

## Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Date/Time: <u>January 13, 2022</u>

By: <u>CRISTELL</u> 05:09 PM

Ref. No.: <u>DM 015, S. 2022</u>

13 January 2022

DIVISION MEMORANDUM DM No. <u>015</u>, s. 2022

# PILOT IMPLEMENTATION OF QUEZON ONLINE DOCUMENT TRACKING SYSTEM (QODTS) VERSION 3

To: OIC - Assistant Schools Division Superintendents

Division Chiefs

Unit/Section Heads

Gumaca, Catanauan, and Real Sub Offices Elementary and Secondary School Heads Teaching and Non-Teaching Personnel

All Others Concerned

- In relation to Division Memorandum No. 406, s. 2021, re: Pilot Implementation of Quezon Online Document Tracking System (QODTS) Version 2, this office would like to announce additional features in the system such as the utilization of SMS notification and Barcode Scanner.
- All document owners will receive SMS notification or a text message from DepEdQuezon starting January 17, 2022 about the status of the submitted documents. For now, this SMS notification is limited only for on-hold, archieved and ready for release status.
- All DTS in-charge from SDO Pagbilao and Sub-Offices will be utilizing a barcode scanner starting May 2022 to quickly read/scan the barcoded transmittal form that will transmit the data to the system.
- 4. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. EdD<sub>1</sub>/

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

ictwbp/01/13/2022

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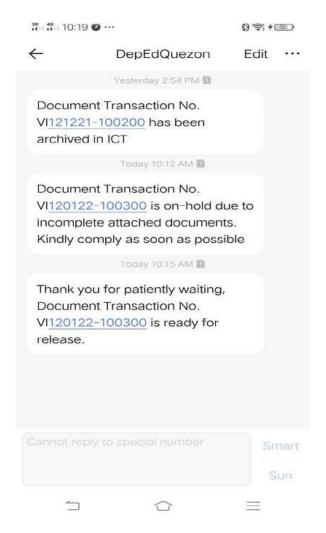


### Republic of the Philippines

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#### A. Sample SMS Notification





**Email Address:** quezon@deped.gov.ph **Website:** www.depedquezon.com.ph