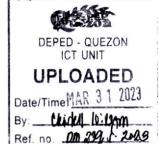


Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE



29 March 2023

DIVISION MEMORANDUM DM No. 29, s. 2023

UTILIZATION OF LETTER REQUEST FOR CREATION / UPDATING OF DOCUMENT TRACKING SYSTEM (DTS) ACCOUNT FORM

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Elementary and Secondary School Heads
Liaison Officers and Alternate Liaison Officers
All Others Concerned

- This Office through the Records Section would like to announce the utilization of the Letter Request for Creation/Updating of the Document Tracking System (DTS) Account Form in creating and/or updating the DTS accounts of the Liaison Officers / Alternate Liaison Officers in the field effective April 04, 2023.
- A copy of the said form is attached to this Memorandum for your guidance, while the soft copy format is readily available in the SDO Official Communication Template for SDO Personnel Google Drive for downloading.
- 3. Duly accomplished letter request is advised to be sent to the Records Section Sub-Offices or SDO Pagbilao or to the official email address of the Records Section at sdo.quezon.records a deped.gov.ph.
- 4. Sending a copy of a request through Facebook messenger is highly discouraged.
- 5. An infographic on how to activate the requested account is also attached to this Memorandum.
- 6. 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

recsop03/29/2023

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

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

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

LETTER REQUEST FOR CREATION / UPDATING OF DOCUMENT TRACKING SYSTEM (DTS) ACCOUNT FORM

Month 00, 20xx

	1	100	_	_
M	Α	ъ.	π	r

Schools Division Superintendent

Thru: NAME

Administrative Officer IV

Records Section

Sir / Madam;

	This is to	inform you	that Mr.	/Ms. Click	or tap	here to	enter	text.	is the	e new	Official	Liaison
Officer	[and/or]	Alternate	Liaison	Officer of	Click	or tap	here	to en	ter te	ext. S	School /	District
effectiv	e Month	xx,20xx. In	this reg	ard, I would	d like to	reques	st for:					

creation of a new account for the Official Liaison Officer
${\bf updating}$ of the DTS Account of the $\underline{\bf Official}$ Liaison Officer
Please indicate the name of previous LO here:

☐ **updating** of data of the **Alternate** Liaison Officer

Please see the necessary information below for your perusal:

Surname, Given Name M.I.											
Sex											
Assigned School(s) / District											
Municipality											
DepEd Email Address											
Mobile Number					-			-			T
Plantilla Item:											
TERNATE LIAISON OFFICER DETAI	LS: (if	appli	cabl	e)							
Surname, Given Name M.I.	T										
Assigned School(s) / District											
Municipality											
DepEd Email Address											
Mobile Number					-	Г		-			Г
Plantilla Item:						-			-	-	

 $Please\ be\ noted\ that\ requests\ for\ the\ account\ of\ Teachers,\ Principals,\ and\ Teacher-in-Charge\ will\ not\ be\ granted\ by\ the\ Division\ Office.$

Signed:

NAME

School Principal

DEPEDQUEZON-SDO-REC-04-011-000



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

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

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

Click the forgot password



Access the Website

depedquezondts.com.ph/district



Enter Email Add

Access New Password

Proceed to your registered email

Enter your registered email address













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

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

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