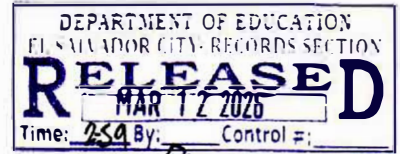




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



March 11, 2026

DIVISION MEMORANDUM
 NO. 010, s. 2026

UPDATES ON THE IMPLEMENTATION AND UTILIZATION OF THE NEW
 DOCUMENT TRACKING SYSTEM

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

1. Relative to Division Memorandum No. 064, s.2026 titled Implementation and Utilization of the New Document Tracking System (DTS), please be informed that the effectivity date has been moved from March 16, 2026, to April 6, 2026.
2. This adjustment is intended to provide sufficient time to address and resolve the issues identified during the simulation of the Document Tracking System (DTS).
3. 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.
4. 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

RE: Updates on the Implementation of the New Document Tracking System



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 1