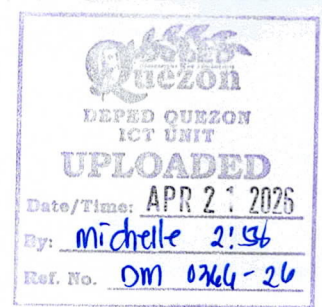




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 April 2026

DIVISION MEMORANDUM

No. 0766, s. 2026

**PILOT IMPLEMENTATION OF QUEZON ONLINE DOCUMENT TRACKING SYSTEM
(QODTS) VERSION 5**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Gumaca, Catanauan, and Real Sub Offices
Public Schools District Supervisors
Public Elementary & Secondary Schools Heads
Public Elementary & Secondary Teaching and Non-Teaching Personnel
SDO and Field DTS-in-Charge
All Others Concerned

1. In line with the Schools Division Office of Quezon's continuing efforts to **improve the efficiency of document monitoring and tracking**, the Quezon Online Document Tracking System (QODTS) Version 5 will undergo pilot implementation from **April 24 and April 27, 2026**.
2. The updated version introduces several **additional features and system enhancements** aimed at improving functionality, transparency, and integration with other existing division systems. The enhancements include the following:
 - 2.1 **Updated Website Framework and Design** to improve system performance, navigation, and user experience.
 - 2.2 **Merging of DTS Numbers** to allow consolidation of related documents under a single reference.
 - 2.3 **Auto-Generated Merge Transmittal Form** to facilitate proper documentation when merging documents within the system.
 - 2.4 **Configurable User Roles, Levels, and Module Relations** to ensure appropriate system access and responsibilities based on user designation.
 - 2.5 **Generated Reports**, including:
 - 2.5.1 Best Performing Users and Unit/Section Summary
 - 2.5.2 Merge Document History
 - 2.6 **Calendar for Holidays**, which will automatically exclude non-working days in the computation of lapsed documents.

DEPEDQUEZON-TM-SDS-04-009-003



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- 2.7 **User Request for School/District Account Updates** to allow timely modification of authorized system users.
- 2.8 **Personnel Information Module** in connection with the requirements of **PRIME-HRM** documentation.
- 2.9 **Unit Heads Dashboard Account** for monitoring incoming, pending, and processed documents within their respective units/sections.
- 2.10 **Integration of DTS Number** with the following division systems:
 - 2.10.1 Quezon Division Website
 - 2.10.2 Automated Ranking Management System (ARMS)
 - 2.10.3 Automated Records Request System (ARRS)
3. During the pilot implementation period, all identified users are encouraged to utilize the system and **provide feedback** regarding its functionality, usability, and any technical concerns that may arise through this link:

<https://forms.office.com/r/Lm4FVcdSqM>.
4. The feedback gathered will serve as **basis for further refinement and improvement** prior to full implementation.
5. All concerned personnel are **requested to extend their full cooperation** and support to ensure the successful pilot implementation of the system.
6. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

ictwbp/4/20/2026

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