Republic of the Philippines

Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

December 16, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 649

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM(DoTS) AND DIGITIZED ATTENDANCE SCHEME (DAS)

TO: Assistant Schools Division Superintendent
        SDO Chiefs, Section/Unit Heads
        SDO Personnel and Jobbers
        All others concerned

1.   Please be informed that SDO-Catanduanes will implement the **Document Tracking System(DoTS) and Digitized Attendance Scheme(DAS)** on **January 3, 2021.** This means that everyone must be ready in this new scheme. We would like to ensure that all the employees and personnel whether regular or jobber must understand how this system will run in the Office.

2.   All Sections/Units had already one(1) computer with installed DoTS system connected in the Local Area Network and server located at the ICT Unit Office and assigned one(1) personnel in-charge *(preferably one who is receiving and releasing the document)* and to ensure that the computer is clear from any viruses to be able to access the DoTS system. Every document received must be encoded to the system to generate a tracking number or code to be used in the entire flow of transaction. Attached is the Transaction Flow of the DoTS for your reference.

3.   For the DAS, please scan the QR Code found in the ID provided to register and recognize your name and details of time logged in and out.

4.   The DoTS and DAS systems are now working and available to be used and practice in preparation for the full implementation next year.

5.   For queries, please visit the ICT Unit office for the technical assistance needed.

6.   For information and guidance of all concerned.

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TRANSACTION FLOW OF THE DOCUMENT TRACKING SYSTEM(DoTS)

Start

Receiving Clerk (Records Section)
- Receives the document/s by the receiving in-charge
- Encodes the type of document received
- Clicks on the receive button
- Identifies the next office where the document is to forward
- Forwards the document to the next concerned office
- Attaches the Tracking Code Slip in the document (generated in the system)

Office A:
- Receives by the receiving clerk
- Identifies and decided if the document is intended to his/her office
- If it **IS OK,** then, sign at the attached Tracking Code Slip of the document
- If it is **NOT**, then, return it back to the carrier of the document
- Clicks on the **RECEIVE** button
- Acts on the document received
- If the document is **OK**, then, click **RELEASE** Button and make it ready to **forward** to the next concerned office.
- If the document had deficiency, call the attention of the client or return it back to the **RELEASING Officer** with a note of the exact deficiency in the document
- Take a note in the system that the document has been returned to the client/releasing officer.

Office B, C, D, etc.. up to the last office where document is required to pass and to be signed by the last signatory will have the same process or cycle in the tracking system.

END

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