



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF TAGUM CITY

DIVISION MEMORANDUM No. 533 s. 2020

TO : ALL DIVISION PERSONNEL
ALL PRIVATE AND PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM : The Office of the Schools Division Superintendent

SUBJECT : IMPLEMENTATION OF DOCUMENT TRACKING SYSTEM IN THE DIVISION

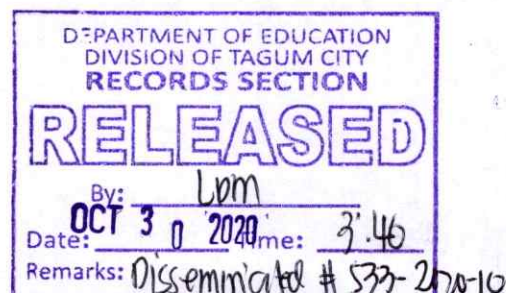
DATE : October 30, 2020

This Office informs the field on **THE IMPLEMENTATION OF DOCUMENT TRACKING SYSTEM (DTS)** in this Division starting on November 3, 2020. The DTS is one of the initiative of This Division to automate the process of accessing, searching and managing all documents in the Division.

All transacting personnel are advised to use the DTS in conducting any transactions in the Division Office. Furthermore, ALL incoming and outgoing documents shall be properly received and released by the Division Records Unit.

For the information, guidance and compliance of all concerned.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent



Address: Energy Park, Apokon, Tagum City, 8100
Telephone No.: (084) 216-3504
Email: tagum.city@deped.gov.ph
Website: deped.tagumcity.gov.ph