



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
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March 31, 2026

DIVISION MEMORANDUM
 NO. 098, 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 and 090, s. 2026 titled Implementation and Utilization of the New Document Tracking System (DTS), please be advised that the effectivity date set on April 6, 2026, is hereby postponed.
2. The Office is still waiting for the revised version of the DTS from the Regional Office. Moreover, a memorandum shall be issued thereafter for the final effectivity date.
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

Osd/eri



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