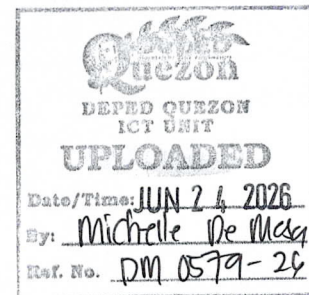




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



24 June 2026

DIVISION MEMORANDUM

No. 0579, s. 2026

GUIDELINES ON THE IMPLEMENTATION OF ALTERNATIVE PROCEDURES DURING DOCUMENT TRACKING SYSTEM (DTS) SERVER MAINTENANCE

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
School Liaison Officers
SDO DTS-in-charge
All Others Concerned

1. In view of the scheduled maintenance of the Document Tracking System (DTS) affecting system accessibility, this Office hereby adopts an alternative procedure for the receipt, recording, and routing of official documents to ensure the continuous delivery of services and uninterrupted office operations.
2. During this period, all School Liaison Officers shall utilize the standardized **"Document Logsheets During Power Interruption and DTS Server Maintenance"** as a temporary recording mechanism.
3. The following procedures shall be observed:
 - 3.1 Accomplish the prescribed **Document Logsheets During Power Interruption and DTS Server Maintenance** in three (3) copies, distributed as follows:
 - a. One (1) copy for the Liaison Officer;
 - b. One (1) copy for the Records Receiving Personnel; and
 - c. One (1) copy for the concerned Action Unit/Section.
 - 3.2 The School Liaison Officer shall **manually provide** the following information in the logsheet:
 - a. Transaction Number;
 - b. School Name; and
 - c. Document Title.

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- 3.3 To facilitate efficient monitoring, reconciliation, and future tracking of documents, **a separate logsheet shall be prepared for each Action Office/Section.**
- 3.4 After the preparation of the logsheet, **an individual DTS Transmittal shall be prepared for each Action Office/Section.** The details reflected in the transmittal shall be consistent with and reconciled against the corresponding logsheet.
- 3.5 Upon restoration of the DTS, **all transactions processed manually shall be properly filed** by the concerned Records Personnel and Action Units/Sections to ensure completeness and accuracy of records.
4. All concerned personnel are enjoined to strictly adhere to the foregoing procedures to maintain proper documentation, accountability, and continuity of office operations during periods when the DTS is inaccessible.
5. This alternative procedure shall remain in effect only during periods when the Document Tracking System (DTS) is unavailable due to server maintenance. **Upon the restoration of normal DTS operations, all concerned personnel shall immediately resume the prescribed DTS-based processes,** and this interim procedure shall be deemed automatically lifted.
6. Attached to this Memorandum are the templates for the Document Logsheet During Power Interruption and DTS Server Maintenance and the DTS Transmittal for reference and compliance.
7. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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