



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

Division Memorandum

No. 630, s 2018

To : Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Division Education Program Supervisors  
Division Section Heads  
All Others Concerned

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent  
9/27/18

Subject: **PRODUCTION OF THE SCHOOLS DIVISION OF NEGROS ORIENTAL  
OFFICIAL TRANSACTION ID**

Date: September 26, 2018

1. The ICT Unit of the Schools Division of Negros Oriental is in charge in the production of the official wallet size transaction ID.
2. In this regard, an online form was created to facilitate the gathering of data needed in the said ID production.
3. The ff. steps are to be followed in accomplishing the online form/sheet:
  - a. Key in the URL: **deped.in/sdoid** and press enter key.
  - b. Click the link of the google sheet.
  - c. Locate and click the sheet tab of your respective section/ unit.
  - d. Key in the needed data and close the google sheet once done. All encoded data will be saved automatically.
4. Wide dissemination and compliance of this memorandum is desired.

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