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Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM OM No. 229, s. 2024 08 November 2024

MONITORING OF PENDING TRANSACTIONS IN QUEZON'S ONLINE DOCUMENT TRACKING SYSTEM (QODTS) FOR OCTOBER 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 October 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 Hector C. Salivia Maria Elvira M. Carimpong	
1	Accounting	2678		
2	HR 4	2645	Lemuel B. Quitain	
3	HR 2 and 3	2200		
4	Office of the ASDS	1511	Marissa L. Maragay Rena R. Rodil Marinel L. Obmerga	
5	Personnel	1394	Lemuel B. Quitain	
6	Planning	1360	Mark Roe Esmerna	
7	Accounting (PS)	857	Jerico L. Avila	
8	CID	831	Raymond Q. Nieva Dessa Marie B. Dalmacion	
9	HR 1	805	Lemuel B. Quitain	
10	SGOD	535	Jessica C. Mendoza Jemaica V. Alvarez	

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

Unit/ Section	No. of Pending Transactions (September)	No. of Pending Transactions (October)	Percentage	DTS-in- Charge
Personnel Payroll	240	0	100%	John Mark R. Obciana
Records 3	48	5	89.58%	Aira May C. Perez
Records 1	311	50	83.92%	Amador V. Capinpin
Office of the SDS	414	121	70.77%	Floricel R. Lagos Resiele G. Coronacion Therese O. Pardo
Records 2	326	105	67.79%	Roseth M. Flancia
Legal	58	20	65.52%	Jackqueline D. Nuyda Penelope Ann A. Villaflores Carleen D. Aguila
Accounting rovident/Clearance)	31	14	54.84%	Jayzelle R. Oliveros
roperty and Supply	30	18	40.00%	Ricky C. Valencia
Health	33	20	39.39%	Vincent Lawrence B. Habito
ICT	26	17	34.92%	Angelica T. Nime
		ICT 26	Titulii	ICT 26 17 34.92%

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

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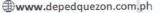
















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Highly Technical Transactions: 20 working days

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

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