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

Quezon
DEPED QUEZON
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27 November 2025

DIVISION MEMORANDUM
DM No. 1233, s. 2025

DOCUMENT TRACKING SYSTEM (DTS) VERSION 5.0 VIRTUAL ORIENTATION AND POLICY REITERATION

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

1. In line with the continuous efforts of the Schools Division Office of Quezon Province to improve efficiency, transparency, and accountability in document management, a Virtual **Orientation on Document Tracking System (DTS) Version 5.0 and Reiteration of DTS Policies** will be conducted.

2. **Details of the Orientation:**

Participants	Date	Time	Link
SDO DTS-in-charge	**December 3, 2025**	1:00pm to 5:00pm	Meeting ID: 813 0222 2965 Passcode: 123456

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
DepEdTayoQuezon www.depedquezon.com.ph quezon@deped.gov.ph

Participants	Date	Time	Link
1st and 3rd District DTS-in-charge / Liaison Officers	**December 9, 2025**	9:00am to 5:00pm	Meeting ID: 885 3269 6188 Passcode: 123456
2nd and 4th District DTS-in-charge / Liaison Officers	**December 10, 2025**	9:00am to 5:00pm	Meeting ID: 840 3073 7683 Passcode: 123456

3. **This activity aims to:**
   a) Familiarize all personnel with the **enhanced features and procedures** of DTS Version 5.0.
   b) Reiterate **policies, guidelines, and proper use** of the DTS to ensure smooth and consistent implementation.

4. All **DTS-in-charge personnel are required to attend**, while **School Heads** may **opt to participate**. Attendance will be monitored for proper documentation.

5. Immediate dissemination and compliance with this Memorandum are desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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