



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 240, s. 2021

April 19, 2021

Orientation and Provision of Technical Assistance on the Division Document Track System (DTS)

To: Division Personnel

1. The Records Section and the Information System Offices would apply an office to office orientation regarding the proper implementation, use and application of our Document Information System so as to adhere to the following objective set for by the said Program, to wit:
 - a. Orient the DepEd employees on the processes/flow of the DTS
 - b. Provide technical assistance on matters and questions regarding DTS
2. As one of the end user of the system, you are hereby directed to attend the Orientation and Re-Orientation Workshop on the schedule dates below, to wit;

OFFICE	DATE, TIME & VENUE
CID	April 22, 2021, 1:00 – 3:00 PM @ CID Office
SGOD/Medical Personnel	April 22, 2021, 3:00 – 5:00 PM @ SGOD Office
Admin, HRMO, Supply, Cash, Records, SDS Personnel and ASDS Personnel	April 23, 2021, 8:00 – 10:00 AM @ Admin/HR Office
Budget and Finance	April 23, 2021, 10:00 – 12:00 NOON @ Accounting Office

3. For your information and guidance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: APR 21 2021 TIME: 8:21
BY: [Signature]

CRISTY C. EPE
Schools Division Superintendent

Encls:

References:

To be indicated in the Perpetual Index under the following subjects:
Orientation/Re-orientation Workshop (DTS)

AOIVRec: Orientation and Provision of Technical Assistance on the Division Document Track System (DTS)
19 April 2021



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
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www.depeddigoscity.org | digos.city@deped.gov.ph



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 Digos City



- I. **Title:** Orientation and Provision of Technical assistance on the Division Track System (DTS)
 II. **Proposed Schedule:** April 22 (PM) and April 23 (AM)
 III. **Proposed Venue:** by Office
 IV. **Proposed Modality:** Face-to-face
 V. **Rationale:**



All Government agencies have benefitted from knowing where important documents are located and from which offices it was given to, making it easy to record when and where items are moved. Our Document Tracking System (DTS) uses individual identification system that allows entry to a specific person on a specific workplace. Unfortunately, only a few individuals have been assigned by their respective sections for encoding purposes, thus the challenge begins, regrettably during the Pandemic a large fraction of our workforce were detailed to Work from Home and only a few were allowed to actually enter the Office in fear of Covid 19. As such, those who were not part of the “assigned people” on DTS have disregarded to use their own individual account password and worst, have forgotten to even maneuver said system we are currently implementing.

Due to said dilemma, the Records Section and the Information System Offices would apply an office to office orientation regarding the proper implementation, use and application of our Data Information System so as the end of every session, the personnel of Digos City Division shall:

1. To orient the DepEd employees on the processes/flow of the DTS
2. To provide technical assistance on matters and questions regarding DTS

After the activity all personnel will be clarified with the different issues and concerns to achieve high performance in the delivery of quality education and sustaining strong force that could perform the tasks and responsibilities for better results.

V. Content/Matrix:

Orientation and Provision of Technical assistance on the Division Track System (DTS)
 April 22 and 23, 2021
 Indicative Program of Activities

Time	Particulars	Person Responsible
8:00 am to 8:15 am 10:00 am to 10:15 am 1:00 pm to 1:15 pm 3:00 pm to 3:15 pm	Prayer Roll Call of Participants	Danica Lagunsay- Acedilla Administrative Officer II Ruben Evarretta Administrative Officer II
8:15 am to 9:45 am 10:15 am to 11:45 am 1:15 pm to 2:45 pm 3:15 pm to 4:45 pm	Orientation Proper	Stephen Pascual Division IT Officer
9:45 am to 10:00 am 11:45 am to 12:00 nn 2:45 pm to 3:00 pm 4:45 pm to 5:00 pm	Open Forum Closing	

VI. Methodologies: Face-to-face (Office TO Office hopping)

VII. Assessment and Application of Learning:

VIII. Resource/Training Package: Power Point Presentation

IX. Trainers/Learning Facilitators: Information Technology Officer

X. Program Management:

Participants: All Division Office Personnel

April 22 1:00 pm to 3:00 pm Curriculum Implementation Division
 3:00 pm to 5:00 pm Schools Governance Operations Division

April 23 8:00 am to 10:00 am Administrative Service
 10:00 am to 12:00 pm Accounting Unit

XI. Estimated Expenditures: None

Prepared by:


ALELI M. CHIONG
Administrative Officer IV
Records

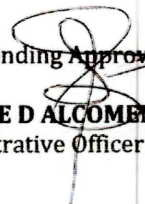
Noted:


RONALD B. DEDACE
SEPS - HRD

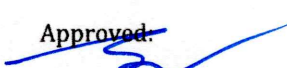
Funds Available: N/A

NEPTUNE L. TAMBILAWAN
Administrative Officer V- Budget

Recommending Approval:


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Approved:


CRISTY C. EPE
Schools Division Superintendent



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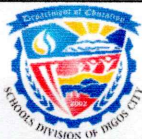
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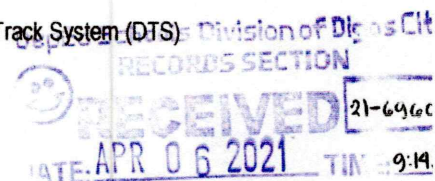
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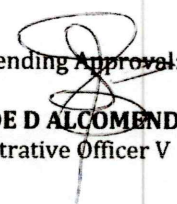
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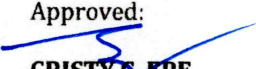
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