



Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM  
OSDS-REC-UM-11-07-2023-CVP**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Administrative Office  
Section/Unit Heads  
All others concerned

FROM:   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT: **ADVISORY TO DIVISION MEMORANDUM NO. 516, S.2022  
RE: RECEIVING OF INCOMING DOCUMENTS THROUGH THE  
DOCUMENT TRACKING SYSTEM (DoTS)**

DATE: November 7, 2023

1. In order to provide better service to our clients and have proper tracking and accounting of documents received, we have adopted strict observance on the use of DoTS for all documents received in this Division through the Division Memorandum No. 516, s.2022.
2. However, in the course of the full implementation of this electronic system, several limitations were realized. The system may not be utilized at all times due to its dependency mainly on stable internet connectivity, power supply, and system precision.
3. To comply with Republic Act 11032 also known as the Anti-Red Tape Act of 2007 and the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", it would be an option not to use the DoTS in receiving the clients' documents **only during system constraints** so as not to delay the standard Turn-Around-Time (TAT) of every transaction.
4. Documents not registered to DoTS must be properly recorded by the receiving/forwarding or action office taking full accountability of the received documents.
5. Clients may opt to hand carry their documents to the action unit after having stamped received at the Records Section and are advised to keep and bring their duly received transmittal letter for reference purposes if follow-up is necessary.
6. For implementation and guidance.