



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



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UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
CID/SGOD Chief
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All Concerned

FROM:  **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: **Revised Template of the Data Tracking System Transmittal Form to Document Tracking System Transmittal Form**


DATE : September 12, 2018

This Office informs all concerned of the Revised Template of the Data Tracking System Transmittal Form to Document Tracking System Transmittal Form within the Division effective September 14, 2018 (Pleased see attached).

The revised template for Document Tracking System Transmittal Form can be accessed and downloaded in the link below using your deped email account.

tinyurl.com/quezonisotemplate

For your information and guidance.

	
DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	9-14-18
By:	Gian
Ref. no.	UM 341-18

recasr 09/12/2018

DEPEDQUEZON-TM-SDS-04-010-000

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629

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DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM

(Please fill out this form completely and accurately)

TRANSACTION NO (DTS No.) _____ DATE _____

Subject: _____ No. of Pages: _____

District: _____

Name of School: _____

Receiving Section: _____

Purpose: For Processing For Approval For Technical Assistance For Filing

PERSONAL DETAILS

Employee No: _____

Name: _____

(First Name, Middle Name, Last Name)

Cellphone No: _____ Email Address: _____

Name of Public Schools District Supervisor: _____

Cellphone No: _____ Email Address: _____

***To track your transaction, please visit www.depedquezondts.com.ph and key in your DTS No.**

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