

January 30, 2026

DIVISION MEMORANDUM

No. 061, s. 2026

**IMPLEMENTATION OF THE DIGITAL ASSISTANCE AND SERVICES HUB
(DASH) ONLINE DOCUMENT TRACKING SYSTEM**

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

1. Following the successful completion of the cluster-based orientations conducted on January 16–17, 2026, this Office announces the full implementation use of the Digital Assistance and Services Hub (DASH) Online Document Tracking System effective February 2, 2026.
2. This initiative aims to institutionalize a paperless tracking mechanism, provide real-time updates on document status, and uphold the "Ease of Doing Business" policy by eliminating unnecessary delays in administrative processes.
3. To ensure a smooth transition, the following guidelines are hereby issued:
 - Encoding: All incoming and outgoing communications must be encoded in the DASH system by the designated Administrative Officer II (AO II) or designated personnel.
 - Parallel Running: A brief transition period (Feb 2–Feb 13) will allow for parallel manual and digital tracking. However, by February 16, 2026, the Division will shift exclusively to DASH for all internal tracking.
4. System Access and Resources: All concerned personnel may access the system and its instructional materials through the following links:
 - Official DASH Portal: sdocalbayog.net
 - DASH User Manual: bit.ly/depedcalbayogDASHmanual

5. The Information and Communications Technology (ICT) Unit shall serve as the technical helpdesk. Any system glitches, account access issues, or password resets should be reported immediately via the official DASH support link or through the Division IT Officer.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

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