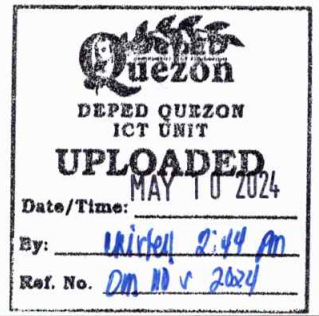




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 110, s. 2024

08 May 2024

MONITORING OF PENDING TRANSACTIONS IN THE QUEZON'S ONLINE DOCUMENT TRACKING SYSTEM (QODTS) FOR THE MONTH OF APRIL 2024

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit and Section Heads
 Division Office DTS in Charge
 All Others Concerned

As part of the monthly monitoring of pending transactions in QODTS, this Office issued an Office Memorandum detailing the Top 10 units/sections with the **highest pending transactions** in the system, along with the units/sections showing the **most significant decrease** in pending transactions for April 2024. Please see Tables 1 and 2.

Table 1. Top 10 Units/Sections with the Highest Pending Transactions

Rank	Unit/Section	No. of Pending Transactions
1	Personnel Section	4,103
2	Accounting Section	1,007
3	Planning	780
4	CID	668
5	SGOD	313
6	Admin Office	311
7	Property and Supply	295
8	Office of the SDS	278
9	Records 1	194
10	Office of the ASDS	179

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Table 2. Top 10 Units/Sections with the Most Significant Decrease in Pending Transactions

Rank	Unit/Section	No. of Pending Transactions (March)	No. of Pending Transactions (April)	Percentage
1	Health	59	5	91.53%
2	Budget	28	3	89.29%
3	EFS	38	5	86.84%
4	ICT	38	7	81.58%
5	Office of the ASDS	842	179	78.74%
6	SGOD	479	313	34.66%
7	Legal	35	28	20.00%
8	Personnel	4,632	4,103	11.42%
9	CID	30	29	3.33%
10	Accounting	290	295	1.72%

To ensure an efficient flow of transactions across all units/sections, this Office requested the Unit/Section Heads involved in Table 1 to **perform DTS Housekeeping and take necessary steps to expedite the completion of pending transactions.** Additionally, a heartfelt congratulations to the units/sections with the most significant decrease in pending transactions.

Immediate dissemination of this Office Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sop05/08/2024

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