



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

DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time	MAR 09 2022
By	CRISTINA S. AM
Ref. no.	DM 195, s. 2022

08 March 2022

**DIVISION MEMORANDUM**  
DM No. 195, 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

1. 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**.
2. 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



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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**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 DOCUMENTS 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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Document Trail 1:

**DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM**

Transaction No. (DTS No.):	Date:
Document Title:	Page/s:
District:	
School Name:	
Receiving Section:	

Purpose: ☐ For Processing ☐ For Approval ☐ For Technical Assistance ☐ For Filing

**PERSONAL DETAILS**

Document Owner:	
Email Address:	Cellphone No.:
PSDS/School Email Address:	Cellphone No.:

\*To track your transaction, please visit [www.depedquezondts.com.ph](http://www.depedquezondts.com.ph) and key in your DTS No.

Document Trail 2:	Document Trail 3:	Document Trail 4:	Document Trail 5:
Document Trail 6:	Document Trail 7:	Document Trail 8:	Document Trail 9:

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