



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 13, 2020

DIVISION MEMORANDUM
No. 136, s. 2020

**MAXIMUM UTILIZATION OF THE DIVISION ONLINE
REQUEST AND TRACKING SYSTEM**

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
Principal/Heads of Elementary and Secondary Schools
Unit Heads/Division Staff
Teachers and Non-Teaching Personnel
All Others Concerned**

1. This Office directs the field, especially **District Supervisors and School Heads**, to maximize the utilization of the Division Online Request and Tracking System (ORTS) for requests/queries and initial transactions instead of going to the Office due to COVID-19 outbreak.
2. Should you urgently need the documents you requested online, kindly coordinate with the releasing in-charge in respective sections via text messages. The Division Office will send to you via LBC your requested documents.
3. Wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES, ED.D., CESO V
Schools Division Superintendent



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Enclosure to Division Memorandum: 371, s. 2019

UNIT/SECTION	Contact Information
Personnel in Educational Facilities	09667423728/ 09255588776
Personnel in SGOD	09674018403/ 09458211685
Personnel in Remittance	09772562778/ 09222793811
Personnel in Administrative Unit	09771218238
Personnel in Dental Section	09333080789/ 09176279307
Personnel in Disbursing Section	09266400430/ 09155888724/ 09985973340
Personnel in Medical Section	09323008724/ 09664821588
Personnel in Records Section	09064063496
Personnel in Accounting Section	09176460452
Personnel in HR Section	09066886101/ 09335196548
Personnel in ICT Unit	09565688830