



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

August 12, 2020

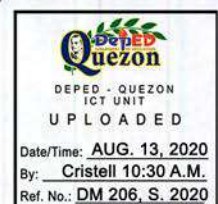
DIVISION MEMORANDUM DM No. 206, s. 2020

VIRTUAL ORIENTATION ON ENHANCED DOCUMENT TRACKING SYSTEM (DTS)

To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Section Heads
District ICT
School and District Liaison Officers
All Others Concerned

1. Pursuant to **Republic Act No. 10844** of the Philippines, also known as the "**Department of Information and Communications Technology Act of 2015**", it is the policy of the State to recognize the vital role of information and communication in nation-building; to promote the development and widespread use of emerging ICT and to encourage the use of ICT for the enhancement of key public services, such as education, public health and safety, revenue generation, and socio-civic purposes.
2. The Information and Communications Technology (ICT) Unit and Records Section are working hand-in-hand in streamlining the current Document Tracking System (DTS) of the Division. As support to "**New Normal**" condition, **this effort will facilitate transactions and exchange of information through electronic and automated system that will limit physical transactions** of Liaison Officers, Teachers and School Heads in the Division. This will also protect them from possible viruses and diseases that may be transmitted while travelling from one place to another.
3. In this connection, there will be an orientation on enhanced Document Tracking System on **August 17, 2020 (Monday)** via **Zoom**. Participants of this activity are the District/School Liaison Officers, District ICT, Unit/Section Heads, and Division DTS in-charge. Participants will be divided into two (2) sessions to ensure the overall attainment of the training objectives.

DEPEDQUEZON-TM-SDS-04-009-002



Email address: quezon@deped.gov.ph
Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**





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SCHEDULE

Date	Time	Participants
August 17,2020	7:30am to 12:00nn	District/School Liason Officers and District ICT
August 17,2020	12:30pm to 5:00pm	Unit/Section Heads and DTS in-Charge

4. Participants are requested to **log-in 10 minutes** before the start of the program. Please refer to the table hereunder for the links.

Participants	Link	Meeting ID	Passcode
District/School Liason Officers and District ICT	https://tinyurl.com/enhanced-DTS-LOs-DistrictICT	973 7385 9463	12345
Unit/Section Heads and DTS in-Charge	https://tinyurl.com/enhanced-DTS-DO-Personnel	987 7214 2026	12345

5. Attached herewith is the copy of Program Matrix for your information and guidance.
6. Immediate dissemination of this memorandum is desired.

ELLIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent

ictwbp08/12/2020
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PROGRAM MATRIX

August 17, 2020

Morning Session	Afternoon Session	Activity / Topic	Facilitator
8:00 – 8:30am	1:00 – 1:30pm	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Quezon Hymn	Audio Visual Presentation
8:30 – 8:45am	1:30 – 1:45pm	Presentation of Webinar Etiquette Presentation of Participants	Sherelyn F. Oroyo AO IV, Records Section
8:45 – 8:55am	1:45 – 1:55pm	Opening Remarks	Herbert D. Perez OIC, Office of the ASDS
8:55 - 9:05am	1:55 - 2:05pm	Inspirational Message	Elias A. Alicaya, Jr. ASDS
9:05 – 9:10am	2:05 – 2:10pm	Presentation of Rationale, Terminal Objective and Enabling Objectives	Sherelyn F. Oroyo AO IV, Records Section
9:10 – 11:10am	2:10 – 4:10pm	Orientation Proper	Wilbert B. Porteza ITO I
11:10 – 11:25am	4:10 – 4:25pm	Application	
11:25 – 11:40am	4:25 – 4:40pm	Open Forum	
11:40 – 11:50am	4:40 – 4:50pm	Program Evaluation	M&E
11:50 – 12:00nn	4:50 – 5:00pm	Closing Remarks	Gregorio A. Co. Jr. OIC, Office of the ASDS

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