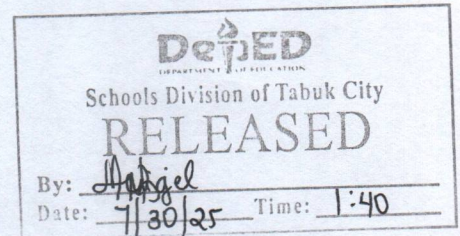




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

30 July 2025

**Division Memorandum**  
No. 813 s. 2025

**ORIENTATION ON THE UPLOADING OF  
SUPPLY-RELATED DOCUMENTS**

FOR : **All School Heads**  
**All School AOIIs and NTP handling**  
**Property and Supply Documents**  
**IT Officer I**  
**AOIV Property and Supply**  
**LRMDS Personnel**

1. In line with the ongoing digitalization efforts of the Schools Division Office (SDO) Tabuk City, an orientation on the uploading of supply-related documents to the designated cloud storage system will be conducted. This initiative aims to streamline document management processes and ensure the secure, efficient, and organized submission and archiving of supply-related documents across all offices and schools under the division.
2. The orientation is scheduled on August 1, 2025, at 1:00 PM at the SDO Katapatan Hall (1<sup>st</sup> floor CID Building). Each school is requested to send one (1) representative only. All participants are advised to bring their laptops, extension cords, and a duly signed locator slip to facilitate smooth participation and proper documentation. The session will provide step-by-step guidance on uploading protocols.

For immediate dissemination.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent