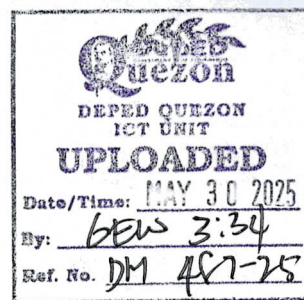




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 May 2025

DIVISION MEMORANDUM
DM No. 487, s. 2025

CORRIGENDUM TO DM NO. 479, S. 2025 ENTITLED DRY RUN OF QUEUING SYSTEM

To: Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
Public Schools District Supervisors
Division DTS In-charge
Sub Offices Personnel (Gumaca, Catanauan and Real)
All Others Concerned

1. In connection with Division Memorandum No.479, s.2025 entitled Dry Run of Queuing System, this Memorandum is issued to **correct the paragraph no.2** presented below:

From	To
The dry-run aims to discuss the step-by-step procedure and identify potential challenges that may arise during actual implementation. Feedback and data gathered from end users will serve as the basis for refining the system to ensure it is more user-friendly and effective.	The dry-run is scheduled to take place from June 2 to 6, 2025 , while the ICT Unit will present the step-by-step procedure on June 2, 2025 , to Division personnel only, specifically the Document Tracking System in-charge during the Division flag ceremony.
Nothing Follows	

2. Other details stipulated in the previous Memorandum shall remain in effect.
3. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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(042) 784-0391, (042) 784-0321

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UPLOADED
05/28/2025
GELO 7:23
DM 479-25

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

28 May 2025

DIVISION MEMORANDUM
DM No. 479, s. 2025

DRY RUN OF QUEUING SYSTEM

To: Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
Public Schools District Supervisors
Elementary & Secondary School Heads
DTS In-charge
Liaison Officers
All Others Concerned

1. In connection with Office Memorandum No. 020, s. 2025, dated January 17, 2025, regarding the *Orientation on the Queuing System*, this Office will conduct a dry-run of the said system from June 2 - 6, 2025
2. The dry-run aims to discuss the step-by-step procedure and identify potential challenges that may arise during actual implementation. Feedback and data gathered from end users will serve as the basis for refining the system to ensure it is more user-friendly and effective.
3. For your reference, please see Enclosure 1 outlining the step-by-step procedure of the queuing system.
4. Immediate and wide dissemination of this Memorandum is desired.

For: **MARIA DOLORES D. ATENZA**
Administrative Officer V

for: **ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

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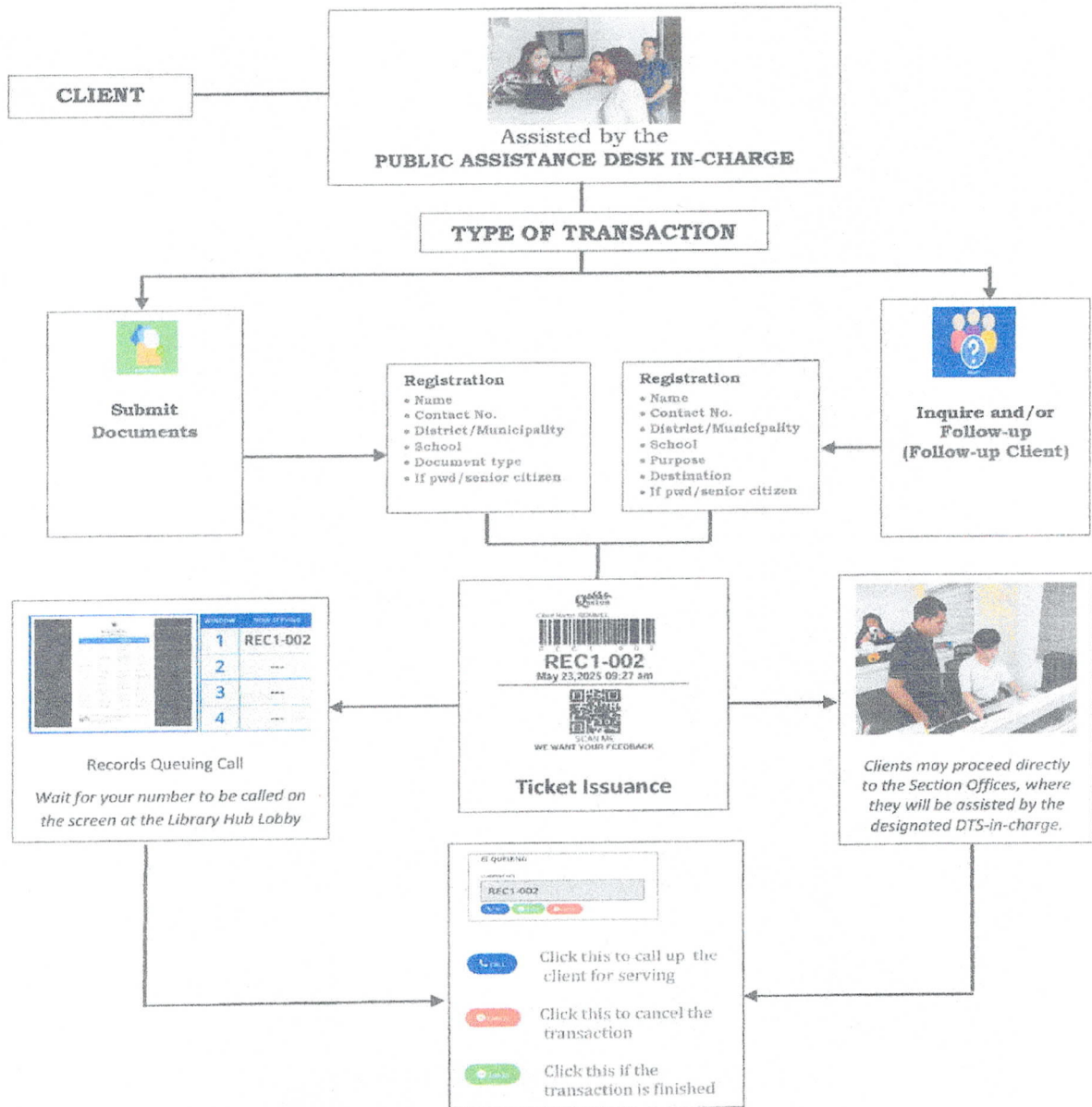
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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1 to DM No. 479, s. 2025

QUEUING SYSTEM FLOW DIAGRAM



DEPEDQUEZON-TM-SDS-04-009-003



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DepEd QUEZON DEPED QUEZON ICT UNIT	
UPLOADED	
Date/Time:	JAN 20 2025
By:	LDS 4:44
Ref. No.	DM 020-25

17 January 2025

OFFICE MEMORANDUM
OM No. 020, s. 2025

ORIENTATION ON QUEUING SYSTEM

To: Assistant Schools Division Superintendent
SGOD/CID Chief
Unit Heads
DTS In-charge
All Others Concerned


The project named Queuing System is a local network customer interaction system that will help to improve serving time of the client with streamline communication and collect customer attendance and feedback.

The other features of the system are the following:

- issuance of ticket number to organize the flow of the transaction,
- provision of client attendance record,
- digitization of waiting lines for client and prioritization of senior citizens and persons with disability (PWD),
- integration to Document Tracking System (DTS) through notification in accommodating visitors/clienteles, and
- integration to client feedback mechanism.

The orientation will be on January 28, 2025 (Tuesday), 1:00-3:00 pm. at DepEd Quezon Library Hub.

Immediate dissemination and compliance of this Memorandum are highly appreciated


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

ICTubp01/17/2025
DEPEDQUEZON-TM-SDS-04-010-005



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