



July 5, 2019

**DIVISION MEMORANDUM**  
No. 382, s. 2019

**ORIENTATION ON THE PROPER USAGE OF ONLINE REQUEST AND TRACKING SYSTEM (ORTS)**

**TO: Assistant Schools Division Superintendents  
Chiefs/Unit Heads, Functional Divisions  
Trainers/Facilitators/RMIS Programmers  
District ICT Coordinators  
All Others Concerned**

1. This office announces the conduct of the **“Orientation on the Proper Usage of the Online Request and Tracking System (ORTS)”** on **July 11, 2019 (Thursday)** at the Social Hall of DepEd Cebu Province Division, Sudlon, Lahug, Cebu City.
2. This orientation will highlight the importance of following instructions and directions given in the ORTS to minimize or avoid future failure of transactions. Concerns on the implementation of the said system will also be discussed during the orientation and the precautionary measures needed to be taken.
3. District Supervisors are **directed** to inform their respective District ICT Coordinators that attendance to the said orientation is a must.
4. Travel expenses, meals (lunch and 2 snacks) and other incidental expenses shall be charged against **Division MOOE funds/School MOOE**, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as your **Authority to Travel**.
6. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**RHEA MARIA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



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