



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

Office of the Schools Division Superintendent

05 JUN 2026

**DIVISION ORDER**

No. 4, s.2026

**UNIFIED DOCUMENT HANNDLING AND RELEASE PROCEDURES  
IN DEPED VIGAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schools  
Section/Unit Heads  
All Others Concerned

1. In line with Republic Act No. 9470, otherwise known as *The National Archives Act of 2007 and Republic Act No. 11032* or the *Ease of Doing Business and Efficient Government Service Delivery Act*, this Division establishes these guidelines to ensure integrity, traceability, and confidentiality of official communications.
2. The said procedure aims to ensure that **all issuances and communications** in the Schools Division of Vigan City are **properly coursed through the Records Section** with the proper use of the **document tracking system**.
3. Unit heads and section heads are advised to ensure that the **document tracking system are updated**. The use of logbooks, which reflect the date and time when the documents are received in the DTS, should also be closely monitored.
4. Any activity found to be inconsistent with the prescribed procedures shall be subject to appropriate administrative action.
5. For guidance and strict compliance.



*[Signature]*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

osds/krt





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**I. RATIONALE**

The Department of Education (DepEd) Schools Division of Vigan City is committed to the highest standards of **accountability, transparency, and administrative efficiency**. Pursuant to Republic Act No. 9470, otherwise known as *The National Archives Act of 2007* and Republic Act No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act*, this policy ensures the integrity, traceability, and confidentiality of official documents.

The **Unified Document Handling and Release Procedures** serve as a corrective and preventive measure to fortify the Division's administrative infrastructure. By institutionalizing a "one-way out" policy through the Records Unit and demanding strict digital-manual synchronization, DepEd Vigan City reinforces its culture of professionalism and guarantees that every document released is accurate, authorized, and accountable.

**II. LEGAL BASES**

- a. Republic Act No. 9470, otherwise known as The National Archives Act of 2007
- b. Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act
- c. DepEd Records Manual

**III. SCOPE AND COVERAGE**

This Division Order shall apply to **all functional divisions, sections, and units** within the Schools Division Office (SDO) of Vigan City, as well as all personnel involved in the creation, processing, and receiving of official communications.

This policy does not cover personal correspondence of employees that are not related to official government business, nor does it cover informal internal "routing slips" used for intra-office consultation prior to finalization.

For documents categorized as "Confidential" under the Data Privacy Act of 2012, the Records Officer shall implement specialized handling protocols while still maintaining the mandatory entry in the DTS for tracking purposes.





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#### IV. GENERAL POLICY

1. **Principle of Centralized Dispatch** the **Records Unit** is the official and sole "Gatekeeper" of all outbound communications. No document shall be considered officially "Released" by this Division unless it has been processed, stamped, and dispatched by the Records Unit. Hard copies of all issuances intended for recipients within the Schools Division Office (SDO) shall be released by the Records Office, while issuances intended for the field shall be disseminated through Viber and official email. Any document released directly by an originating office or individual personnel shall be deemed unofficial and non-binding.
2. **Mandatory Digital Traceability** the **Document Tracking System (DTS)** is the primary tool for monitoring the movement of records. All documents must be registered in the DTS at the point of origin. The transition of a document from "Pending" to "Released" status must be executed digitally before the physical copy is handed over to the recipient.
3. **The "Rule of Simultaneous Entry"** To maintain the integrity of the audit trail and ensure compliance with prescribed turnaround times (TAT), the receipt and transfer of documents must be recorded simultaneously in two formats: **Physical:** The recipient must sign the designated Office Logbook. **Digital:** The recipient or the releasing clerk must update the DTS. The date and time reflected in both the logbook and the DTS must be identical.

This rule shall also apply to **documents returned due to incomplete or lacking attachments**. Functional Division/Section/Units returning documents to the Records Unit must properly record the return in both the logbook and the DTS. Likewise, when schools submit the complied or completed attachments back to the Records Unit for forwarding to the concerned action office, the receipt and re-routing of documents must again be simultaneously recorded in both formats to ensure continuity of tracking and completion of the process.

4. **Accountability of Office Heads** Chiefs of Divisions (CID and SGOD) and Section/Unit Heads are responsible for ensuring that their staff do not bypass the Records Unit. They shall exercise due diligence in monitoring their respective DTS dashboards to ensure that no documents are "stagnant" or released through unauthorized channels.
5. **Custody and Security of Records** Pursuant to the **Data Privacy Act of 2012** and the **DepEd Records Management Manual**, all personnel handling documents with sensitive personal information must ensure that these records are protected from unauthorized access during the routing process. Once a document is released, the file copy shall be kept in the custody of the Records Unit for proper archiving.





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6. **Verification of Authority to Receive** the Records Unit shall only release documents to the addressee or their **duly authorized representative**. Representatives must present a valid ID and, if applicable, an Authorization Letter or Special Power of Attorney (SPA) before the document is released.

#### V. Special Provision: Handling of Urgent and "Rush" Documents

To balance strict procedural control with the need for administrative flexibility, the following protocols shall apply to documents requiring immediate action or those with a critical deadline.

1. **Originating offices** shall clearly mark urgent documents with a "**RUSH**" or high-priority tag before transmittal to the Records Unit. In the **Document Tracking System (DTS)**, the said priority level must be set in the remarks to alert the Records Office Personnel of its time-sensitive nature.
2. The Records Unit shall establish an "Express Lane" for the immediate verification, stamping, and release of urgent documents. These documents shall take precedence over regular, non-dated communications in the release queue.
3. Upon the official release of an urgent document, the Records Unit shall immediately notify the originating office or the recipient via the fastest available means (e.g., official messenger, phone call, or email) to ensure that the document is claimed without delay.
4. To prevent the abuse of the "Rush" status, originating units must ensure that the urgency is justified by a **pending deadline, an emergency administrative requirement, or a direct mandate from the Office of the Schools Division Superintendent (OSDS)**.
5. In extreme cases where an urgent document must be released outside of regular office hours, the Administrative Officer of the Records Unit must be notified to ensure the transaction is still captured in the DTS and the manual logbook is updated the next working day.
6. Even for urgent documents, the "**No Bypass**" rule remains in effect. **No document shall be hand-carried to a recipient without first passing through the Records Unit** for proper encoding and stamping, as this is the only way to protect the personnel and the office from claims of lost or unacted-upon communications.





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**VI. PROHIBITED ACTS**

Any personnel found committing these acts shall be subject to administrative disciplinary action.

1. **Unauthorized Release (Bypassing the Records Office):** Directly releasing original or official copies of documents to clients, field offices, or third parties without passing through the Records Unit for official stamping and DTS encoding.
2. **Unauthorized Stamping:** The possession or use of "RELEASED" stamps and official dry seals by any unit or individual other than the authorized personnel of the Records Section.
3. **Backdating and Post-dating:** Deliberately entering false dates or times in the physical logbooks or the Document Tracking System (DTS) to hide delays or manipulate performance metrics (Turnaround Time).
4. **Discrepancy in Recording:** Reflecting a different time/date of receipt in the physical logbook than what is encoded in the DTS. The "Rule of Simultaneous Entry" must be observed at all times.
5. **Withholding of Tracking Numbers:** Intentional failure to provide or attach a DTS tracking number/barcode to a document, thereby preventing its traceability within the Division.
6. **Document Interception:** Intercepting or taking custody of documents during the routing process without updating the DTS, leading to "stagnant" records or lost traceability.
7. **Unauthorized Access and Disclosure:** Accessing, reading, or disclosing the contents of documents-especially those containing sensitive personal information-by personnel not involved in the official processing of said records, in violation of the Data Privacy Act of 2012.
8. **Neglect of DTS Updates:** The failure of receiving personnel to immediately "receive" a document in the Digital Tracking System (DTS) upon taking physical possession of it, including documents returned for compliance, lacking attachments, or re-submitted documents forwarded by the Records Unit for continuation and completion of the process.
9. **Direct Hand-Carrying for Personal Gain:** Bypassing the official dispatch system of the Records Section to hand-carry documents for the





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purpose of "fast-tracking" without the required "Urgent/Rush" authorization from the Office of the Schools Division Superintendent.

10. **Tampering of Records:** Altering, erasing, or modifying entries in the official logbooks or the DTS to misrepresent the flow or status of a document.

Under the **Revised Rules on Administrative Cases in the Civil Service (RRACCS)**, these acts may be classified as **Simple Neglect of Duty, Violation of Reasonable Office Rules and Regulations**, or **Grave Misconduct**, depending on the severity and intent of the violation.

#### VII. ACCOUNTABILITY

Strict adherence to the provisions of this Division Order is mandated across all levels of the organization, with every official and employee being held personally accountable for the integrity and traceability of documents under their custody. Division, Section and Unit Heads shall exercise primary supervisory oversight by ensuring that no document bypasses the Records Unit and that all digital entries in the Document Tracking System (DTS) precisely mirror physical logbook timestamps. Any deviation from these protocols, including the unauthorized release of records or the manipulation of receipt data, shall constitute a violation of reasonable office rules and regulations and neglect of duty, thereby subjecting the erring personnel to administrative disciplinary action pursuant to the **Revised Rules on Administrative Cases in the Civil Service (RRACCS)** and **DepEd Order No. 49, s. 2006**.

#### VIII. MONITORING, COMPLIANCE, and POLICY CHANGES

The **Administrative Services** through the **Records Unit**, coordination with the **Office of the Schools Division Superintendent (OSDS)**, shall conduct regular and unannounced audits of office logbooks and DTS transaction logs to ensure absolute synchronization and adherence to this policy.

Any identified gaps or procedural lapses shall be addressed through immediate corrective action and, if necessary, formal administrative investigation.

Furthermore, this policy remains dynamic; the Division reserves the right to amend, modify, or repeal any provision herein to align with new mandates from the DepEd Central Office, the National Archives of the Philippines, or advancements in digital document management technologies. All such changes shall be communicated through a supplemental Division Order and shall take effect immediately upon issuance.

#### IX. EFFECTIVITY

This Division Order shall take effect immediately upon issuance and shall remain in force unless amended, modified, or repealed by a subsequent Division Order.





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**Office of the Schools Division Superintendent**

July 07, 2023

**DIVISION ORDER**  
No. 001s. 2023

**IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM OF SDO  
VIGAN CITY**

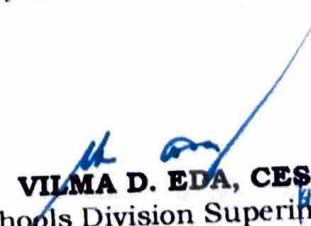
To: OIC, Office of the Schools Division Superintendent  
All SDO and School-Based Personnel  
Division Chiefs/Section Heads/School Head of Public  
Elementary and Secondary School  
All Other Personnel Concerned

1. Republic Act No. 11032 or the Act Promoting Ease of Doing Business and Efficient Government Act of 2018 provides that it is a declared the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.
2. To abide by the law and promote transparency in the Schools Division of Vigan City with regard to the manner of transacting with the public a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government shall be adopted.
3. The Schools Division of Vigan City developed a web based information system, known as the Document Tracking System of SDO Vigan City, which will be used to track documents and promote transparency in operations.
4. Anent to these, all offices and schools involved in the processing of documents are directed to utilize the Document Tracking System in their operations.
5. Attached for your reference is the SDO Vigan City Document Tracking System Manual and Policy.
6. Please be guided accordingly.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

20 JUL 2023

**RELEASED**

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Enclosure: DTS Manual and Policy  
Reference: RA 11032



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**SDO Vigan City**  
**Document Tracking System (DTS)**  
**Manual and Policy**

May 2023



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## I. Overview

The **SDO Vigan City Document Tracking System (DTS)** is an in-house developed information system used to track documents trails within SDO Vigan City offices and schools. The DTS includes information on the originating and receiving offices and personnel, and the time elapsed between offices/schools.

DTS provides accurate and automatic calculations of time elapsed documents have stayed in the offices provided tracks are updated appropriately indicating real time dates and times of released/forwarded and received by concerned offices.

DTS highlights viewing of document trails with ease by any user. A document trail view includes the *Document Type, Description, Office Origin, Date/Time Received, Received by, Action Taken* and the *Forwarded to*.

## II. Objectives

The SDO Vigan City generally aims to simplify the storage, management, and the tracking of document information and trails by providing immediate answers to queries regarding the status of documents submitted and processed at SDO Vigan City offices and schools.

It specifically aims the following:

1. Supports tracking of individual documents or files as they are processed and routed from one office to another.
2. Provides seamless searching and viewing of trails history of every document.
3. Helps reduce the number of lost documents and minimizes the time to locate the whereabouts of documents and what offices that document have been through.





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**III. System Flow**

**A. Registering, Releasing/Forwarding, and Receiving Documents**

**For Guest Users**

**Step 1.** Fill out the necessary details in the form and click **Submit**.

**Step 2.** The notification appears with suggested actions to be done (*Please have this document received and get your document tracking at the Admin/Record Office*).

**For Registered Users**

**Step 1. Login** into the SDO Vigan City DTS using the account issued by the ICT Unit.

**Step 2. Submit Document.** Fill out the necessary details in the form and click **Submit**.

**Step 3.** The notification "**New forwarded Document**" and **tracking code** appears with suggested actions to be done. The recently submitted document also appears in the table with *Edit Route* and *Delete Route* button.

**Step 4. Receive Document.** The **Receive NEW** button shall display all records of new documents submitted. Receive the document by clicking the **Receive** button and the document shall be sent to the **Pending** section. Choose **Receive and File** button if document is for filling and shall be noted as **Acted Documents**. The **Delete** button deletes the submitted document, this occurs when submission is cancelled.

**Step 4a.** Click the Receive button.





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**Step 4b.** Click the **Accept Document** button. Document shall be tag as **Pending** Document and is needing additional action. Pending Document can be forwarded(*proceed to Step 5*), filed(*proceed to Step 6*), released(*proceed to Step 6*) and deferred(*proceed to Step 7*).

**Step 5. Forward Document.** Click the **Forward** button in the pending section, fill out the form, choose where to route the document and click **Forward**.

**Step 6. File Document.** Click the **File** button if the receiver is the target route and the document is for submission or filling only.

**Step 7. Release Document.** Click **Release** button if necessary actions where done and is ready to release.

**Step 8. Defer Document.** If the document is **Postponed** for a later action, click **Defer**.

#### **B. Searching and Viewing of Document**

Viewing of document starts by encoding the tracking number in the SDO Vigan City DTS website and click search. (See User's Manual for details)

#### **IV. System User Roles and Functions**

<b>User Role</b>	<b>Functions</b>
<b>Admin</b>	<ul style="list-style-type: none"><li>➤ Performs system administration task – add, edit, delete support files such as Document Type, Schools, Offices, and User Accounts.</li><li>➤ Performs account management – creates and assigns roles to allow designated employees to use the system.</li><li>➤ Manages and views documents information – search, browse, add, edit, delete documents and trails.</li></ul>





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	<ul style="list-style-type: none"><li>➤ Search and view documents and view documents trails</li></ul>
<b>Personnel</b>	<ul style="list-style-type: none"><li>➤ Manage own documents (Create, Edit, Delete)</li><li>➤ Receive/Forward/Release/Defer documents.</li><li>➤ Search and view documents and view documents trails</li></ul>
<b>School</b>	<ul style="list-style-type: none"><li>➤ Manage own documents (Create, Edit, Delete)</li><li>➤ Receive/Forward/Release/Defer documents.</li><li>➤ Search and view documents and view documents trails</li></ul>

**V. Definition of Terms**

<b>Account</b>	Consists of information used to identify a registered SDO Vigan City DTS user, which includes the following: <b>First Name, Middle Name, Last Name, Email (username), Password, Designation, Station/School, and Section.</b>
<b>Admin</b>	A privileged user account assigned to do administrative task in SDO Vigan City DTS.
<b>Document Type</b>	A support record that is associated to documents to indicate document types.
<b>Office</b>	A support record associated to document trails to indicate which office forwards and/or receives a document
<b>Personnel</b>	Indicates a type of account that provides permissions to personnel in an office or section.
<b>School</b>	A support record associated to accounts to indicate the school whom the account is assigned. In another context, it indicates a type of account that provide permission to schools to use SDO Vigan City DTS.
<b>Trail</b>	Indicates information on the whereabouts of a document at any given time.





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## VI. Document Tracking System Processes

### A. Introducing the SDO Vigan City Document Tracking System

SDO Vigan City DTS is an information system based on the web, which does not require prior system configuration to connect SDO Vigan City DTS users, it only requires an internet connection and an internet browser to login into the system.

### B. Submit Document for Guest Users

1. Fill out the necessary details in the form and click **Submit**.

2. The notification appears with suggested actions to be done (*Please have this document received and get your document tracking at the Admin/Record Office*).





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### C. To Login into the SDO Vigan City DTS for Registered Users

1. Open an internet browser (Google Chrome, Microsoft Edge, Internet Explorer, Mozilla Firefox) and visit the URL, [depedvigancity.com/dts/](http://depedvigancity.com/dts/) to load the SDO Vigan City DTS home page.



2. In the SDO Vigan City DTS home page, enter your email (username) and password issued by the system administrator.  
**Note:** To obtain an account, visit or call the ICT Unit.





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3. Click **Sign in**.

**D. Submit Document**

1. Fill out the necessary details in the form and click **Submit**.

Submit New Document

FROM / Division Office: OSDS/ICT Unit

TO / Receiving Section: Adm/Records Office

Document Type: [Dropdown]

Details: Subject Matter: [Text Area]

Purpose: [Text Area]

Submit

2. The notification "**New forwarded Document**" and **tracking code** appears with suggested actions to be done. The recently submitted document also appears in the table with **Edit Route** and **Delete Route** button.

**New Forwarded Document**  
Tracking Code : 2305-668  
Date & Time Forwarded : 05/19/23 @ 10:32 AM  
Project Proposal / Research Infrastructure Phase 21/Purpose: for approval and signature

You may now forward this document to : Adm/Records Office

Tracking	TYPE & DESCRIPTION	ACTIONS NEEDED	Date & Time Forwarded	Label/Status Accepted
2305-668	Project Proposal / Research Infrastructure Phase 21/Purpose: for approval and signature	For approval and signature	05/19/23 @ 10:32 AM	Approved / Cancel Route
2305-668	Project Proposal / Research Infrastructure Phase 21/Purpose: for approval and signature	For approval and signature	05/19/23 @ 10:32 AM	Approved / Cancel Route

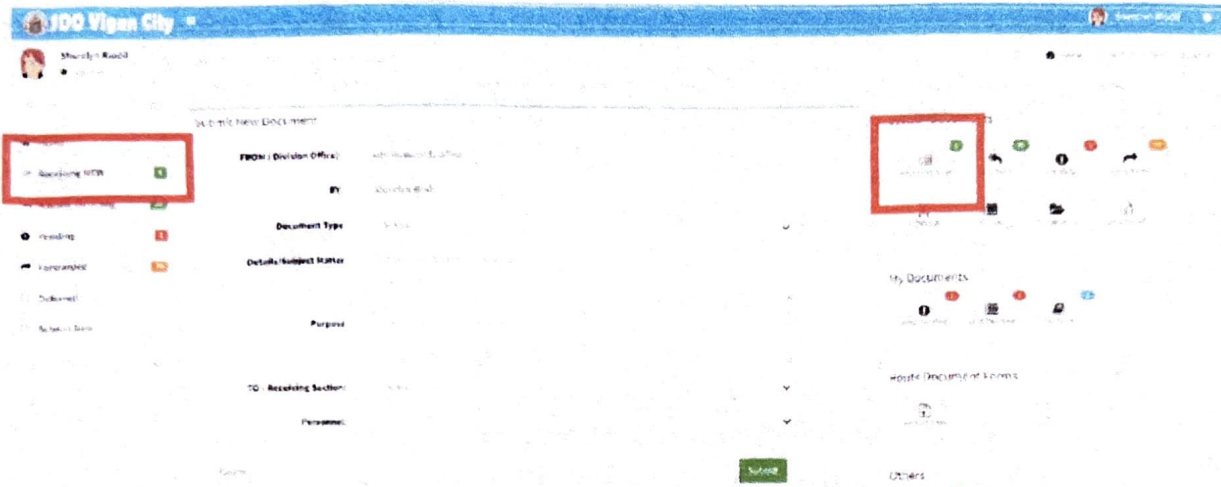




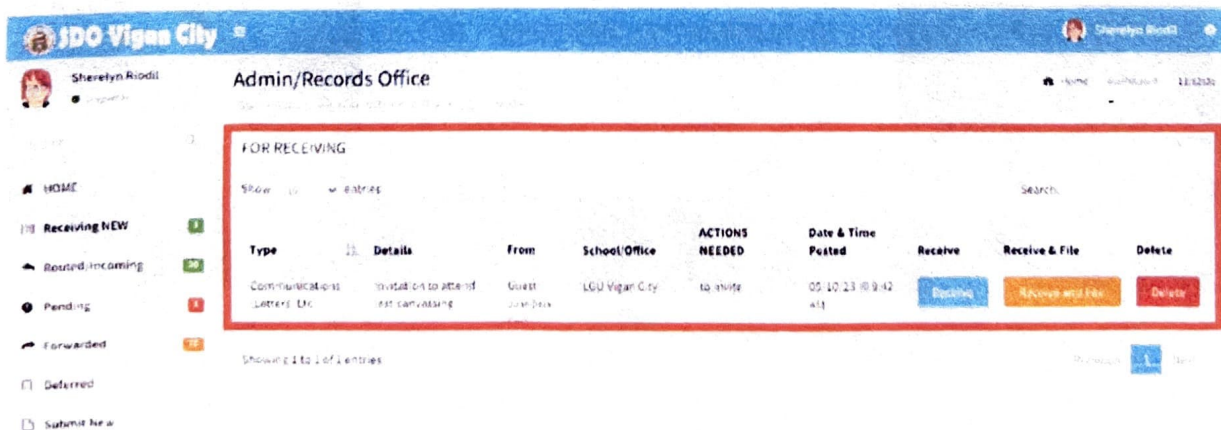
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### E. Receive Document

1. After the document is submitted, a notification shall appear in the receiver's dashboard.



2. The **Receive NEW** button shall display all records of new documents submitted. Receive the document by clicking the **Receive** button and the document shall be sent to the **Pending** section. Choose **Receive and File** button if document is for filling and shall be noted as **Acted Documents**. The **Delete** button deletes the submitted document, this occurs when submission is cancelled.





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3. Click the **Receive** button.

The screenshot shows the 'Admin/Records Office' interface. On the left is a sidebar with navigation options: HOME, Receiving NEW, Wanted Incoming, Pending, Forwarded, Deferred, and Submit New. The main area is titled 'FOR RECEIVING' and displays a table of documents. The table has columns for Type, Details, From, School Office, ACTIONS NEEDED, and Date & Time Posted. A document is listed with Type 'Communication Letters, Etc.', Details 'Invitation to attend... for...', From 'C...', School Office 'JDO Vigan City', and Date & Time Posted '05/30/25 09:42 AM'. The 'ACTIONS NEEDED' column contains a 'Receive' button, which is highlighted with a red box. Other buttons in this column include 'Receive and File' and 'Delete'.

4. Click the **Accept Document** button. Document shall be tag as **Pending** Document and is needing additional action.

The screenshot shows a 'Receive Document' dialog box. The title is 'Receive Document'. Below the title is a confirmation question: 'Are you sure you want to accept this document from *Joan Delfa Cruz* ?'. The dialog displays document details: Document Type 'Communication Letters, Etc.', Details/Subject/Title 'Invitation to attend... for...', and Assigned by 'Sherilyn Riodit'. At the bottom right, there are two buttons: 'Cancel' and 'Accept Document'. The 'Accept Document' button is highlighted with a red box.





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### F. Pending Document

1. Click the **Pending** button on the left menu to display the pending records. Pending records can be forwarded, filed or deferred.

The screenshot shows the 'Admin/Records Office' interface. On the left sidebar, the 'Pending' button is highlighted with a red box. The main content area displays a table of pending documents. The first document is titled 'Authority to Travel' with tracking number 2305-356. The 'Next ACTION/S' section at the top right contains buttons for 'Forward', 'File', 'Restore', and 'Delete', with 'Forward' highlighted by a red box.

### G. Forward Document

1. Click the **Forward** button in the pending section, fill out the form, choose where to route the document and click **Forward**.

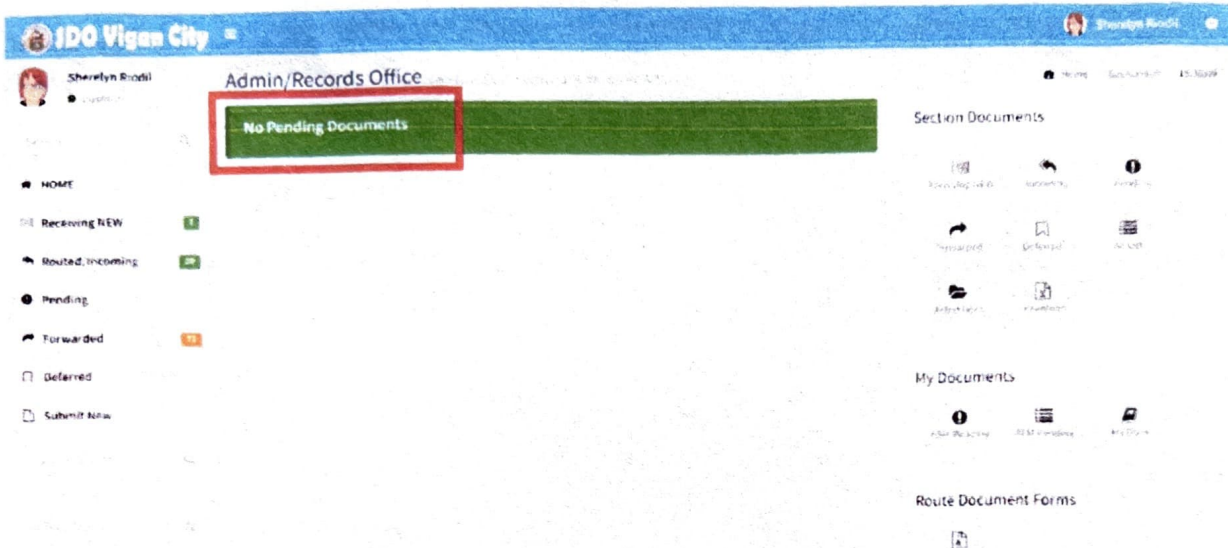
The screenshot shows the 'Forward Document' form. The form fields include: Tracking (2305-356), Details (Authority to Travel), Action Taken, Document Copy (dropdown), Route to (dropdown), File Number (dropdown), and Route Purpose (dropdown). At the bottom right, the 'Forward' button is highlighted with a red box.



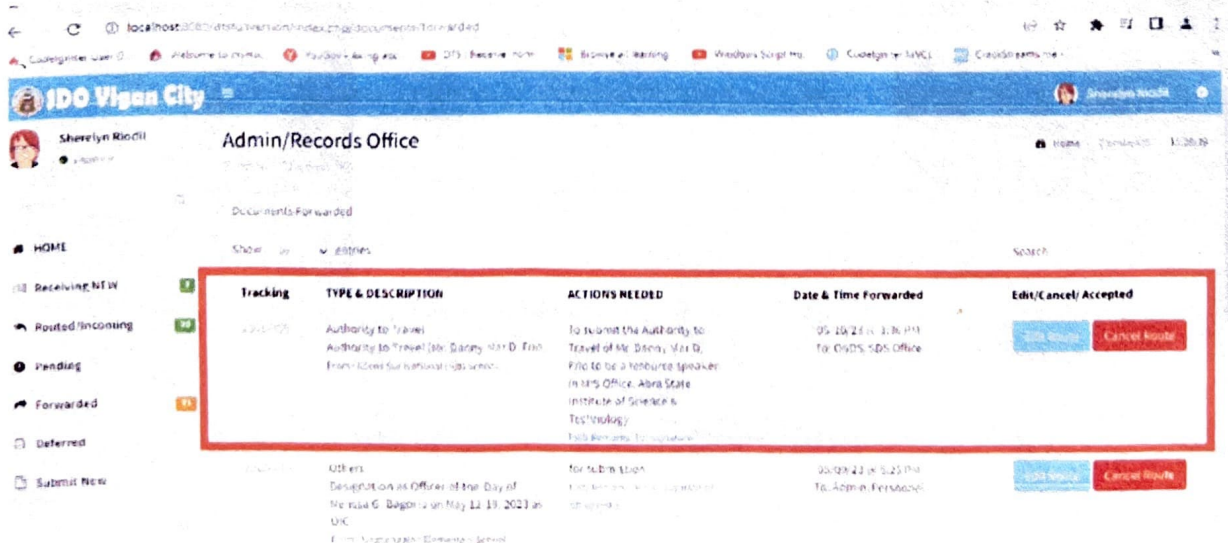


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- No pending document appears if all documents are acted on and forwarded. Click the **Forwarded** button to check the document forwarded.



- The **Documents Forwarded** can be change, like **Edit Route** and **Cancel Route**.





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### H. File Document

1. Click the **File** button if the receiver is the target route and the document is for submission or filling only.

The screenshot shows the 'Admin/Records Office' interface. The 'Pending' tab is highlighted in a red box. A 'Next ACTION/S' box is also highlighted in a red box, containing buttons for 'Download', 'File', 'Print', and 'Delete'.

2. Type **actions taken** on the box and click "**YES, I/We will keep this document.**"

The screenshot shows a 'Keeping the Document' dialog box. The 'Action Taken' field is filled with 'YES, I/We will keep this document.' The 'Yes, I/We will keep this document.' button is highlighted in a red box.





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3. Click the Acted Docs button to show the document recently Filed.

The screenshot shows the 'Admin/Records Office' dashboard. A green banner at the top indicates 'No Pending Documents'. On the right side, there are two main sections: 'Section Documents' and 'My Documents'. The 'Section Documents' section contains several icons, with the 'Acted Docs' icon highlighted by a red rectangular box. Below this, there are sections for 'My Documents' and 'Route Document Forms'.

4. The Filed document is now in the **Acted Docs** list.

The screenshot shows the 'All Acted Document List' for the 'OSDS/SDS Office'. A table with the following columns is displayed: Tracking, DOC TYPE & DETAIL, FWD FROM, ACCEPTED, ACTIONS TAKEN, REMARKS, and Re-Entry. The first row of the table is highlighted with a red border.

Tracking	DOC TYPE & DETAIL	FWD FROM	ACCEPTED	ACTIONS TAKEN	REMARKS	Re-Entry
3395-034	Division Instruction Div. Memo re. Composition of CMS Structure Evelyn Torres, Zambo	SDSO Office Engr. James Torres 10/20/2023	OSDS/SDS Office 10/20/2023	Signed By: Gemalyn Lampote 05/10/23 @ 7:55 AM	Forwarded to Admin Records Office	
2305-034	Others Office Order No. 053-2023 Evelyn Torres	OSDS/SDS Office Gemalyn Lampote 10/20/2023	OSDS/SDS Office 10/20/2023	acted By: Gemalyn Lampote 05/09/23 @ 3:54 PM	Forwarded to Admin Personnel	
3304-1288	Form 6 - Leave Application MATERNITY LEAVE OF MS KATRINA CELESTE A DANIELRO JUNE 23 2023-	OSDS/SDS Office Luz Danica 10/20/2023	OSDS/SDS Office 10/20/2023	acted By: Gemalyn Lampote 05/09/23 @ 3:52 PM	Forwarded to OSDS Admin Office	

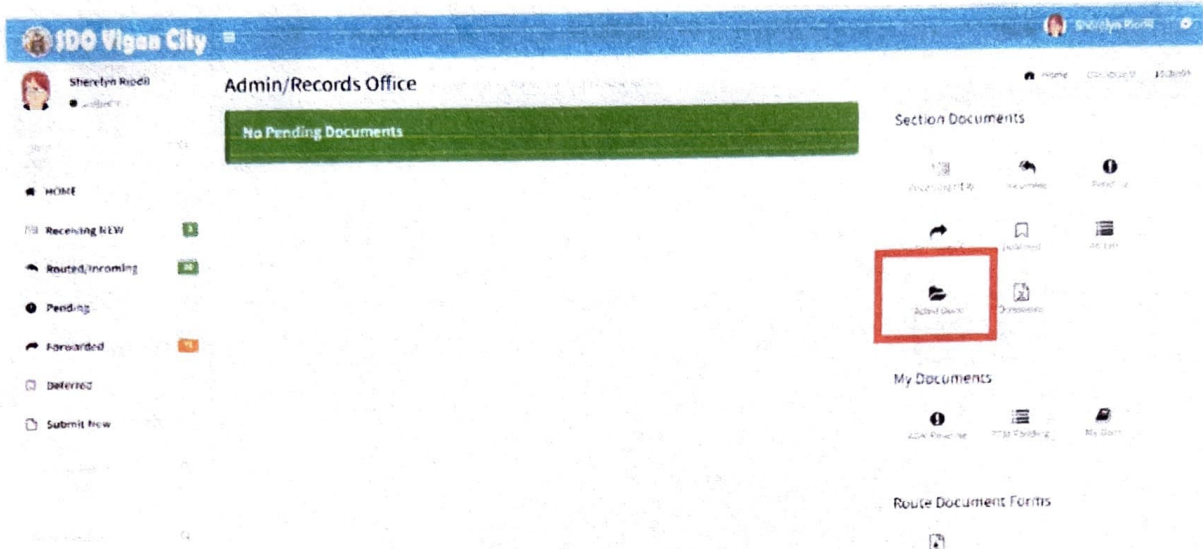




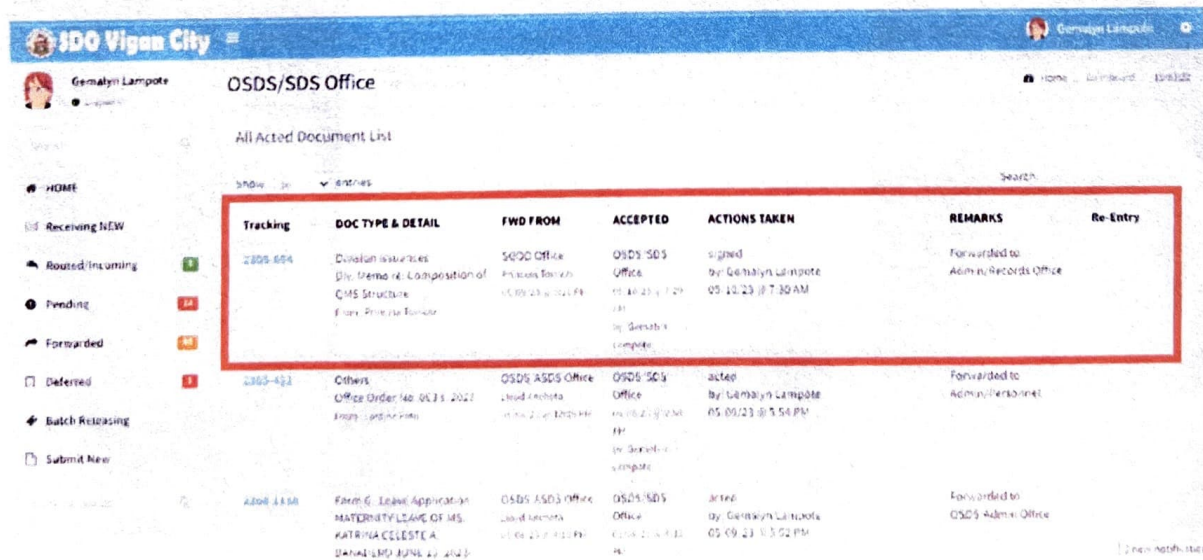


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3. Click the **Acted Docs** button to check the Release Document.



4. The Released Document is now in the **Acted Docs** list.





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### J. Defer Document

1. If the document is **Postponed** for a later action, click **Defer**.

The screenshot shows the IDO Vigan City dashboard. The user is logged in as Sharilyn Rios. The main heading is 'Admin/Records Office'. Below this, there is a section titled 'DOCUMENT PENDING FOR ACTION'. On the left sidebar, the 'Pending' tab is highlighted with a red box. In the main content area, there are several tabs: 'Tracking', 'DOC TYPE & DETAIL', 'FWD FROM', 'ACCEPTED', and 'Next ACTION'S'. The 'Next ACTION'S' tab is also highlighted with a red box and contains buttons for 'Forward', 'File', 'Return', and 'Cancel'. The 'Tracking' tab shows a document with tracking number 2305-255, with details about its origin and submission.

2. Input reason and click **Deferred**.

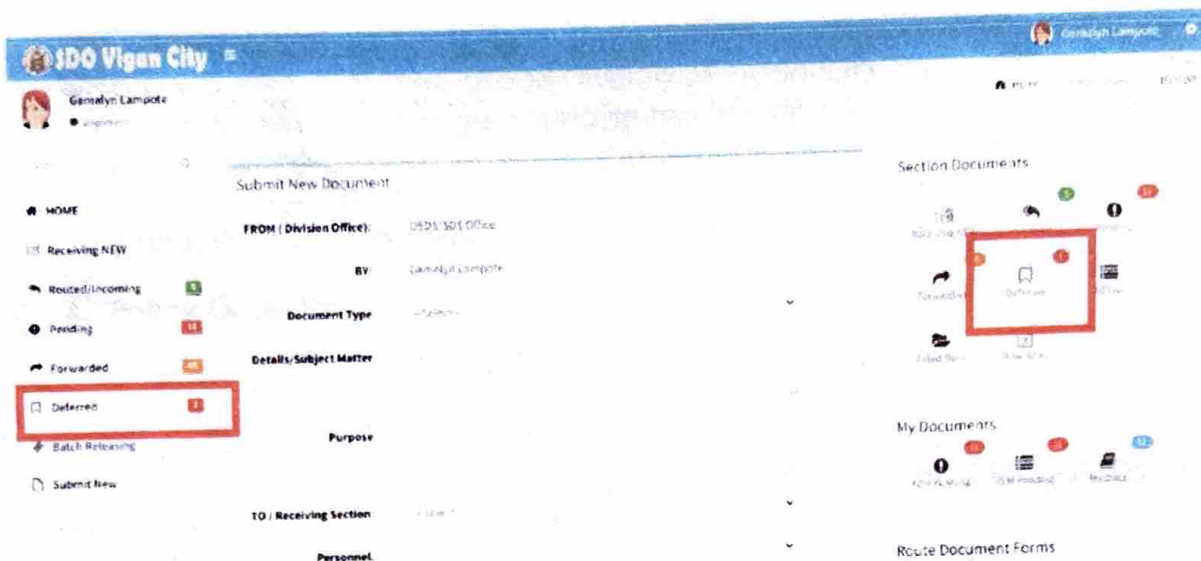
The screenshot shows a modal form titled 'Deferred this Document'. It displays the tracking number '2305-255' and provides details about the document, including the form type ('LRRM Application'), the submitter ('Giovanna'), the date of filing ('May 4, 2023'), and the expiration date ('JUL 11, 2023'). Below this information, there is a 'Reason's' field with a text area for input. At the bottom right of the modal, there is a red button labeled 'Deferred' which is highlighted with a red box.



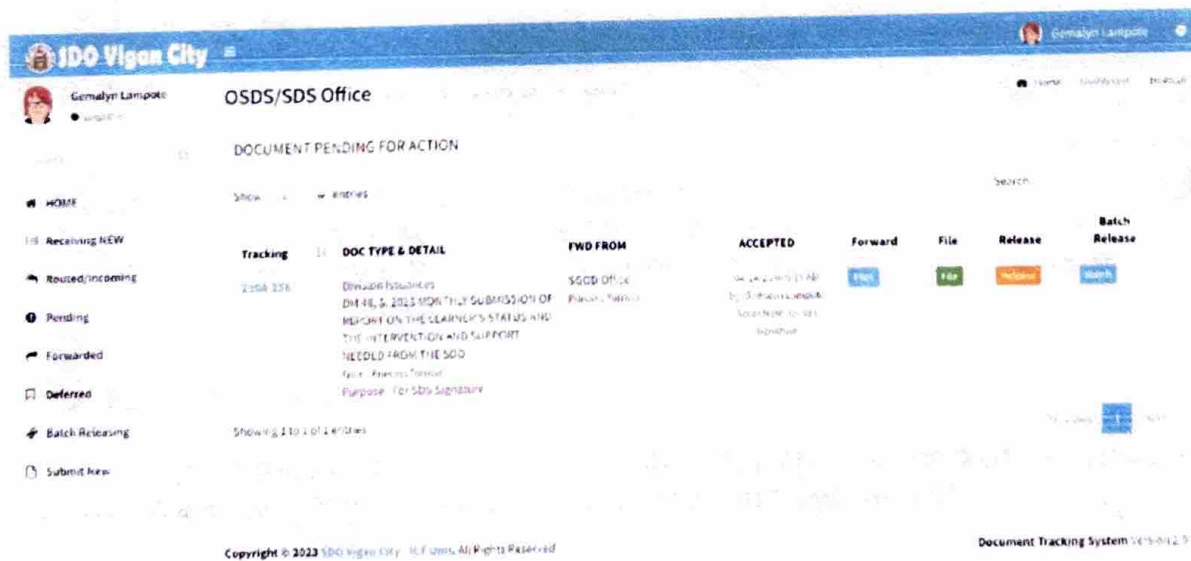


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3. Notification symbol shall appear in the **Deferred** button.



4. The Deferred documents can be re-enabled by clicking **Forward**, **File** or **Release** button.





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**VII. Acceptable Use Policy for Document Tracking System of SDO Vigan City**

The Document Tracking System (DTS) was developed to support the vision and mission of the Schools Division of Vigan City. The DTS was designed to facilitate efficient storage, manage the tracking of transmitted documents from one office to another within the Schools Division Office of Vigan City, which includes 21 public schools. Access to the DTS imposes certain responsibilities to attain smooth flow and secure operations.

**A. Policy Objectives**

1. Provide guidelines for the appropriate use of the DTS.
2. Ensure that the DTS is used appropriately to support the SDO Vigan City mission and institutional goals.
3. Protect the privacy and integrity of data stored in the DTS' database.

**B. Policy Outcomes**

1. The SDO Vigan City community is better informed regarding appropriate use of the DTS.
2. More responsible SDO Vigan City community regarding the value and use of the DTS.

**C. Policy Rationale**

Commitment is required to protect the integrity of data stored in the DTS from inappropriate or misuse either knowingly or unknowingly. Inappropriate or misuse of the DTS exposes data to risks including data inconsistency, security breaches, and compromise of the DTS services, accessibility, and availability.

**D. Policy Recipients**

This policy applies to all SDO Vigan City personnel and offices assigned with user accounts or credentials to login and use the DTS.





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**E. Policy Benefits**

1. Responsibilities of the DTS users will be defined.
2. Prevent inappropriate use of the DTS to protect its database for optimal availability of correct and consistent data.
3. Promote better service quality through the DTS.

**F. Policy Statement for Acceptable Use**

1. This policy applies to all personnel who are given user accounts necessary in the access of the DTS.
2. The DTS and stored data should be used for the purpose for which they are intended.
3. Users must adhere to confidentiality of passwords and accounts, details of which must not be shared.
4. Users may use only accounts, and the DTS data for which they have authorization.
5. SDO Vigan City reserves the right to monitor by recording and reporting all activities performed with the DTS without consent from the users.
6. Users who discover or find issues or faults or misuse of the DTS must immediately report to the office of Schools Division Superintendent. Minor glitches, however, may be reported directly to the Division IT Officer.
7. SDO Vigan City reserves the right to make amendments to this policy at any time.

**G. Policy Statement for Unacceptable Use**

1. Users must not use information derived from the DTS for purposes other than what they are intended such as, tracking of documents trails and viewing of document trails.
2. Passwords and accounts to use the DTS must not be shared to non-authorized personnel and non-DepEd personnel.
3. Users must not attempt to use user accounts other than the account they were assigned to login to the DTS.
4. Users must not add, delete, or modify any information in the DTS to disrupt or mislead other users.
5. Users must not leave their computer unattended when they are logged in to DTS.





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### H. Policy Breaches

Anyone who breaches this policy, the Republic Act No. 10173, also known as the Data Privacy Act of 2012, its Implementing Rules and Regulations (IRR) and other relevant policies, including issuances of the National Privacy Commission (NPC), will be subject to the referral of the case to the office of the Schools Division Superintendent along with supporting evidence for appropriate actions.

