Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
RELEASED
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February 27, 2026

DIVISION MEMORANDUM
NO. 064, s. 2026

IMPLEMENTATION AND ORIENTATION ON THE USE OF THE NEW DOCUMENT TRACKING SYSTEM (DTS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Section Records-In-Charge/School Based AO- II
Unit/Section Personnel
All Others Concerned

1. As part of our efforts towards Quality Management System and to have a centralized document tracking tool, the field is hereby informed of the **Implementation and Utilization of the New Document Tracking System (DTS)** in the Division Office, effective **March 16, 2026**.

2. An Orientation will be conducted by the Records Section on **March 06, 2026**, at the Conference Room, 2nd Floor Jade Building, DepEd Division of El Salvador City, Zone 3, Poblacion, El Salvador City.

3. Below is the list of participants and the time schedule:

PARTICIPANTS	**TIME**
All School Based Administrative Officer II	9:00 AM to 12:00 AM
OSDS Personnel (at least 2 personnel per section)	1:00 PM to 2:30 PM
CID & SGOD Personnel (at least 2-3 personnel per unit)	2:35 PM to 5:00 PM

4. Moreover, all section records-in-charge are required to attend the orientation, and each unit/section shall bring (2) two laptops for simulation purposes.

5. This Office adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

6. Immediate dissemination of this Memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

DTS IMPLEMENTATION
ORIENTATION

RE: *Implementation And Orientation on the Use of the New Document Tracking System (DTS)*