

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DEPARTMENT OF EDUCATION
Division of Misamis Oriental

RELEASED

DATE: JUN 28 2024
BY: NIÑO JOMAR S. CABLAY
Administrative Officer IV

**Office of the Schools Division
Superintendent**


28 June 2024

DIVISION MEMORANDUM
No.: 391 s. 2024

**IMPLEMENTATION OF THE DATA TRACKING SYSTEM (DTS) FOR ALL
DOCUMENT SUBMISSION**

To: **Assistant Schools Division Superintendent
Division Chiefs
Administrative Officer V
Section Heads
All Others Concerned**

1. In our continuous effort to improve the efficiency, accuracy, and timeliness of document processing within the Division of Misamis Oriental, we are implementing the Data Tracking System (DTS) for all document submissions.
2. Effective immediately, the Office of the Schools Division Superintendent will not accept any documents that are not processed through the Data Tracking System (DTS). Documents or reports coming from the field, received through the Records Section Receiving, shall be encoded and processed through the DTS, as well as documents for release.
3. All Sections and Units are required to submit their documents through the DTS, and those documents submitted outside the DTS will be returned to the respective sections or units without action.
4. Your cooperation and strict compliance with this new system are vital for the effective operations of the Office.
5. Immediate dissemination of this Memorandum to all concerned is desired.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

To be included in the Perpetual Index
Under the following subject:

Information Records Data Tracking System

ELO/NjC



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