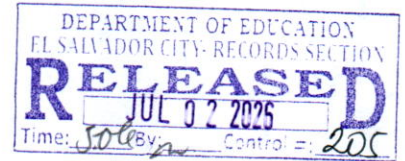




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 01, 2026

DIVISION MEMORANDUM
NO. 205, s. 2026

UTILIZATION OF THE NEW
DOCUMENT TRACKING SYSTEM (DTS) AT SCHOOLS

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

1. The Document Tracking System (DTS) also known as Electronic Routing for Unified Tracking & Handling System (e-RUTH) is an online document tracking program developed and maintained by the Regional Office- Information and Communication Technology Unit (ICTU). The system is designed to monitor, record and track the movement, and status of documents as they are routed among the different sections and units of the Office. To ensure its effective and proper utilization, this Office hereby issues the following policies and guidelines:

- a. The DTS may be accessed through this link: dts.deped10.com;
- b. Access to the DTS shall be granted to all School Heads, School-Based Administrative Officer II and Section/Unit Records-in-Charge; and

Schools: The account to be used shall be the email address provided by the Regional Office. Kindly see attached List of school email address for reference.

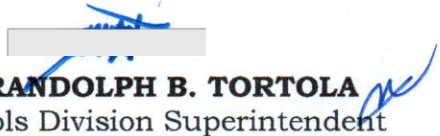
Division Office: The account to be used shall be the section/unit email address, if none, the DepEd email address of the section/unit records-in-charge.

- c. Documents with confidentiality or with sensitive information shall be excluded from the DTS. Such documents shall be submitted directly to the Records Section following existing data privacy protocols.
2. Attached with this Memorandum are the Document Tracking System (DTS) Process Flow and the List of School Accounts for reference and guidance.
3. For additional information on the utilization of the DTS, a copy of the PowerPoint presentation discussed during the Orientation on the Utilization of the Document Tracking System (DTS) held last March 04, 2026 can be accessed thru google drive link: https://bit.ly/Orientation_New_DTS
4. All schools are directed to adopt and utilize the DTS, effective **July 06, 2026**.



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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

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



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Attachment No. 1 of Division Memorandum No. 205 s.2026

Document Tracking System Process Flow

Step 1: School Level. All schools shall encode in the DTS all documents for submission to this Office and submit the the hardcopy along with the generated DTS routing slip. Each document shall be encoded separately as these documents will be routed to different section/unit for appropriate action.

How to create a transaction in the DTS:

- Click the **add new document** button.
- Select the **document type**.
- Accomplish all required fields in the **Details** and **Purpose of submission** (please add in the details the section/unit the document will be submitted)
- For the **Receiving Unit** field, kindly choose only "**SDO of El Salvador City**"
- Properly name the document title for easier tracking. See sample format below to ensure consistency and clarity:

E.g

Application for Leave of Juan Dela Cruz on July 13-17, 2026 (To Personnel)

Letter request to Travel Abroad of Juan Dela Cruz on September 10-16, 2026, to Thailand. (To personnel)

Sample:



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Step 2: Records Section

Upon receipt of the document, the Receiving section shall simultaneously receive the physical document (hardcopy) and accept the transaction in the DTS. Receiving personnel shall ensure that the hardcopy received is the same with the details in the DTS. After acceptance in the DTS, the document will be forwarded to appropriate section/unit.

Step 3: Action Section/Unit

The concerned unit/section shall simultaneously receive the physical document (hardcopy) and accept the transaction in the DTS. Section Personnel shall check the completeness of the document and must identify if the document is for further processing, to be forwarded to another section/unit or for file.

Step 4: Records Section

The Releasing section shall accept the approved or returned physical document (hardcopy) and in the DTS. The documents for release shall be marked as RELEASED in the DTS. Schools and concerned offices may monitor the status of their submitted documents through the DTS to track their progress and determine whether action has been completed.



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Attachment No. 2 of Division Memorandum No. 205 s.2026

List of User Account Per School

ID	NAME	EMAIL
127667	Amoros Elementary School	127667@deped.gov.ph
137220	Badiangon Elementary School	137220@deped.gov.ph
127668	Bolisong Elementary School	127668@deped.gov.ph
127670	Cogon Elementary School	127670@deped.gov.ph
127671	El Salvador City CentralS	127671@deped.gov.ph
127672	Himaya Elementary School	127672@deped.gov.ph
127673	Hinigdaan Elementary School	127673@deped.gov.ph
501927	Kalabaylabay Integrated School	501927@deped.gov.ph
127675	Kibonbon Elementary School	127675@deped.gov.ph
127676	Molugan Central School	127676@deped.gov.ph
127677	Pedro Sa. Baculio Elementary School	127677@deped.gov.ph
127678	Sambulawan Elementary School	127678@deped.gov.ph
127669	San Francisco de Asis Elementary School	127669@deped.gov.ph
127679	Sinaloc Elementary School	127679@deped.gov.ph
127680	Taytay Elementary School	127680@deped.gov.ph
127681	Ulaliman Elementary School	127681@deped.gov.ph
304065	Cogon National High School	304065@deped.gov.ph
304787	El Salvador City National High School	304787@deped.gov.ph
304768	Himaya National High School	304768@deped.gov.ph
315318	Hinigdaan National High School	315318@deped.gov.ph
315305	Molugan National High School	315305@deped.gov.ph
305683	Sambulawan National High School	305683@deped.gov.ph
304797	Sinaloc National High School	304797@deped.gov.ph
325701	San Francisco De Asis National High School	325701@deped.gov.ph