



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

January 5, 2026

DIVISION MEMORANDUM

No. 003, s. 2026

**ORIENTATION ON THE DIGITAL ASSISTANCE AND SERVICES HUB (DASH)
ONLINE SYSTEM FOR DOCUMENT TRACKING**

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 commitment to digital transformation and the enhancement of administrative workflows, this Office shall conduct an **Orientation on the Digital Assistance and Services Hub (DASH) Online System**, specifically focusing on the **Document Tracking Module**.
2. The activity aims to capacitate personnel on the systematic tracking of documents to ensure transparency, reduce processing time, and streamline communication across various units and districts.
3. Participants for this orientation are all **Administrative Officer II (AO II)**. They are expected to attend following the schedule and cluster assignments below:

Date	Time	Cluster / District
Jan. 16, 2026	9:00 AM – 12:00 PM	Calbayog 1, 2, and 3
Jan. 16, 2026	2:00 PM – 5:00 PM	Calbayog 4, 5, and 6
Jan. 17, 2026	9:00 AM – 12:00 PM	Oquendo 1, 2, and 3
Jan. 17, 2026	2:00 PM – 5:00 PM	Tinambacan 1, 2, and 3

4. All participants are advised to bring their own laptops and stable internet connectivity (mobile data/pocket Wi-Fi) to facilitate the hands-on demonstration of the system. Venue for the face-to-face sessions is at the Division Office Conference Hall.

5. Travel expenses and other incidental expenses relative to the attendance of the participants shall be charged against local/school funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

