



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

NATIONAL COMMISSION ON INDIGENOUS PEOPLES  
**RELEASED**

GSD-RECORD SECTION  
AUG 29 2025

**MEMORANDUM ORDER NO.:** DM 109100

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 OPPI - Information and Communications Division (OPPI - 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  
OPPI - ICTD  
Records

**DOTS No.:** CD-AS-HRMD-25-06-26-39437

  
**CERNECHEZ CHRISTIAN CRUZANA**  
Date: 2026-01-29 | 13:57:00

  
**CERNECHEZ CHRISTIAN CRUZANA**  
Date: 2026-01-29 | 13:43:23



## **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 Valdez
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, OPR
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		