



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 454, s. 2022

NOV 08 2022

INSTITUTIONALIZATION OF THE DOCUMENT TRACKING SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
Heads of Functional Units
All Others Concerned

1. In compliance with *Republic Act 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and to systematize the tracking of all incoming and outgoing documented information, this Office shall implement the Document Tracking System (DocTRACS) in the submission of all documents effective November 7, 2022.
2. The institutionalization of this initiative aims to:
 - a. maximize the use of ICT-enabled document tracking system for efficiency of the office operations and transactions in terms of document action, monitoring and retrieval;
 - b. automate the inventory of documents, classification of transactions for improved and more efficient delivery of services; and
 - c. provide immediate feedback to the management for areas in the process flow that need immediate attention, actions or enhancement.
3. All documents submitted to or received by the Records Section/Receiving Personnel shall bear a DocTRACS Tracking Number before it will be processed or forwarded to the concerned office/section/unit. However, should a school personnel on justifiable reasons submit documents without a tracking number, this Office shall provide the necessary assistance to generate the tracking numbers, consistent to the provisions as stipulated in Item 2 of this memorandum.
4. MOOE Liquidation Reports will not require a tracking number, but shall be directly submitted to the concerned division bookkeeper in-charge of the school or other authorized recipient of such documents duly assigned by both the Division Accountant and Division Budget Officer.
5. School Heads, with their ICT Coordinators shall assist the teachers and ensure the generation of tracking numbers for submitted documents.
6. For inquiries or clarifications contact Mr. Dino Alexandrinos Xenos M. Lopez, Administrative Officer IV (Records) or Windy Rose C. Hitalia, Administrative Aide VI (Records) thru email address: records.sdokabankalancity@deped.gov.ph.
7. Widest dissemination of and strict compliance with this Memorandum is desired.


LEA C. BELLEZA EdD

OIC – Asst. Schools Division Superintendent
In-Charge of the Division