



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools
Division Superintendent**

February 28, 2024

DIVISION MEMORANDUM
No. **083**, s. 2024

IMPLEMENTATION OF THE DIVISION DOCUMENT TRACKING SYSTEM (DTS)

To: Assistant Schools Division Superintendents
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. DepEd Bohol announces the implementation of Document Tracking System (DTS) In the Frontline Services. This output serves as the ICT Integration in Operations and Governance to cater the needs of the clients as far as document tracking is concerned.
2. DTS is a responsive application that uses Quick Response (QR) Code Technology, making the application accessible to any mobile devices. Thus, clients can scan QR Codes in tracking the documents.
3. Document Tracking System can be accessed through <http://dts.depedbohol.org> and **DTS QR Code** (Please see enclosure).
4. There ICT Unit will be conducting a face-to-face orientation for the non-teaching personnel in the field with the following schedules:
*** Venue: 3rd Floor SDO Bohol Conference Hall
 - March 1, 2024 at 1:00 PM – Administrative Officer II
 - March 7, 2024 at 1:00 PM- Administrative Assistant II (Disbursing Officer)
 - March 8, 2024 at 10:00 AM – Administrative Assistant III of CD 3
 - March 8, 2024 at 1:00 PM – Administrative Assistant III of CD 2
 - March 8, 2024 at 3:00 PM – Administrative Assistant III of CD 1
5. Expenses incurred relative to the participation in this activity and other incidental expenses shall be charged to School MOOE/Local Funds all subject to usual accounting and auditing rules and regulations.



Address: 0050 Lino Chatto Drive Barangay Cogon
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
Email Address: deped.bohol@deped.gov.ph



6. This Memorandum also serves as Travel Order.
7. Immediate dissemination and compliance of this Memorandum is desired.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent

Enclosure:

- Accessing and Tracking of Documents using the Universal Resource Locator (URL):

The image shows a browser window with the URL <http://dts.depedbohol.org> in the address bar. A purple callout box points to the URL with the text "Type URL http://dts.depedbohol.org". Below the browser window, the website interface is shown. A search bar labeled "Document Number" is highlighted with a purple callout box that says "Type the Tracking Number of the document". To the right of the search bar is a blue "Track" button, also highlighted with a purple callout box that says "Click Track Button (pressing ENTER KEY can also activate Track Button)". The website header includes the logo of the Division of Bohol and the text "DIVISION OF BOHOL DOCUMENT TRACKING SYSTEM". The footer contains copyright information and a Creative Commons license.

- Accessing and Tracking of Documents using the Quick Response (QR) Code:

1. Download QR Reader in any mobile devices
2. Scan the QR Code below:

