



Republic of the Philippines
Department of Education
CARAGA REGION



August 06, 2020

REGIONAL MEMORANDUM

No. 326, s. 2020

To: Schools Division Superintendents
Division Records Officers
This Region

ROLL-OUT OF DOCUMENT MANAGEMENT SYSTEM (DMS)

1. The Records Division of the Central Office, through OUA Memo 00-0720-0097 entitled **User Guide, Process Flow, and Roll-Out of the Document Management System (DMS)**, directs the Regional Office to "*facilitate the roll-out of the DMS to the Records Units of their Schools Division Offices (SDOs)*".
2. The Regional DMS Roll-Out is scheduled on August 18, 2020 at 1:30 in the afternoon via Google Meet. It will be participated in by the Division Records Officers (as the main users) and their respective alternates.
3. SDOs are also required to submit the details of their DMS users to be submitted to the Central Office for account creation using the attached form. The said form should be submitted on or before August 18, 2020 to email address: caraga.records@deped.gov.ph.
4. Prompt dissemination and compliance of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encls.: DMS User Details Form
Reference: OUA Memo 00-0720-0097
To be indicated in the Perpetual Index
under the following subjects:

DOCUMENT MANAGEMENT SYSTEM (DMS)

RECORDS

REC/mcao
08/06/2020



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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Document Management System (DMS) User Details Form

	Main User (Records Officer)	Alternate User (Must be a permanent employee)
Last Name		
Middle Initial		
First Name		
DepEd Email Address		

Prepared by:

Division Records Officer

Approved by:

Schools Division Superintendent

Data Privacy Notice

DepEd Caraga is committed to securing and protecting your personal information. As part of this commitment, only personal information that is proportionate to the Agency's legitimate purpose shall be collected by the Organization. These data shall be kept and accessed only by authorized personnel. These data shall not be disclosed to third parties without the expressed consent of the data subject.