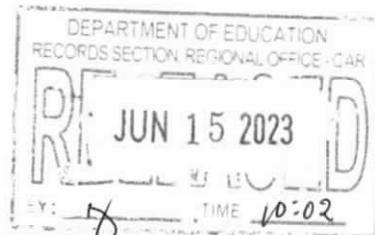




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



15 June 2023

**REGIONAL MEMORANDUM**

No. ~~276-2023~~

**UTILIZATION OF THE DOCUMENT TRACKING SYSTEM (DTS)**

To: Assistant Regional Director  
Regional Functional Division Chiefs  
Schools Division Superintendents  
All others concerned

1. In compliance to the DepEd MATATAG Agenda to "Digitize our essential processes, including our national assessments", and DepEd Quality Policy of providing an enabling environment and continuous improvement of the Quality Management System, a Document Tracking System was developed to enhance document management in the Regional Office.
2. The DTS will be established and maintained as the systematic document tracking system for the Regional Office (RO) and the Schools Division Offices (SDOs) to improve the efficiency of receiving and releasing documents at any given time and be able to trace the movement of documents from origin to destination/s. Information on the originating and receiving office and personnel, the time elapsed between offices and attachments, remarks, revisions, and updates are also supported.
3. The DTS will be composed of various phases to complete the Document Management System which include the document tracking system, digitization and archiving system, and the inventory and disposal system.
4. With the conducted Consultative and Orientation Workshops on the Development and Utilization of the DTS for the Regional Office personnel and SDO ICT Officers and Records Officers last April 12-13, 2023 and April 25-26, 2023, at the regional office, the DTS shall be utilized in lieu of the physical logbook.
5. All incoming and outgoing documents from the different functional divisions, sections/units shall be forwarded through the DTS. SDOs can also start forwarding documents and other communications to the Regional Office thru the DTS pending its roll out to the SDOs.
6. Communications received through electronic mails (e-mails) shall no longer be printed, instead it will be forwarded directly through the DTS for routing by the Office of the Assistant Regional Director (ARD)/ and or the Officer-In-Charge (OIC) to the concerned office for proper action.
7. For information, guidance, and compliance of all concerned.

Digitally signed by Carino Estela  
Leon  
Date: 2023.06.15 09:46:34 +08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

ASD/RS/dpe



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