



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

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Office of the Schools Division Superintendent

December 5, 2022

DIVISION MEMORANDUM

No. 1155, s. 2022

DEPLOYMENT OF THE ONLINE DOCUMENT TRACKING SYSTEM

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Elementary & Secondary Teachers
Non- Teaching Personnel
All Others Concerned

As we transition to the enhanced document tracking system initiated by the Division Records Section, the deployment of the aforementioned will be on **December 7, 2022**. Hence, all documents transmitted to the Division Office or any of its designated offices shall be online through the use of the online document tracking system at dts.depeddavnor.ph.

Further, documents transmitted and received by the Records Section beyond 4:00 p.m. shall be processed on the following day as to cater the documents earlier transmitted before that time.

Everyone is encouraged to comprehensively adhere to this new process for an orderly transition.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO

Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

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Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte