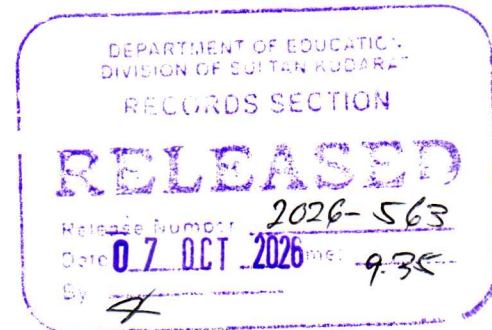




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



October 7, 2026

DIVISION MEMORANDUM
No. **213** OSDS-RS No. **213** S. 2026

**ONLINE LAUNCHING OF THE DIVISION DOCUMENT TRACKING SYSTEM
(DTS)**

TO: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
All Others Concerned
This Division

1. The Schools Division Office of Sultan Kudarat shall conduct the **Launching of the Document Tracking System (DTS)** as part of the Division's continuing efforts to improve the handling, monitoring, and tracking of official documents.
2. The DTS is intended to provide a more organized way of **receiving, recording, routing, monitoring, and tracking documents** within the Division Office. It will also help offices determine the status and location of documents and minimize delays in processing.
3. The launching activity will be conducted online via Google Meet on **October 9, 2026 at 8:00 o'clock in the morning**. Participants may join through this link: <https://meet.google.com/bnw-trxw-eax>
4. The activity shall include a brief presentation of the DTS, its purpose and features, and a demonstration of the basic process for receiving, routing, and tracking documents. All concerned personnel are encouraged to participate and familiarize themselves with the system.
5. All Division Office sections and personnel handling official documents are expected to support the implementation of the DTS and observe the prescribed procedures in the use of the system.
6. The **Records Section**, in coordination with the concerned offices, shall facilitate the conduct of the launching and provide the necessary orientation and technical assistance during the initial implementation of the system.

MKPS/OSDS-RECORDS/ DM-OSDS-ONLINE LAUNCHING OF THE DIVISION DOCUMENT TRACKING SYSTEM (DTS)/October 7, 2026



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7. All concerned are enjoined to attend and actively participate in the activity to ensure the smooth implementation of the Document Tracking System in the Division Office.
8. Immediate dissemination of and compliance with this Memorandum are desired.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent 

Reference: *None*

Enclosure: *None*

To be indicated in the Perpetual Index under the following subjects:

DOCUMENT TRACKING SYSTEM

LAUNCHING

RECORDS