



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 31 2023
By: <u>Chickel B. Lagan</u>
Ref. no. <u>DM 229, s. 2023</u>

29 March 2023

**DIVISION MEMORANDUM**  
**DM No. 229, 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

1. 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**.
2. 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@deped.gov.ph](mailto:sdo.quezon.records@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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
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REQUEST NO. \_\_\_\_\_

Republic of the Philippines  
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SCHOOLS DIVISION OF QUEZON PROVINCE

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

**Month 00, 20xx**

**NAME**

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 new **Official Liaison Officer** [and/or] **Alternate Liaison Officer** of **[Click or tap here to enter text.](#)** School / District effective **Month xx, 20xx**. In this regard, I would like to request for:

- creation of a **new account** for the **Official** Liaison Officer
- updating** of the DTS Account of the **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:**

OFFICIAL LIAISON OFFICER DETAILS:	
Surname, Given Name M.I.	
Sex	
Assigned School(s) / District	
Municipality	
DepEd Email Address	
Mobile Number	-  -  -  -  -  -  -  -  -  -  -  -  -  -  -
Plantilla Item:	
ALTERNATE LIAISON OFFICER DETAILS: (if applicable)	
Surname, Given Name M.I.	
Assigned School(s) / District	
Municipality	
DepEd Email Address	
Mobile Number	-  -  -  -  -  -  -  -  -  -  -  -  -  -  -
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

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