



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

May 9, 2025

DIVISION MEMORANDUM
No. 0115, s. 2025

REITERATION IN THE IMPLEMENTATION OF DOCUMENT TRACKING SYSTEM

To: Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Division Office Personnel
Non-Teaching Personnel
All Others Concerned

1. Relative to the Division Memorandum No. 1155, s. 2022 titled – Deployment of the Online Tracking System. This memorandum serves as a reminder and reiteration of the importance of the Document Tracking System (DTS) that was implemented on December 7, 2022. The DTS is a critical tool designed to enhance our document management processes, ensuring that all transactions are accurately recorded and easily traceable. This initiative is also in compliance with our Quality Management System (QMS) to ensure the highest standards of efficiency and accountability.
2. All transactions involving documents must be encoded into the DTS. This includes, but is not limited to, incoming and outgoing correspondence, internal memos, reports, and any other official documents.
3. No transaction will be processed or acknowledged unless it has been properly encoded in the system.
4. Documents transmitted and received by the Records Section beyond 4:00 PM will be processed the following working day except for **URGENT DOCUMENT/S**.
5. The implementation of the DTS is part of our commitment to the Quality Management System (QMS). Adhering to this system ensures that our processes meet the highest standards of quality and efficiency.
6. Strict compliance with this procedure is expected from all employees.
7. For the information and proper guidance of all concerned.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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