



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

July 22, 2026

DIVISION MEMORANDUM

No. 294, s. 2026

**ORIENTATION ON THE DIGITAL ASSISTANCE AND SERVICES HUB (DASH)
ONLINE SYSTEM FOR DIVISION OFFICE PERSONNEL**

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

1. Pursuant to **Office Order No. 07, s. 2026** regarding the conduct of an orientation on the DASH Tracker to strengthen digital governance and improve operational efficiency, this Office, through the Information and Communications Technology (ICT) Unit, shall conduct an **Orientation on the Digital Assistance and Services Hub (DASH) Online System**.
2. The activity aims to orient personnel on the full functionality of the DASH system—with primary focus on the **Document Tracking Module**—as well as its newly integrated features, including ICT Technical Support Services and the Online Travel Authority Application workflow.
3. The orientation is scheduled on **July 27, 2026**, from 9:00 AM to 5:00 PM at the **SDO Division Conference Hall**.
4. To maximize the hands-on demonstration and practical walkthrough of the system, all participants are advised to bring their own laptops.
5. Participants for this activity are **all SDO Unit/Section Heads** together with **one (1) designated staff member** from each respective unit.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.



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