



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 18, 2025

DIVISION MEMORANDUM

No. 459, s. 2025

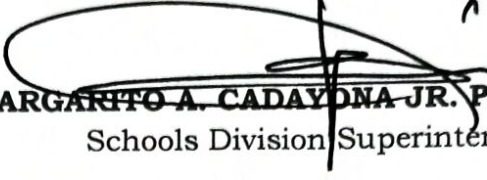
TESTING OF THE OFFLINE DOCUMENT APPLICATION SYSTEM HUB (DASH)

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
District Supervisors
SDO Unit Heads
Division Office Personnel

1. In line with the Schools Division Office's thrust to improve efficiency, transparency, and accountability in the processing of applications such as Leave, Compensatory Time Off (CTO), and Travel Authority, an innovation, Document Application System Hub, has been developed and approved as an offline web-based platform for trial use.
2. To facilitate the beta testing phase, all Division personnel are requested to access and use the system by following the steps below:
 - Secure your login credentials from the ICT Unit;
 - Access the system by typing the IP address 10.10.20.4:5000 in the address bar of your browser.
3. The testing period will allow the Division to identify issues, gather user feedback, and refine the system before its full-scale implementation. As such, personnel are enjoined to perform actual transactions (application submission, forwarding, receiving, and monitoring) and document any technical issues or suggestions for improvement until October 15, 2025.
4. All feedback shall be consolidated and submitted to the **Information and Communications Technology (ICT) Unit** through bit.ly/calbdashfeedback. Rest assured that all feedback will be treated with full anonymity.
5. For questions and concerns, contact the ICT Unit or the proponent with details given below:

Proponent: Drixel Idol R. Ortega
Contact No.: 09171320127
FB Messenger: Drixel Ortega

6. For immediate dissemination and strict compliance.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

