



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF AKLAN

June 9, 2022

DIVISION MEMORANDUM
No. 268, s. 2022

REITERATION ON DIVISION MEMORANDUM No. 62, s. 2020 (USE OF PROJECT MADASIG (MAKING AVAILABLE DATA ACCESSIBILITY SYSTEM TO IMPROVE GOVERNANCE): DOCUMENTS TRACKING SYSTEM IN SUBMISSION AND ONLINE TRACKING OF DOCUMENTS)

To: **Chief Education Supervisors**
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
Division Office Personnel
All Others Concerned

1. Pursuant to Division Memorandum No. 62, s. 2020 dated February 28, 2020 titled "**Use of Project MADASIG (Making Available Data Accessibility System to Improve Governance): Documents Tracking System in Submission and Online Tracking of Documents,**" school and division personnel are advised to use the said system in the submission and tracking of documents submitted in the DepEd Aklan Division Office.
2. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE, Jr. PhD, CESO VI
Schools Division Superintendent

Enclosure: None
Reference: As stated
Allotment: 1- (R.O. s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

**DATA
POLICY**

**EMPLOYEES
PROJECT**

**INFORMATION & INFORMATION TECHNOLOGY
RECORD SCHOOLS**

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