

Republic of the Philippines

Department of EducationREGION 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

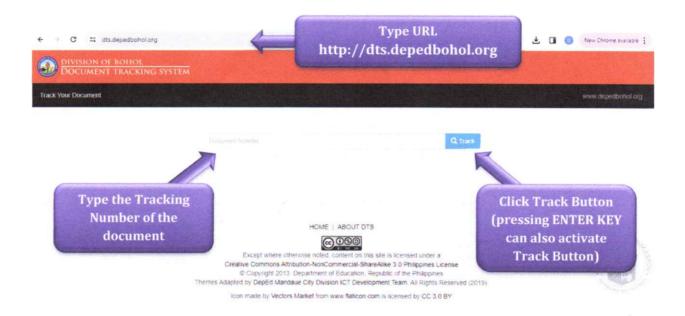


- 6. This Memorandum also serves as Travel Order.
- 7. Immediate dissemination and compliance of this Memorandum is desired.

CASIANA P. CABERTE PhD, CESO VI No Schools Division Superintendent

Enclosure:

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



- 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:

