



2507-1412

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 47, s.2025

**STRICT IMPLEMENTATION ON THE PROPER USE OF DATA TRACKING SYSTEM (DTS)
AND ROUTING OF HARD COPIES IN THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads
All SDO Personnel

1. To ensure the efficient and organized processing of official documents, all personnel are hereby reminded to strictly observe the following procedures concerning the use of the Data Tracking System (DTS) and the Physical routing of documents within the Schools Division Office.
2. In line with this, the following guidelines are established for the routing of documents within the Division Office:
 - a. All documents must be encoded in the Data Tracking System (DTS) being routed to any office or official.
 - b. The DTS Number must be forwarded together with the hard copy of the document to the next concerned office.
 - c. Documents without a properly forwarded DTS Number shall be returned to the originating office, and must only be routed again once the DTS Number is correctly completed.
 - d. All DTS numbers must go through the Section Heads/Chiefs. Once the initiating personnel have acted on them using the DTS forward function, the Administrative Assistant (ADAS) may submit them directly to the SDS Office, but only after the Chiefs have checked the documents.
 - e. All urgent Division issuances for the Schools Division Superintendent's signature must be submitted to the Office of the Schools Division Superintendent not later than 5:00 PM.





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- f. The action office shall be responsible for properly folding of documents.
 - g. Avoid creating a new DTS Number for documents received from the SDS Office if the same document already has a DTS Number, to prevent duplication.
3. For information and compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

