



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN
 Arch. G.M. Reyes Street, Kalibo, Aklan



February 2, 2018

DIVISION MEMORANDUM

No. 067, s. 2018

**DIVISION ORIENTATION ON THE USE OF DEPED AKLAN'S
 PROJECT MADASIG: ONLINE DOCUMENTS TRACKING SYSTEM**

To: **Education Program Supervisors/Coordinators**
**Public Schools District Supervisors/Principals in-Charge of the District/
 Head Teacher In-Charge of the District**
Division Unit Heads
Heads of Public Elementary Schools
All Others Concerned

1. This is to inform the field that there will be a **Division Orientation on the use of DepEd Aklan's Project MADASIG: Online Documents Tracking System** on **February 12, 2018** at the **ASJ Hall, DepEd Aklan Division Office, Kalibo, Aklan**.
2. This activity aims to:
 - a. enable the participants use and implement the DepEd Aklan's Project MADASIG: Online Documents Tracking System
 - b. learn more about project and its impact on division governance.
3. Participants to this orientation are **All Division Unit Area Heads, Public Schools District Supervisor/Principal in-Charge of the District/Head Teacher In-Charge of the District, District ICT Coordinators, two (2) Elementary School Heads, and two (2) Secondary School Heads identified by the district heads. "NO DISRUPTION OF CLASSES" POLICY SHALL BE STRICTLY OBSERVED.**
4. Related expenses will be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is desired.

Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
 Asst. Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Enclosure: None
 Reference: None
 Allotment: 1- (R.O. 12-94)

To be indicated in the Perpetual Index
 under the following subjects:

MEETING	OFFICIALS	PROGRAM	PROJECT
TEACHERS	TRAINING PROGRAM	WORKSHOP	