



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON INDIGENOUS PEOPLES

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

RELEASED

GSD-RECORD SECTION
DATE: AUG 29 2025

MEMORANDUM ORDER NO.: D-0910

Series of 2025

TO : ALL CONCERNED
FROM : THE CHAIRPERSON
SUBJECT : ATTENDANCE TO THE ORIENTATION ON THE DOCUMENT TRACKING SYSTEM (DOTS)
DATE : 20 AUGUST 2025

In view of the improvement of the agency's practices to track the movement of all incoming and outgoing documents from its receipt to release, to and by various Bureau Offices, the management, and the Records Section, all employees whose names are included in the attached herein list and other support staff as determined by the OPPR - Information and Communications Division (OPPR - ICTD) are hereby directed to attend to the **Orientation on the Documents Tracking System (DOTS)** to be held on **09 September 2025, 8:00am - 12:00NN** at the **NCIP Central Office Conference Room**.

Further, all participants are also required to bring their own laptops during the duration of the training for the hands-on exercises.

Attached herein is the Programme of Activities for easy reference

For your information and compliance.

DR. MARIE GRACE T. PASCUA, CESO III
Chairperson

cc : Office of the Executive Director
AS - HRMD
OPPR - ICTD
Records

DOTS No.: CD-AI-HRMD-25-08-26-36437



Orientation on the Documents Tracking System (DOTS)

09 September 2025 | NCIP Central Office Conference Room

OC

1. Rizelle Ann A. Millamina
2. Riener Jamosin

OCC

1. Tanya Paula Lapitan-Campued

Internal Audit Service

1. Michelle A. Mortel
2. Genelyn C. Dungo

Office of the Commissioner for Region 2

1. Vercelita Montealto
2. Maricris Hagada

Office of Commissioner for Island Groups and Rest of Visayas

1. Reniel Ala-an
2. Allan Geagoni

Office of Commissioner for Northern and Western Mindanao

1. Josephine Quilaman

Office of Commissioner for Central Mindanao

1. Liza Marie Tatel
2. Romeo Salutan

OED

1. Michelle Brinez
2. Aldiss Brian Portacio
3. Melhoney Aparejo

OPPR

1. Patria Tabanera
2. Juliemay Lantoria
3. Jenny Dematera
4. Alvin Valdrez
5. Raychard Atienza
6. Justin Chester Quiambao

FS

1. Jennifer Sales
2. Kaye Zipagan
3. Mary Jean Victorio

OECH

1. Joime Jambalos
2. Ma. Eloisa Ramirez

LAO

1. Ronel Ecal
2. Yakken Escartin

OEHR

1. Ronel Steve Gayao
2. Jodevic Philipp Perez
3. John Michael L. Lopez

AS

1. Charlie Ramirez
2. Jennifer Mangayao
3. Jomar Correa

OSESSC

1. Florisa V. Pinaroc
2. Shanna D. Villado
3. Arlene G. Cabrera

ADO

1. Eje Cestina
2. Ched Menendez

FAPIRO

1. Crispin L. Bermejo III



REPUBLIC OF THE PHILIPPINES
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DOCUMENT TRACKING SYSTEM (DOTS) ORIENTATION

September 9, 2025

Conference Room

PROGRAM OF ACTIVITIES

09:00 – 09:15 AM	Registration – Roll call	ICTD, AS-Records
09:15 – 09:25 AM	Welcome Remarks	Mervyn H. Espadero Executive Director
09:25 – 09:35 AM	Activity Overview	Atty. Harriet N. Abyadang Director IV, OPPR
09:35 – 09:50 AM	System Overview & Access Control	Raychard E. Atienza ISA II – ICTD
09:50 – 10:20 AM	Encoding and Tracking of Documents	Justin Chester Quiambao ISA I – ICTD
10:20 – 10:35 AM	Reporting, Audit Trail, and Notifications	Raychard E. Atienza ISA II – ICTD
10:35 - 11:55 AM	Hands-on Exercise & Q&A	ICTD Team, AS-Records
11:50 - 12:00 PM	Closing Remarks	Jihromarie S. Mariano, MPA Director IV, AS
End of Activity		