



July 12, 2019

DIVISION MEMORANDUM
No. 401, s. 2019

**ORIENTATION ROLL-OUT ON THE PROPER USE OF THE ONLINE REQUEST AND TRACKING SYSTEM
(ORTS)**

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools Division Supervisors (PSDSs)/OICs
Principal/School Heads of Elem. & Secondary Schools
Teachers (Elem./Sec./SHS) and All Others Concerned**

1. This office announces the **Orientation Roll-out on the Proper Use of the Online Request and Tracking System (ORTS)**”.
2. All District ICT Coordinators or representatives from each districts who attended the orientation on the use of ORTS last July 11, 2019 at DepEd Cebu Province Division Office, as well as the District Supervisors, are **directed** to facilitate and lead the conduct of this **District/School Roll-out** to the School Heads, Teachers, School ICT Coordinators, and Non-Teaching Personnel in order to properly inform them of the correct use of the ORTS on the date set or agreed upon by the PSDS and the Trainers at least one day within July 15- 26, 2019.
3. This orientation will highlight the importance of following instructions and directions given in the ORTS to minimize or avoid future failure of transactions.
4. Travel expenses, meals and other incidental expenses incurred in the conduct of this activity shall be charged against **School MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as your **Travel Order**.
6. Immediate dissemination and strict compliance of this Memorandum is desired.


RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent