

Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 March 2022

DIVISION MEMORANDUM DM No. \45, s. 2022

UTILIZATION OF REVISED DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL AND CERTIFICATE OF EXAMINED DOCUMENTS

To: OIC-Assistant Schools Division Superintendents

Division Chiefs Unit/Section Heads

Public Schools District Supervisors

Elementary and Secondary School Heads

Liaison Officers
All SDO Personnel
All Others Concerned

- This Office through the Records Section would like to announce the utilization of the revised templates of Document Tracking System Transmittal and Certificate of Examined Documents effective March 08,2022.
- The revised templates are readily available at the SDO Official Communication Template for SDO Personnel Google Drive.
- 3. 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

recsop03/08/2022

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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



Republic of the Philippines

Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

CERTIFICATE OF EXAMINED DOCUMENTS FOR SUBMISSION TO THE SCHOOLS DIVISION OFFICE

This is to certify that I personally examined the documents coming from our school district for submission to the Schools Division Office. This certification ensures that the undersigned did the document checking/ examination in terms of completeness and accuracy, utilization of SDO prescribed templates/ forms, and schedule of submission of documents, to wit:

LIST OF D	OCUMENTS FOR SUBMISSION (You may add or delete number below, if necessary)
1.	
2.	
3.	
4.	
5.	
6.	
	(SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD)
	(DATE SIGNED)

DEPEDQUEZON-SDO-REC-04-007-004



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REGION IV-A CALABARZON SCHOOLS DIVISION OF QUEZON PROVENCE

DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM

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