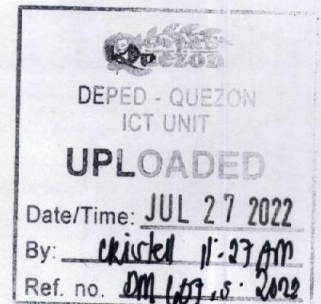




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 July 2022

DIVISION MEMORANDUM
DM No. 607, s. 2022

UTILIZATION OF REVISED DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM

To: 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 would like to announce the **utilization of the revised DTS Transmittal form** in response to the updated version of Quezon's Online Document Tracking System (QODTS).
2. It is expected that all submitted documents in the Records Section of the Sub-Offices and SDO Pagbilao must have the revised template **effective August 1, 2022**.
3. **Any document submitted with outdated template WILL BE IMMEDIATELY RETURNED** to the assigned Liaison Officer.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

recsop07/25/2022

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