



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

DIVISION MEMORANDUM
No. 082, s. 2021

April 12, 2021

IMPLEMENTATION ON THE USAGE OF THE DIVISION DOCUMENT TRACKING SYSTEM (DOCTRACS)

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Elementary, Secondary and Senior High School Heads
All Others Concerned

1. All division office personnel and field offices shall optimally utilize the DIVISION DOCUMENT TRACKING SYSTEM (DOCTRACS) in the submission and retrieval of all documents effective immediately.
2. The DOCTRACS is an information system developed as a solution to improve efficiency in tracing the movement of documents online to help eliminate phone calls and excessive queries while processing documents, thus all personnel are advised to use DOCTRACS in conducting any transaction with the Division Office.
3. For schools/field offices, the School ICT Coordinator or any assigned personnel shall facilitate the creation of the document tracking number. Upon submission, NO document shall be entertained without the document tracking number.
4. Furthermore, all incoming and outgoing documents shall be properly received and released by the Division Records Section/Unit.
5. For strict implementation and compliance.


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School Division Superintendent



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