



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

22 JAN 2025

DIVISION MEMORANDUM

No. 033, s. 2025

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM (DTS)

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors/Public Schools District Supervisors
Heads, Public Elementary, Integrated and Secondary Schools
Section/Unit Heads
All Others Concerned

1. Enclosed is DepEd Regional Memorandum No. 038, s. 2025 titled **Implementation of the Document Tracking System (DTS)** in order to systematize the tracking of all incoming and outgoing communications in the Regional Office.
2. A dry run will be conducted on January 15-31, 2025 and the full implementation of the system will start on February 01, 2025.
3. All documents from the Division Office to be submitted to the Regional Office must be tracked by the Division Records Unit and shall bear a tracking number before they will be forwarded to the Regional Office. Likewise, all documents to be submitted to or received by the Records Section and created by the functional divisions and units/sections in the Regional Office shall bear the tracking number before they will be processed or forwarded to the concerned office.
4. For immediate and wide dissemination.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

BUREAUS AND OFFICES
OFFICES OFFICIALS

COMMITTEES
RECORDS

EMPLOYEES
SCHOOLS

delacruz/OSDS
January 21, 2025



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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JAN 15 2025

REGIONAL MEMORANDUM

No. **038**, s. 2025

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM (DTS)

To: Schools Division Superintendents
Functional Division Chiefs / Section/Unit Heads
All Others Concerned

1. In compliance with Republic Act 11032 or Ease of Doing Business and Efficient Governance Service Delivery Act of 2018 and to systematize the tracking of all incoming and outgoing communications, this Office shall implement the Document Tracking System (DTS).
2. A dry run will be conducted on January 15-31, 2025 and the full implementation of the system will start on February 1, 2025.
3. The DTS shall aid in the systematic receipt and release of official documents and will be operational in all offices in the Regional Office (RO) and the Records Unit in the Division Offices (DOs). It aims to achieve the following:
 - 3.1 ensure efficiency of office operations and transactions in terms of document action, monitoring, and retrieval;
 - 3.2 maintain effective and efficient utilization of the system; and
 - 3.3 assure accurate and complete documentation and traceability of all incoming and outgoing documents.
4. All documents from the Division Offices to be submitted to the Regional Office must be tracked by the Division Records Unit and shall bear a tracking number before they will be forwarded to the Regional Office. Take note that the current implementation of the DTS for DOs is limited to communications between RO and DOs. The DTS does not intend to replace any existing DTS or platform implemented between units in the DOs.
5. All documents to be submitted to or received by the Records Section and created by the functional divisions and units/sections in the Regional Office shall likewise bear the tracking number before they will be processed or forwarded to the concerned office.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

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RAMIR B. UYTICO EdD, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

DOCUMENT TRACKING SYSTEM

RECORDS

asdrsmc1/IRM DTS IMPLEMENTATION
01-10-25



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