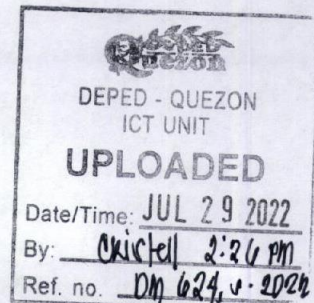




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 July 2022

**DIVISION MEMORANDUM**

**DM No. 624, s. 2022**

**ADDENDUM OF PILOT IMPLEMENTATION OF QUEZON ONLINE  
DOCUMENT TRACKING SYSTEM (QODTS) VERSION 3**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Gumaca, Catanauan, and Real Sub Offices  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In relation to Division Memorandum No. 015, s. 2022, re: Pilot Implementation of Quezon Online Document Tracking System (QODTS) Version 3, this Office would like to announce the utilization of Barcode Scanner in the system effective on August 1, 2022.
2. All **DTS in-charge** from SDO Pagbilao and Sub-Offices will receive a **barcode scanner** that will install and demo by the ICT Section on how it read/scan the barcoded transmittal form (*see enclosure*) that will transmit the data to the system, DTS Website and through their DTS Account Platform.
3. 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

ictwbp/07/27/2022

DEPEDQUEZON-TM-SDS-04-009-003



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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

**A. Liason Barcoded Transmittal Form**



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**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE

Document Trail 1:

**DOCUMENT TRACKING SYSTEM (DTS) TRANSMITTAL FORM**

Transaction No. (DTS No.):	Date:
Document Title:	Page/s:
District:	
School Name:	
Receiving Section:	

Purpose: ☐ For Processing ☐ For Approval ☐ For Technical Assistance ☐ For Filing

**PERSONAL DETAILS**

Document Owner:	
Email Address:	Cellphone No.:
PSDS/School Email Address:	Cellphone No.:

\*To track your transaction, please visit [www.depedquezondts.com.ph](http://www.depedquezondts.com.ph)

**B. Client Barcoded Transmittal Form**



SCAN OR CODE TO CHECK  
THE STATUS OF DOCUMENTS



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**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE

Transaction No. (DTS No.):	Date:
Document Title:	Page/s:
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Page 1/1



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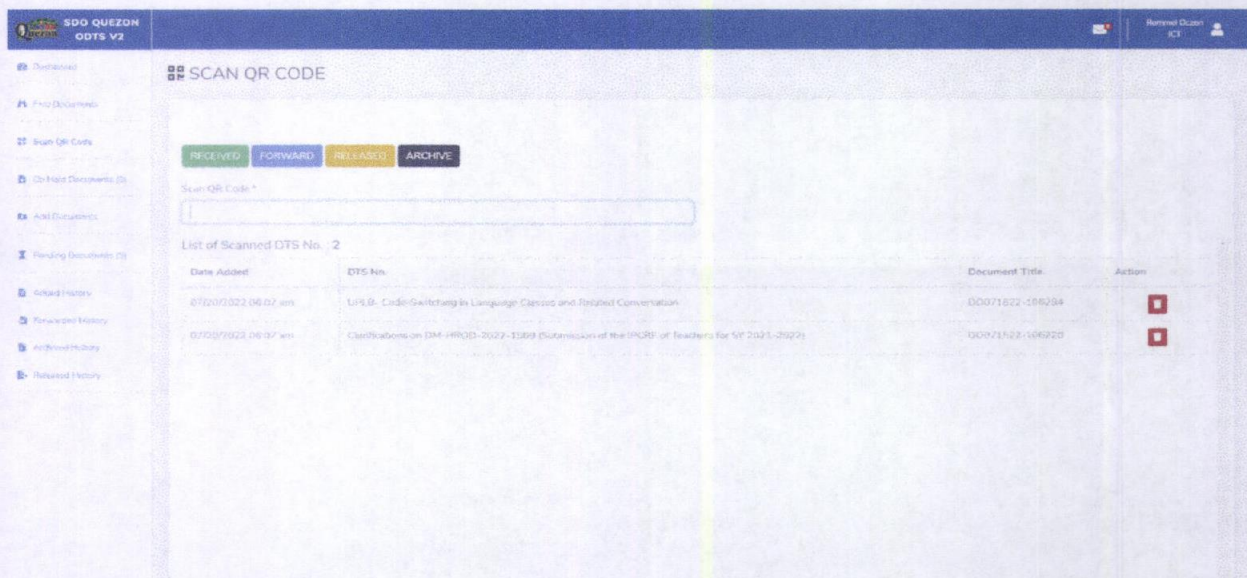
**C. Result after scanning the client barcode**



**Q DTS No. 100200**  
**Transaction Details and History**

<b>Transaction No.</b>	100200
<b>Date of Submission</b>	April 21, 2017 12:04 am
<b>Document Owner</b>	109152-San Narciso Central Elem. School
<b>Carrier Name</b>	
<b>Subject</b>	FOR SAL. INTEGRATION
<b>Document Status</b>	Document has been released to .
<b>Remarks</b>	FOR REGION
<b>More Details/Follow-</b>	<a href="#">More Details</a>

**D. DTS Account Platform of the DTS in-charge**



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