DOCUMENT TRACKING SYSTEM for SCHOOLS GOVERNANCE and OPERATIONS DIVISION (SGOD) USE ONLY

USERS' GUIDE

Introduction

The "DocTracking SGOD V2.0" is a database application developed in MS Access compatible with version 2000 upwards. It is designed as single user application in one workstation, laptop, or Desktop PC specifically for tracking actions on documents received and routed by the office of the Chief Education Supervisor of the SGOD, making it possible to get updated quickly on the status of any of those documents.

The working prototype was deployed for actual use on April 27, 2022. Updating of the database application as needed shall be implemented.

System Requirements

1. Entry level Laptop or Desktop PC with at least 4GB RAM.
2. Windows 7/10/11 installed.
3. Microsoft Office Access 2000 or higher installed.
4. Microsoft Word and Excel installed for report generation.

Installation of the SGOD Document Tracking System

1. Copy and paste the MS Access file "DocTracking SGOD V2.0" on the Desktop or any location on the computer convenient to the User.
2. Open/Run the file to start using.
3. There is no security implementation on the file except for the password and physical security provided by the use on his or her computer.
4. The database application is designed for single user only.

Functions

1. The Switchboard

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a. Document Classification allows the user to fill in the dropdown list for the type of documents that are to be processed. This can be updated as needed.
b. Main Form is where the user fills in the details of the transactions. The data/information required are self-explanatory.
c. Search for Doc Number button allows the user to search documents by their index number.
d. Search for Doc Title button allows the user to search by document title if document number is not readily available.
e. Status of documents received and processed can be readily searched through the above search buttons.
f. The View ALL button will show all the documents received and processed for quick review.
g. All the search buttons allow for copy and paste to Excel to generate reports.

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Noted:

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Switchboard

Document Classifications

Main Form

Search for Doc Number

Search for Doc Title

View ALL

Doc Classifications Form

DocClassification
Activity Proposal
Activity Proposal w Purchase Order
DepE Order
DepEd Memorandum
Division Advisory
Division Memorandum
DV
DV-Reimbursement of Travel
Endorsement
IPCRF
Letter Communication
National Advisory
National Memorandum
Regional Addendum/Corrigendum
Regional Advisory
Regional Memorandum
Travel Order
WFP

MainForm

Voucher Approval

DocNumber	511
DocTitle	Imaculate Latorre
Classification	Division Memorandum
DocDescription	Conduct of Elections of the Parent-Teacher Associations (PTAs) at the School Level and their Federations for SY: 2022 - 2023
ProjectOwner	
DateOfImplementation	
DateReceived	07-Sep-22
DateSignedChief	07-Sep-22
DateReleased	07-Sep-22 ReleasedTo ASDS
DateSignedSDS	08-Sep-22
DateActedUponOwner	
ActionDone	
ActualDateImplementation	
Remarks	September 20, 2022 / October 30, 2022 /

Vouchers Form

DocNumber 1

DocTitle Cash Advance

DocNumber	DateSignedChief	DateApprovedforDisburse	Remarks
1	23-May-22	ORS	
* 1			

Record: 1 of 1 Search

All Docs Form

Doch	DocTitle	Classification	DocDescription	ProjectOwner	ImplementDateP	ChiefSig	SDSSig	Acte
	Cash Advance	**DV**	**2nd Quarter Conference & Conduct of PFA to Last Mile School 05/22-26/22**	**Rosario Vegim**		**12-May-22**		
2	Reimbursement of Travel	DV	Regional Orientation on the National School Building Inventory 2021	Anjo Tugay		12-May-22		
3	Amenia Beach	DV	To payment for snacks & lunch during the Division Virtual	Budget Office		12-May-22		
4	Rakdell Inn	DV	To payment of snacks AM during the Conduct of Orientation &	Budget Office		12-May-22		
5	Invitation letter from the Blooming Child Development	Letter	Invite to be a guess speaker at ARDCI at 2:00PM	Mary Jean S. Romero				
6	Reimbursement of travel	DV	MOA Signing for the additional CY 2022 BERF Facility Grantees 04/24-	Anjo Tugay		12-May-22		
7	Memorandum	Division Memorandum	Comments/Recommendation on the Draft Deed of Donation of Several	Atty. Agunday		12-May-22		
8	Maygnaway NHS. Activity Proposal	Activity Proposal	Paraffle para ki Padre Pio & Coronation of Reyna Elena 2022	Floren P. Clavo (c/o Ma'am Mafel	28-May-22	13-May-22		1
9	Marife Brequillo	DV	Reimbursement of travel-Planning Conference on the	Ate Shie		13-May-22		
10	Marife B. Brequillo	Travel Order	Division Orientation-on the Use of the Enhanced DDDS	Ate Shie		13-May-22	16-May-22	

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