



Republic of the Philippines
COUNCIL FOR THE WELFARE OF CHILDREN

NOTICE OF MEETING

TITLE : Document Tracking System (DocTS) Training Session
DATE : 27 May 2024
TIME : 9:00 AM to 1:30 PM
VENUE : Ugnayan Conference Room
PARTICIPANTS : MISU and Division/Unit Administrative Assistant Representative

PROVISIONAL AGENDA

AGENDA ITEMS	DISCUSSANT	TIME	DURATION
1) Opening Remarks	Romer Anthony A. Lariba	9:00 AM – 9:15 AM	15 minutes
2) Training on use of Document Tracking System (DocTS)	Grant Lemuel A. Ledesma	9:15 AM – 11:00 AM	1 Hour and 45 minutes
3) Practical Exercise of the System	All	11:00 AM – 12 NN	1 Hour
4) Other Matters/Agreements	All	1:00 PM – 1:30PM	30 Minute

PREPARED BY:

NOTED BY:

GRANT LEMUEL A. LEDESMA
Information Systems Analyst II

ROMER ANTHONY A. LARIBA
Information Technology Officer I