



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

November 7, 2022

DIVISION MEMORANDUM

OSDS-REC-DM-516 s. 2022

RECEIVING OF INCOMING DOCUMENTS THROUGH THE DOCUMENT TRACKING SYSTEM (DoTS)

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads
OSDS Office/Section Heads
All Employees
All Public and Private Transacting Personnel

1. In order to ensure that all incoming documents in this Division are properly tracked and accounted for, it must be strictly observed that all documents received be encoded in the Document Tracking System (DoTS) upon receipt from the client.
2. The following information are essential elements on DoTS encoding which should be found in the Transmittal Letter:
 - 1.1 Name of Client
 - 1.2 School, District/Agency
 - 1.3 Cellphone Number of the Client
 - 1.4 Document Type / Transaction Description
 - 1.5 Office Destination
3. Documents submitted to this Division Office must be properly arranged/tabbed/labelled for easy identification and proper routing.
4. School Heads must ensure that all documents are completely signed at their level by the appropriate signatories prior to submission.
5. ALL documents/reports must be received by the Records Section (except for Accounting documents and Confidential in nature documents).
6. The receiving personnel stamps RECEIVED with date, time, initial, and logs the hardcopy of the documents. Then it shall be encoded to the DoTS and routed to the action unit.



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes

7. All Clients **must ensure to receive the Tracking Number** of each document submitted, either thru a Text Message or a printed Client's Document Tracking Slip before leaving the Division Office to serve as future reference.

8. Accounting documents such as liquidation reports, cash advances, pre-audit and other attachments to documents for payment are to be received and encoded in the DoTS at the Accounting Section. This is to facilitate immediate processing of documents and provision of Technical Assistance of the Bookkeeper in-charge to the concern client (if found needed).

9. Confidential or legal nuance documents maybe routed manually or may be directly submitted to the Action Unit.

10. The receiving personnel in the Action Unit shall check the tracking number vis-à-vis the hardcopy of the documents to verify the correctness of documents as reflected in the DoTS. Once verified, the receiving personnel shall RECEIVE the document at the DoTS, process and make appropriate actions on the routed documents. The following actions may be observed by the receiving office, to wit:

- a. If the documents NEED NOT TO BE ROUTED, the receiving personnel shall END the flow of the transaction by selecting the **ARCHIVE** option.
- b. If the documents **NEED TO BE ROUTED** to the next office, the receiving personnel shall FORWARD to DoTS AND ROUTE THE DOCUMENTS to the concerned office for appropriate action.
- c. If the document has ended its transaction and needs to be released, it shall be forwarded to the **RELEASING RECORDS** on the DoTS with the corresponding hardcopies of the document.

11. Each section in the Division Office shall assign one (1) personnel in charge of receiving and one (1) alternate to ensure that all routed documents are acted upon promptly.

12. Program/project owners of this Division are encouraged to start using the DoTS for their outgoing documents for easy tracking.

13. Schools are encouraged to submit documents prior to the set deadline to avoid long queues in the receiving area.

14. Documents received beyond 4:00 o'clock in the afternoon may be acted upon the next working day following the "first-come, first-served basis" except for those urgent documents.

Furthermore, control of the maintenance of the DoTS shall be the responsibility of the Division IT Office and shall observe a regular housekeeping.

For immediate dissemination, compliance and reference.



SUSAN S. COLLANO, CESO V
Schools Division Superintendent

CVP/ DM-Receiving of Incoming Documents Through the Document Tracking System (DoTS)
001/November 07, 2022