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OM 229-24

Republic of the Philippines

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
1	Accounting	2678	Hector C. Salivia Maria Elvira M. Carimpong
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

DEPEDQUEZON-TM-SDS-04-010-005



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

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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 


sop11/08/2024

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