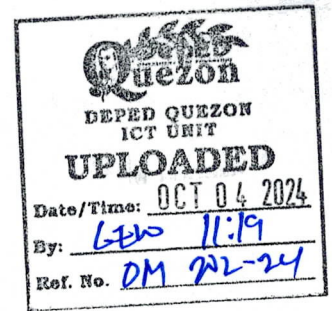




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 202, s. 2024

01 October 2024

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

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit and Section Heads
 Division Office / Sub-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 and the units/sections showing the **most significant decrease** in pending transactions for September 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	DTS-in-Charge
1	Accounting	2963	Hector C. Salivia Maria Elvira M. Carimpong
2	HR 2 and 3	2216	Lemuel B. Quitain
3	HR 4	1763	Rey Kevin R. Verdadero
4	Planning	1717	Mark Roe Esmerna
5	Personnel	1394	John Mark R. Obciana
6	Office of the ASDS	1032	Marissa L. Maragay Rena R. Rodil Marinel L. Obmerga
7	HR 1	968	Cindy P. Perez
8	CID	668	Raymond Q. Nieva Dessa Marie B. Dalmacion
9	SGOD	518	Jessica C. Mendoza Jemaica V. Alvarez
10	Office of the SDS	414	Resiele G. Coronacion Floriciel R. Lagos

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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 (August)	No. of Pending Transactions (September)	Percentage	DTS-in-Charge
1	Accounting (Liquidation 2nd & 4th)	944	0	100%	Maria Elvira M. Carimpong
2	Records (RSO)	192	43	77.60%	Guierson S. Garcia
3	Cash	85	22	74.12%	Connie T. Abulencia
4	Accounting (RSO)	131	35	73.28%	Julius G Meraña
5	Accounting (Liquidation 1st & 3rd)	645	173	73.18%	Lorena G. Abdon
6	CID	861	668	22.42%	Raymond Q. Nieva Dessa Marie B. Dalmacion
7	Accounting	3803	2963	22.09%	Hector C. Salivia Maria Elvira M. Carimpong
8	Office of the ASDS	1178	1032	12.39%	Marissa L. Maragay Rena R. Rodil Marinel L. Obmerga
9	Personnel (GSO)	65	58	10.77%	Jhan Ely Marie Agaton
10	Private School	213	211	0.94%	Catherine M. Agleron
Nothing Follows					

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.** This Office reiterates the importance of adhering to the **prescribed processing times** mandated by **RA No. 11032**, also known as the **An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services.** The specified processing times are as follows:

- Simple Transactions: 3 working days
- Complex Transactions: 7 working days
- Highly Technical Transactions: 20 working days

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Attached is an infographic outlining the 12 key points about RA No. 11032 for your reference.

Additionally, we extend heartfelt congratulations to the units and sections that have achieved the most significant reduction in pending transactions.

Immediate dissemination of this Office Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sop10/01/2024

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