



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 January 2022

DIVISION MEMORANDUM
DM No. 015, 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

1. 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.
2. 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.
3. 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,
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

ictwbp/01/13/2022

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A. Sample SMS Notification

