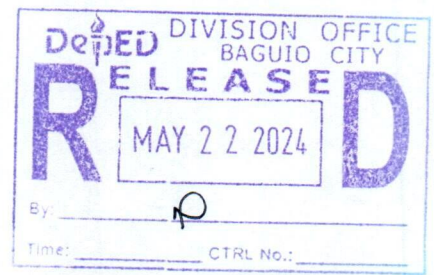




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 22, 2024

DIVISION MEMORANDUM

No. **304-2024**

UTILIZATION OF THE DOCUMENT TRACKING SYSTEM (DTS) OR THE DOCUTRACE

To: Chief Education Supervisors
Public School District Supervisors
Education Program Supervisors
Public School Heads of Implementing Units
Division Office Employees
All Others Concerned

1. In compliance to DepEd MATATAG Agenda in digitizing essential processes and as a follow-up to Division Memorandum No. 227, S. 2024 titled Pilot Implementation of the Document Tracking System (DTS) conducted on April 25-26, 2024, at the SDO Training Center, all workshop participants are entrusted with disseminating the utilization of the DTS to their respective colleagues in each unit/section/functional division/implementing units.
2. The DTS was established and maintained as the systematic document tracking system for the Regional Office and the Schools Division Offices to improve the efficiency of receiving and releasing documents at any given time and be able to trace the movement of documents from origin to destination/s. Information on the originating and receiving office and personnel, the time elapsed between offices and attachments, remarks, revisions, and updates are also supported (RM 276, s. 2023). Additionally, Electronic signing of documents through the DocuTRACE was also incorporated. Thus, electronically signed incoming and outgoing documents shall be considered official. (RM 60, s. 2024)
3. The DTS can be accessed at <https://dts.baguio.depedcar.ph/>. The soft launching will be from May 27-30, 2024. The ICT Section will provide DTS accounts for all SDO employees and focal persons in implementing units on May 24, 2024. Effective **June 3, 2024**, all incoming and outgoing documents from units/sections/functional divisions/implementing units shall be forwarded through the DTS, replacing the physical logbook (except during power interruptions). Refer to Enclosure No. 1 for the Guidelines in the usage of the DTS.
4. All employees must familiarize themselves with DTS functionalities to ensure seamless integration into the office's workflow processes. For inquiries or issues, contact the ICT Section for assistance.
5. Immediate dissemination of this Memorandum is directed to ensure timely adoption and utilization of the DTS across all units/sections/functional division/implementing units.

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Enclosure No. 1 to Division Memorandum No. 304-2024

SDO BAGUIO CITY GUIDELINES IN THE UTILIZATION OF THE DOCUTRACE

1. Traceability of Document

- Each originating unit/office must log/add the document into the Document Tracking System (DTS) before forwarding it to the receiving/concerned Office for easier tracing of the originating unit/office.

2. Document Subject Title

- Properly name the document for easier tracking. See sample format below to ensure consistency and clarity:

Example:

Application for Leave-Juan Dela Cruz-June 23, 2024
(Document Type-Name of the Document Owner-Date of Leave)

Division Memorandum-Utilization of the Document Tracking System
(Document Type-Title of the Document)

Travel Abroad-Juan Dela Cruz-Singapore-June21-27, 2024
(Document Type-Name-Place-Date)

3. Accountability

- The receiving unit/personnel shall simultaneously accept the document physically (hard copy)/online (pure digital) and through DTS. Never accept the document in the DTS without securing the corresponding hard copy. However, they can always view for advance copy for those with soft copies.

4. Handling Pure Digital Documents

- Documents created online can be electronically signed and forwarded through the DTS.

5. Use of "Remarks"

- The receiving units shall use the "remarks" section of the DTS upon receipt to update the status of the document.

Example:

- approved for releasing
- for signing
- for review
- for initial
- for return, incomplete attachments

These guidelines are established to ensure the efficient and effective tracking of documents within SDO Baguio City, enhancing accountability and traceability throughout the document handling process.