Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite

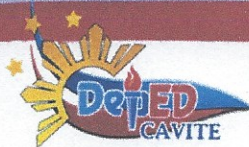Certificate Number: AJA17-0083

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1/29/2020
9:08 pm

January 29, 2020

DIVISION MEMORANDUM
NO. 032 s., 2020

UNIFIED INFORMATION SYSTEM (UIS) TRAINING CUM SIMULATION

TO: Assistant Schools Division Superintendent
        OIC, Assistant Schools Division Superintendent
        Chief, Curriculum Implementation Division
        Chief, Schools Governance Operations Division
        Division Unit Heads and Section Heads
        All Concerned

1. In line with the Division's pursuit to sustain quality management system and drive for continuous improvement, this Division will conduct Unified Information System (UIS) Training and Simulation activity on February 18, 2020 at The Bayleaf Hotel, Gen. Trias, Cavite.

2. This training cum simulation activity aims to equip the identified system implementers on the use and other capabilities of the UIS, specifically, the Document Tracking System and the ICT Ticketing Services. Specifically, this activity aims to familiarize the participants on the use of the UIS and the systems it comprises and train the system implementers on the use of the DTS through a simulation activity.

3. The following are expected to attend this activity:

Name	Unit
Mignon Cecille Mangoba	PMT/ICT Services
Verna Cabaya	PMT/Administrative Services
Melecio Pedron	PMT/Records Unit
Allain Alvarez	PMT/QATAME
Jay Dayrit	PMT/ICT Services
Matthew Christopher Tolentino	PMT/ICT Services
Sarah Lyn Marcaida	PMT/Records Unit
Dulce Tampoc	Accounting Unit
Lian Jazzel Velasco	Personnel Unit
May Ann Ilagan	Cashier Unit
Kristel Berber	Medical Section
Aileen Hazel Tuvera	Dental Section
Rowena Ana Ramos	CID
Ermelinda Pegenia	Office of the ASDS
Kevin Herick Avilla	Office of the SDS
Catherine Alberto	Budget Unit
Royce Aure	Legal Unit
Cheska Lei Sabando	SGOD
Cherrie Anne Sinsay	Supply Unit
May Castaño	Administrative Services

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ISO 9001 : 2015

Accreditation No.
MSA-005
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4. Participants are expected to be ready for the cascading of the knowledge gained to their co-system implementers and implement the system with ease, in the long run.

5. All participants shall bring laptops, extension cords, pocket wifi and samples of at least three types of documents from their respective units.

6. Registration starts at 8:00 o'clock in the morning.

7. Immediate and widespread dissemination of this memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent