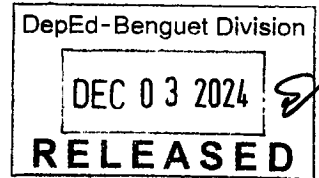




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



02 December 2024


DIVISION MEMORANDUM

No. 467, S2024

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM (DTS) IN SDO BENGUET

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Division Personnel Concerned

1. In compliance to Republic Act No. 11032, otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" particularly, Sec. 9(e) that requires electronic versions of documents and in support to DepEd MATATAG TA1 no. 7 "Digitize our essential processes, including our national assessments", and DepEd Quality Policy of providing an enabling environment and continuous improvement of the Quality Management System, a Document Tracking System was adapted from the DepEd-Cordillera Administrative Office Regional Office to enhance document management in SDO Benguet.
2. The DTS will be maintained as the systematic document tracking system for the Schools Division Office of Benguet to improve the efficiency of handling incoming and outgoing documents and traceability of documents from origin to destination/s at any given time.
3. With the conducted Orientation on the Utilization of the DTS for SDO Benguet personnel last November 19, 2024, the DTS shall be implemented effective December 04, 2024.
4. All incoming and outgoing documents from the different functional divisions/sections/ units shall be forwarded through the DTS.
5. For information and guidance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-Charge
Office of the Schools Division Superintendent



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