



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 JAN 2020

MEMORANDUM

Tracking No. 001

DOCUMENT TRACKING SYSTEM ORIENTATION FOR SCHOOL HEADS

To: Heads, Public Elementary and Secondary Schools

1. In reference to **Division Memorandum No. 006, s. 2020** entitled "*Document Tracking System (DTS) Implementation*", there will be an orientation on **January 17, 2020 (Friday)**, one o'clock in the afternoon at SDO Conference Room.
2. Please bring laptop for this activity.
3. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Reference:

Division Memorandum No. 006, s. 2020

To be indicated in the Perpetual Index under the following subjects:
DIRECTIVES AND ISSUANCES



Brgy. PotoI, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 JAN 2020

DIVISION MEMORANDUM
No. 000 s. 2020

DOCUMENT TRACKING SYSTEM (DTS) IMPLEMENTATION

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

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JAN 09 2020
BY: *tkk*

1. Pursuant to **Republic Act No. 10844** of the Philippines, also known as the "*Department of Information and Communications Technology Act of 2015*", it is the policy of the State to recognize the vital role of information and communication in nation-building; to promote the development and widespread use of emerging ICT and to encourage the use of ICT for the enhancement of key public services, such as education, public health and safety, revenue generation, and socio-civic purposes.
2. The Records Section and Information and Communications Technology (ICT) Unit is working hand-in-hand for the implementation of automated system in receiving and releasing of documents within the Division. This effort is intended to streamline the process of document tracking and increase the level of satisfaction of our valued customers. ***Document Tracking System (DTS) will take effect on January 20, 2020. NO DOCUMENT SHALL AND WILL BE PROCESSED WITHOUT DTS NUMBER.***
3. To make this effort successful, the following shall be observed:
 - a) all **permanent SDO personnel, School ICT Coordinators and School Heads** to register at <https://tayabas.depedr4a.net/uis/index.php> and create an account prior to effectivity date. Please seek technical assistance, if needed to ICT personnel.
 - b) all **internal documents** can be sent directly to action unit/section
(*Example: Application for leave*)



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DIVISION MEMORANDUM

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- c) all **external documents**, for tracking and recording purposes, shall pass through the Records Section.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Reference:

Republic Act No. 10844

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