



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
 RECORDS SECTION

RELEASED

By: [Signature]
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Office of the Schools Division
 Superintendent

September 4, 2025

DIVISION MEMORANDUM

OSDS-2025 **1230**

**Reiteration and Streamlined Document Management through the Document
 Online Tracking System (D.O.T.S)**

TO : Assistant Schools Division Superintendent
 Chief, Schools Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Education Program Supervisors
 All Public Schools District Supervisor/District Coordinating Principal
 All School Heads
 All SDO Personnel
 All Designated School Liaison
 All Others Concerned

1. The **Document Online Tracking System (D.O.T.S)** provides a systematic and organized approach to handling all types of records within the office by automating the logging, coding, and monitoring of documents. DOTS eliminates unnecessary delays and minimizes errors in document management. To ensure proper monitoring and organization, every document received, created, or released must be assigned a **unique tracking code** in the system. This code serves as the document's official reference number, allowing for easier tracking of its movement, identification of its current status, and retrieval when needed.

Requiring all documents to have a code promotes accuracy, prevents duplication or loss, and enhances accountability among personnel handling records. This practice also enables faster searching and systematic filing, thereby improving the overall efficiency and reliability of document management **from the school level to other offices of the Schools Division Office (SDO).**

2. Accordingly, the Records Office will **not accept and will return any documents without an assigned tracking code**, except for those submitted by private organizations and other external agencies. To uphold proper monitoring, transparency, and accountability, all documents must first be logged and assigned a tracking code in DOTS before being accepted by the Records Office. This ensures that every document can be easily traced, monitored, and retrieved at any given time.

Documents submitted by private organizations, government agencies, or other external stakeholders may still be received without a code, as they originate outside the internal system. Upon receipt, the Records Office shall encode and



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Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)

Email Address: davaodeoro@deped.gov.ph

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assign the necessary reference code to ensure these documents are included in the official records and can be tracked accordingly.

3. **All assigned personnel who transact with the Records Office** are requested to obtain a summary of their submitted documents, including the assigned tracking codes. These summaries are provided for reference purposes and will facilitate the **efficient tracking and expedited processing** of documents submitted to the SDO. Proper use of these summaries will help ensure accountability, enable timely follow-ups through the Online Tracking System, and promote a more organized workflow within both the schools and the Schools Division Office.
4. For information, guidance and compliance.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent 

Encl.: As stated.

Records Office_mhegR



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