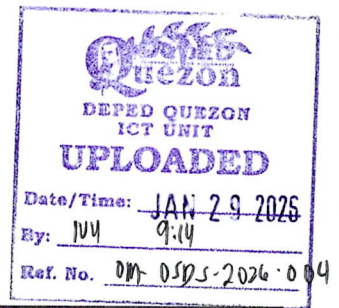




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
OSDS-2026- 004

16 January 2026

**STANDARDIZATION AND UPDATING OF DOCUMENT FLOW TO SUPPORT THE  
UPGRADING OF THE DOCUMENT TRACKING SYSTEM (DTS)**

**To:** Assistant Schools Division Superintendents  
Administrative Services Section Heads  
Administrative Services Personnel  
All Others Concerned


As part of the **upgrading of the Document Tracking System (DTS)** and in line with the government's thrust to improve efficiency and accountability in public service, all Unit/Section Heads are hereby requested to **standardize and update** their respective **document flows** until **February 6, 2026**.

This activity aims to ensure that all document flows are accurate, streamlined, and compliant with the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (Republic Act No. 11032 or ARTA). The updated document flows shall serve as the basis for the configuration and proper implementation of the enhanced DTS.

Accordingly, each Unit/Section shall:

1. **Review and update the document flow** to reflect the actual and current routing of documents through this link: <https://tinyurl.com/Document-Flow-2026>.
2. **Standardize processes** by eliminating unnecessary steps and redundant procedures.
3. **Indicate timelines** aligned with ARTA standards, as follows:
  - 4.1 Simple transactions – three (3) working days
  - 4.2 Complex transactions – seven (7) working days
  - 4.3 Highly technical transactions – twenty (20) working days

For guidance and strict compliance.

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

recsop01/16/2026

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