



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
OSDS-2025-137

11 AUG 2025

To: Division Information Technology Officer

**SCOUTING OF CONSULTANT FOR THE IMPROVEMENT OF THE DOCUMENT TRACKING SYSTEM**

1. In the interest of enhancing the efficiency and functionality of the Schools Division of the City of Batac's (SDCB) Document Tracking System (DocTraSy), you are hereby directed to scout and evaluate potential consultants who can provide technical expertise and innovative solutions for its improvement.
2. You are expected to:
  - a. Identify and shortlist qualified consultants or firms with relevant experience in developing or upgrading document tracking systems;
  - b. Gather pertinent profiles, portfolios, and proposals from said consultants; and
  - c. Submit a comprehensive report of your recommendations to this Office on or before August 18, 2025.
3. For your guidance and strict compliance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

JPM/ OM-Scouting of Consultant for the SDO DocTraSy  
250001/August 11, 2025



SDCB RECORDS UNIT

2512166