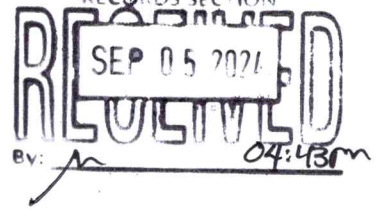




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



05 Sep 2024

DIVISION MEMORANDUM

No. **302**, s. 2024

ORIENTATION AND TRAINING ON DOCUMENT TRACKING SYSTEM

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. In pursuit of excellence and streamlining of documents and services, This Office, through the Division Information and Communications Technology Unit (ICT), in collaboration with the DepEd - Region IV-A CALABARZON, announces the adoption of the Document Tracking System (DTS) of the DepEd Region IV-A CALABARZON for use of SDO Biñan City, wherein the main purpose of the DTS is to: Track Document Movement, Improve Efficiency, and Enhance Transparency, pursuant to this the SDO and the DepEd - Region IV-A CALABARZON - ICT Unit will perform system installation of DTS on **September 16, 2024**, and will conduct the Orientation and Training on Document Tracking System on **September 18, 2024** from **8:00 AM – 5:00 PM**, at the 4th Floor **SDO Training Hall**.
2. This activity aims to:
 - a. Equip participants with the knowledge and skills necessary to effectively use the Document Tracking System for efficient management and tracking of documents within the organization.
 - b. Enhance the proficiency of personnel in using the Document Tracking System, ensuring efficient and accurate management of documents within the Schools Division Office (SDO).
3. The participants in this activity are **One (1) representative** from each school (Elementary, Junior High and Senior High schools) either AO - Administrative Officers or school ADAS - Administrative Assistants and selected SDO Personnel.
4. For questions, clarifications, and technical assistance, you may course them thru Mr. Lester R. Ramos, ITO – I at lester.ramos@deped.gov.ph
5. Immediate dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference:

OSDS/ICT / LRR / LRR / DM - Orientation and Training on Document Tracking System
/ 09/05/2024



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List of Participants

1.	School AO / ADAS (1 Participant per school)	40
2.	CID	2
3.	CID - LR	1
4.	SGOD	2
5.	SGOD - Health	2
6.	OSDS	2
7.	ASDS	2
8.	OSDS - Admin	2
9.	OSDS - Personnel	2
10.	OSDS - Records	3
11.	OSDS - Property	2
12.	OSDS - Accounting	2
13.	OSDS - Budget	2
14.	OSDS - Cash	2
15.	OSDS - ICT	2
16.	KMT Members (Lead and Deputy)	4
17.	R4A Representative	3
18.	TWG (Registration, Sounds and Documentation)	4
Total Participants		79 participants