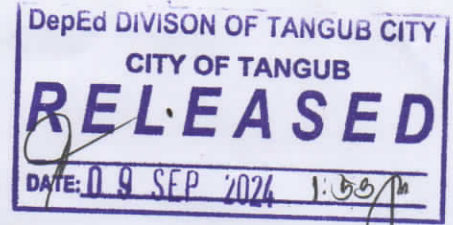




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



August 27, 2024

OFFICE MEMORANDUM
No. 09, s. 2024

DOCUMENT TRACKING SYSTEM (DTS) IMPLEMENTATION

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In-Charge
Section Heads
All Others Concerned

1. In line with our commitment to enhance operational efficiency and streamline our processes, this Office will be implementing Document Tracking System (DTS).
2. The Document Tracking System is designed to provide centralized and automated monitoring, management, and tracking of movement, status and history of all documents within our Division.
2. To ensure efficient and effective implementation of the system, a training-workshop will be conducted at the Division Conference Hall, Tangub City on September 10, 2024, 9:00 AM.
3. Participants to this training-workshop are all Division personnel in this office.
3. Immediate dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ICT DTS

SAU/AMA – Document Tracking Implementation
August 27, 2024



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