



Republic of the Philippines  
 Department of Education  
 Region IV-A (CALABARZON)  
 DIVISION OF CAVITE  
 Trece Martires City



October 19, 2016

**DIVISION MEMORANDUM**  
**NO. 0125 s. 2016**

**OPENING OF ONLINE DOCUMENT CHANNEL (ODC) WINDOWS FOR DISTRICT OFFICES AND PUBLIC SECONDARY SCHOOLS**

TO : Assistant Schools Division Superintendent  
 OIC - Assistant Schools Division Superintendent  
 CID Chief  
 SGOD Chief  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Secondary School Heads

To maximize ICT options in reengineering the existing systems of DepEd Cavite, the Online Document Channel (ODC) was introduced and implemented on April 2015. The system aims to address the unsystematic and unorganized communication flow.

The ODC system will now be opened to district offices and Public Secondary Schools on October 25, 2016 which will allow online viewing/tracking of documents submitted in the Schools Division Office.

In this regard, all district offices and secondary schools are requested to submit their official Gmail account to [depedcavite.records@gmail.com](mailto:depedcavite.records@gmail.com) on or before Oct. 21, 2016 so the ODC system can be shared for viewing purposes.

For immediate dissemination to all concerned.

  
**CHERRYLOU D. DE MESA**  
 OIC, Schools Division Superintendent