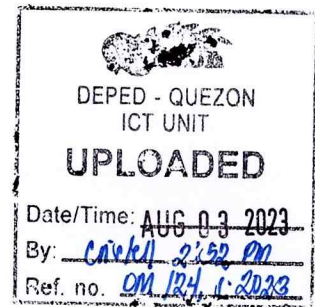




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



01 August 2023

**OFFICE MEMORANDUM**  
OM No. 124, s. 2023



**PROCESSING OF INTERNAL TRANSACTIONS THROUGH QUEZON  
ONLINE DOCUMENT TRACKING SYSTEM (QODTS) v4.0**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
SDO Personnel  
All Others Concerned

This Office informs all concerned that effective August 1, 2023 processing of internal transactions/documents shall be done through the Quezon Online Document Tracking System (QODTS) v4.0.

In this connection, all internal transactions/documents in SDO Quezon-Pagbilao shall be received and stamped in the FIRST DOCUMENT TRAIL 1 by the first action unit and so on.

Immediate dissemination and strict compliance of this Memorandum is hereby desired.

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

recmjgm08/01/2023

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