	Mary Jane G. Dulappe	AO II	Dupax del Norte II	Macabenga Elementary School
39.	Julianne T. Apasao	ADAS II	Dupax del Norte II	Belance TVS
40.	Noemi G. Tolentino	AO II	Dupax del Sur	Dupax Central School
41.	Cherry Ann S. Caramat	ADAS II	Dupax del Sur	Dupax Del Sur National High School
42.	Micah G. Mendoza	ADAS II	Dupax del Sur	Ganao National High School
43.	Emy K. Angcuna	AO II	Kasibu East	Malabing Valley National High School
44.	Freda Mae P. Lumayyong	AO II	Kasibu East	Didipio Elementary School
45.	Cristina P. Binbinon	ADAS II	Kasibu East	Eastern Nueva Vizcaya NHS
46.	Rosenda J. Natiguing	AO II	Kasibu West	Capisaan Elementary School
47.	Jemima V. Elarde	AO II	Kasibu West	Kakiduguen National High School
48.	Marco Fernan C. Santiago	ADAS II	Kasibu West	Kongkong Valley National HS
49.	Loreivine B. Lugapo	AO II	Quezon	Runruno National High School

No.	Name	Position	District/School	School
50.	Romell Jade B Felonia	AO II	Quezon	Dippog National High School
51.	Ma. Theresa C. Mannag	AO II	Quezon	Buliwao Elementary School
52.	Gladys V. Galla	ADAS III	Santa Fe	Santa Fe National High School
53.	Nieves B. Fragata	AO II	Santa Fe	Canabuan National High School
54.	Donnabelle A. Atchuela	AO II	Santa Fe	Santa Fe Central School
55.	Lovely Princess G. Ramos	AO II	Solano I	Solano East Central School
56.	Rexelda B. Bancod	AO II	Solano I	Dadap Elementary School
57.	Aelane Grace Angelica J. Alayu	AO II	Solano I	Bascaran National High School
58.	Ivy F. Gundayao	AO II	Solano II	Solano South Central School
59.	Lety Anne V. Raza	AO II	Solano II	Solano High School
60.	Dennis Aldrin Daguio	ADA	Solano II	Uddiawan NAIS
61.	Mirazel Ann T. Tipay	ADAS II	Villaverde	Bintawan National High School
62.	Roxanne Jamile F. Barrozo	AO II	Villaverde	Bintawan North Elementary School
63.	Ivy Maricar Y. Bog-acon	AO II	Villaverde	Nagbitin Elementary School
64.	Michelle P. Segundo	AO II	Western Kayapa	Kayapa Proper West Elementary School
65.	Benzar A. Mariano	AO II	Western Kayapa	Martinez Cuyangan National High School
66.	Judelyn L. Coyao	ADAS II	Western Kayapa	Napo-Tuyak National High School
67.	Gigi C. Tagpeo	AO II	Eastern Kayapa	Binalian National High School
68.	Ryan B. Pajarillo	ADAS III	Eastern Kayapa	Pingkian Central School
69.	Myra Shiela A. Tamtaman	AO II	Eastern Kayapa	Nansiakan National High School

B. PROGRAM MANAGEMENT TEAM

No.	Name	Position/Office	Role
1.	Orlando E. Manuel PhD, CESO V	School Division Superintendent	Executive Advisers
2.	Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent	Executive Advisers
3.	Romulo S. Ancheta PhD	SGOD Chief	Consultant
4.	Rommel S. De Gracia PhD, CESE	OIC-CID Chief	Consultant
5.	Atty. Julius Caesar G. Domingo	Attorney III/OIC-AO V	Consultant
6.	Ezekel C. Garing	ITO I/ICT Unit	Proponent/Resource Person/Facilitator
7.	Maricar M. Valido	AO IV/Records Unit	
8.	Ian Nico A. Perillo	TA II/ICT Unit-Programmer	
9.	Leslie Janine J. Rivera	ADA VI	
10.	Marilou B. Mendoza	AO II/SDS Office	Proponent
11.	Jeassel J. Alayu	AO V/Budget Unit	Financial Management
12.	Emerson B. Balut	Accountant III/Accounting Unit	
13.	Rosula M. Balberan	Cash Unit	
14.	Gaye D. Castillo	AO IV/Supply Unit	Logistics Management
15.	Jayson C. Balut	AO IV/Procurement	
16.	Noli Mar M. Navarro	SEPS-SMME/SGOD	QAME
17.	Dr. Ryan Christopher Buccat	Medical Officer III	Medical Services
18.	Kristine Jocel M. Nicanor	AO II	Program Host
19.	Dennis D. Pangilinan	AO II/SDS Office	Technical Assistants/ Documenter
20.	Francis C. Linda	ADAS III/Procurement Unit	
21.	John Rick Cardona	TA II/ICT Unit	
22.	Kennedy W. Guzman	ADAS II/ICT Unit	Technical Assistants/ Audio-Visual
23.	Howard Jean Francois V. Doles II	AA VI/ICT Unit	
24.	Quennie Rose G. Baptista	AO II	Secretariat/Minutes
25.	Laura C. Bergonia	ADAS III	Secretariat/Registration
26.	Cristina P. Bulan	SDO/COA	SDO
27.	Rolen M. Jacinto	SDO/COA	SDO