



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

March 18, 2024

DIVISION MEMORANDUM

No. 135, s. 2024

IMPLEMENTATION OF THE DIVISION DOCUMENT TRACKING SYSTEM (DTS) IN SDO BOHOL

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. Effective March 21, 2024, the division office will no longer be accepting documents from the field without a Document Tracking Number.
2. Enclosed are the document types along with the corresponding destination offices for release/forwarding.
3. There ICT Unit will be conducting another face-to-face orientation for all Administrative Assistant II (Support Staff) on March 20, 2024 at 1:00 PM. Venue will be at the SDO Bohol Conference Hall.
4. 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.
5. This Memorandum also serves as Travel Order.
6. Immediate dissemination and compliance of this Memorandum is desired.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent

CPC/FCL/EAO/ICTU/DFT



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Enclosure:

TYPES OF DOCUMENTS	DESTINATION
SALARY DIFFERENTIALS DUE TO PROMOTION/STEP	DPSU
MATERNITY BENEFIT CLAIM	DPSU
HARDSHIP ALLOWANCE	DPSU
LOYALTY/CASH AWARD	DPSU
PAYROLL INCLUSION (PROMOTION)	DPSU
TRAVEL ALLOWANCE	ACCOUNTING
BANK RECONCILIATION	ACCOUNTING
FIDELITY BOND	ACCOUNTING
GAD PLAN	BUDGET
FORM-6	HRMO
RECOMMENDATION LETTER (Subst/Perm.)	HRMO
MATERNITY LEAVE	HRMO
SALARY CLAIM PERM. T-I (NEWLY HIRED)	ASDS-OMPAD
SALARY CLAIM (SUBSTITUTE TEACHER)	ASDS-OMPAD
OTHER DOCUMENTS NOT LISTED ABOVE	RECORDS SECTION