



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Section Heads

FROM: CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

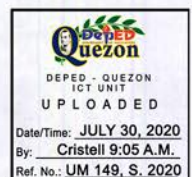
SUBJECT: SUBMISSION OF UPDATED CHECKLIST AND REAL TIME PROCESSING OF DOCUMENT TRACKING SYSTEM (DTS)

DATE : July 28,2020

Clause 10.1 of ISO standards stated that the organization shall determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction. This includes the improvement of services; correcting, preventing, and reducing undesired effects; and improve the performance and effectiveness of the quality management system.

To improve the efficiency of our frontline services and reduce the back-and-forth of submitted documents, each unit/section is requested to **submit hard copy of updated checklist** of documents regularly submitted to Division Office at the Records Section until **August 7,2020**. Some of these are:

- Division Clearance of Transferred Personnel
- Fidelity Bond
- Provisionary Appointment – Renewal
- Salary – Substitute
- Maternity Double Pay (Elementary and Secondary)
- Action Research
- Etc.



DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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Real time processing of documents in Document Tracking System (DTS) shall also be observed.

There are about 24,000++ lapsed documents recorded in DTS from the year 2017 up to this date. Receiving-releasing personnel of each unit/section are requested to be consistent on the purpose of this system.

For strict compliance.

recsfo07/28/2020

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