



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

**UNNUMBERED MEMORANDUM**  
**OSDS-ICTU-04-28-2023/JBM**

TO : **Assistant Schools Division Superintendent**  
**SDO Chiefs, Section/Unit Heads**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**All Others concerned**

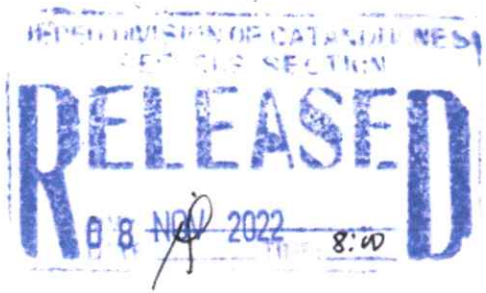
FROM:   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT: **REITERATION OF DM No. 516 s. 2022 RE: "RECEIVING OF**  
**INCOMING DOCUMENTS THROUGH THE DOCUMENT TRACKING**  
**SYSTEM (DoTS)**

DATE : **April 28, 2023**

1. It has been noted that there are unprocessed documents in the Document Tracking System(DoTS) in some offices upon generating reports in the said system. Please be informed that the Document Tracking System(DoTS) is in its full implementation. To ensure full compliance, all Section/Unit Heads are strongly encouraged to review the procedures in processing documents through DoTS as stated in DM No. 516 s. 2022.
2. For technical assistance and queries, you may visit the ICTU Office, or you can email at [ictunit.ctd@deped.gov.ph](mailto:ictunit.ctd@deped.gov.ph).
3. For information, guidance, and compliance.





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.

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