



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



DIVISION MEMORANDUM

No. 04-119 s. 2026

To: Assistant Schools Division Superintendent  
Division Chiefs and Personnel  
Office of the Schools Division Superintendent (OSDS) Personnel  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
Division/School Records Custodian  
All Concerned  
This Division

FULL IMPLEMENTATION OF DOCUMENT TRACKING SYSTEM (DTS)  
TO DEPED SIARGAO DIVISION

1. In line with the objective of ensuring proper, accountable, and efficient utilization of the Document Tracking System (DTS) within the Schools Division Office of Siargao, this Memorandum serves as the official announcement of the full implementation of DTS.
2. The DTS aims to streamline records management through:
  - a. Traceability & Visibility- Ensuring real-time monitoring of document status and movement across offices.
  - b. Accountability- Maintaining a transparent audit of trail of all actions taken on a document, including timestamps and personnel involved.
  - c. Efficiency – Reducing document retrieval times and identifying operational bottlenecks to improve overall productivity.
  - d. Security – Providing a “secure chain of custody” to protect sensitive data and prevent loss of essential records.
3. To facilitate seamless access, all school-based non-teaching and teaching related personnel have been issued individual user credentials for the system. Users are advised to log in using their user credentials sent through email and must keep their passwords confidential.
4. **EXEMPTIONS:** While the use of DTS is the general rule, documents of highly confidential nature –including but not limited to legal case files, administrative proceedings and sensitive personnel records –shall be exempted from standard digital tracking. These documents must be handled through the traditional “sealed envelope”.
5. Effective immediately, no official transaction shall be processed or acknowledged unless it has been properly encoded in the system.
6. For uniform implementation, all users are directed to follow the Proper Encoding Guidelines attached as Enclosure No. 1 of this Memorandum.





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7. For technical assistance regarding system access and credentials, please coordinate with the SDO Siargao – Records Unit.
8. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent 

Encl/s: As Stated

Reference/s: As Stated

To be indicated in Perpetual Index under the following subjects

**RECORDS DTS TRACKING**

*OSDS/REAgatep*  
*04/28/2026*



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_ s. 2026

Document Type: Form 6 (Leave Form)

<b>Document Type:</b>	Leave
<b>Name of Sender/Owner/Payee:</b>	Name of Personnel filed for leave
<b>School:</b>	Assigned School
<b>Section/Focal Person:</b>	Jelyn Mante – Records Section
<b>Description:</b>	Type of Leave – Inclusive Dates Example: SL – March 10, 2026
<b>Comments:</b>	<i>Optional/ Not required</i>

Document Type: Cash Advance

<b>Document Type:</b>	Cash Advance
<b>Name of Sender/Owner/Payee:</b>	Name of School
<b>School:</b>	Assigned School
<b>Section/Focal Person:</b>	Jelyn Mante – Records Section
<b>Description:</b>	Example: Request for cash advance – regular fund for the month of April-June 2025. Amount: 230,000.00
<b>Comments:</b>	<i>Optional/ Not required</i>

Document Type: Travel (Reimbursement)

<b>Document Type:</b>	Travel (Reimbursement)
<b>Name of Sender/Owner/Payee:</b>	Name of Payee
<b>School:</b>	Assigned School
<b>Section/Focal Person:</b>	Jelyn Mante – Records Section
<b>Description:</b>	Purpose of travel, date, and amount. Example: Travel reimbursement attended the Mancom Conference at Surigao City last Jan. 8, 2026. Amount: 9,120.00
<b>Comments:</b>	<i>Optional/ Not required</i>



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Document Type: Travel Authority

<b>Document Type:</b>	Travel Authority
<b>Name of Sender/Owner/Payee:</b>	Name of personnel requesting for travel authority
<b>School:</b>	Assigned School
<b>Section/Focal Person:</b>	Jelyn Mante - Records Section
<b>Description:</b>	Purpose of travel, and date. Example: To attend the Mancom Conference. April 28, 2026
<b>Comments:</b>	<i>Optional/ Not required</i>

Document Type: Letter to SDS

<b>Document Type:</b>	Communication
<b>Name of Sender/Owner/Payee:</b>	Name of letter sender
<b>School:</b>	Assigned School
<b>Section/Focal Person:</b>	Jelyn Mante - Records Section
<b>Description:</b>	Purpose of letter Example: Letter request to transfer
<b>Comments:</b>	<i>Optional/ Not required</i>



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**Office of the Schools Division Superintendent**

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**DOCUMENT TRACKING SYSTEM**  
**USER'S MANUAL**

<b>Prepared by:</b>	Reycelle E. Agatep, AO-IV
<b>Version:</b>	Version 1.0
<b>Date of Implementation:</b>	April 2026

## FOREWORD

In our pursuit of providing quality, accessible, and liberating basic education for every learner on our beautiful island, the efficiency of our administrative backbone is paramount. The Schools Division of Siargao remains committed to the principle that public service must be swift, transparent, and beyond reproach. Central to this commitment is the way we handle the lifeblood of our operations: our records.

For years, the manual handling of documents has presented challenges in monitoring processing times and ensuring the security of sensitive information. Recognizing these hurdles, we have embraced the digital transformation of our records management through the implementation of the Document Tracking System (DTS). This system is not merely a technological upgrade; it is a strategic investment in accountability and operational excellence.

**The Proponent**

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## SECTION 1: OVERVIEW OF DOCUMENT TRACKING SYSTEM - DTS

### 1.1 Purpose of the System

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By assigning unique tracking codes and utilizing digital scanning, the DTS provides a real-time "paper trail" that eliminates the guesswork in document follow-ups. It empowers our personnel to:

- **Enhance Traceability:** Instantly locate any document within the workflow, from the initial receiving desk to its final destination.
- **Improve Productivity:** Significantly reduce the time consumed by manual logbook searches and repetitive backtracking.
- **Strengthen Security:** Ensure that vital documents are protected against loss and that access is limited to authorized personnel only.
- **Promote Transparency:** Foster a culture of trust with our stakeholders—teachers, parents, and partners—by providing accurate updates on the status of their requests.

As we move forward, let this system serve as a testament to DepEd Siargao's dedication to the Ease of Doing Business and our alignment with national archival standards. We enjoin all personnel to utilize this tool to its fullest potential, ensuring that our focus remains where it belongs: on the continuous improvement of education for the children of Siargao.

### 1.2 Key Features

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#### A. Core Tracking and Monitoring

- **Real-time Status Monitoring:** Allows users to instantly view a document's current location, who has accessed it, and what stage of processing it is in (e.g., "pending", "received", "received and forwarded", "archive", "for release", "released").
- **Unique Tracking Codes:** Assigns a specific identifier or barcode to every document, facilitating an easy "paper trail" to minimize backtracking.

#### B. Security and Compliance

- **Access Control:** Restricts document viewing of records to documents solely to the user to whom the records are passed.
- **Audit Trails:** Maintains a detailed history of all interactions with a record, including timestamps and user identification, which is critical for accountability and regulatory compliance.

### C. Data Retrieval

- **Advanced Search Functionality:** Enables users to locate documents instantly using keywords, document types, description (e.g., “Leave”, “Travel Authority”)

### D. Reporting

- **Analytics and Reporting:** Generates reports on document processing times and staff activity, helping management identify bottlenecks and improve division-wide productivity.

### 1.3 Users of the System

User Role	Main Function	Level of Access
Users	Encodes documents, can receive, forward, archive and release documents.	Restricted to documents that are passed exclusively through designated user.
Admin	Encodes documents, can received, forward, archive, and release documents.	Division-wide documents entry and reporting.
Super Admin	Maintains the system.	Division-wide documents entry and reporting.

### 1.4 Expected Outputs

When a Document Tracking System (DTS) is used consistently within DepEd Siargao, the expected output shift from messy manual logs to a streamlined, data-driven environment. Here are the tangible results you can expect:

- Accelerated “Turnaround Time” (TAT)
- Zero “Lost” Documents
- Real-Time Management Dashboards
- Paperless “Audit Trail” for Compliance
- Higher Stakeholder Transaction

## SECTION 2: SYSTEM WORKFLOW (END-TO-END PROCESS)

An end-to-end workflow for a Document Tracking System (DTS) in a DepEd Siargao typically follows a circular "Life Cycle." It starts the moment a document enters the office and ends when it is either released or archived.

### Phase 1: Encoding Phase

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The process begins when a document is first presented to the receiving section.

1. Data Capture & Metadata Entry
  - a. Classification: The encoder selects the document type (e.g., Leave Form, Travel Authority, etc.) from a predefined list.
  - b. Source Details: Information such as the name of sender/owner/payee, assigned school, etc.
  - c. Description: A brief summary of the document's content or purpose is entered to make it searchable by keywords.
2. Unique Identifier Generation
  - a. Tracking ID: Upon clicking "Print QR Code" the system automatically generates and print a unique tracking code. You must stick it at the bottom right corner of the document.

### Phase 2: Receiving and Routing Phase

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The receiving officer scans the QR code affixed to the document and forwards it to the next designated focal person. The next designated focal person gets an instant alert to the Pending Documents tab that a new document is in their "pending".

### Phase 3: Processing and Action Phase

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1. Review: The assigned personnel opens the entry, reviews the attachments, and performs the required action (verification, drafting of response, etc.)
2. Status Update: The user updates the status in the system and forwards it to the next designated focal person.

### Phase 4: Approval and Final Phase

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The final authority reviews the completed document and sign the document when needed. The clerk scanned the signed documents to update the system.

### Phase 5: Releasing

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The final approved document is routed to the Records Unit for releasing of documents. The Records Unit marks the document as “For Release” in DTS.

### Phase 6: Archiving and Disposal

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a. **Digital Archiving:** The system moves the record from the “Active Tracking” list to “Electronic Archiving”.

b. **Physical Filing:** The hard copy is filed in the Records Unit based on its Record Series (following NAP guidelines).

c. **Disposition:** Years later, the system notifies the User when the document has reached its retention limit and is ready for request of disposal.

## SECTION 3: GETTING STARTED

### 3.1 Accessing the System

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Document Tracking System (DTS) is accessible through any device with a web browser and internet connectivity — a desktop computer, laptop, tablet, or smartphone. No software installation is required.

To access the system, follow these steps:

1. Open your preferred web browser (Mozilla Firefox is recommended for printing QR Code).
2. Type the official system URL in the address bar: [SDO-DTS | Login](#). Press Enter.
3. The CALENDAR-Ed SYNERGY login page will appear.
4. Enter your assigned Username and Password in the respective fields.
5. Click the LOGIN button.
6. Upon first login, you will be prompted to change your password. Choose a secure password of at least eight (8) characters, combining letters and numbers.
7. After logging in, you will be directed to your Dashboard.

**REMINDER:** Do not share your login credentials with anyone. Each user account is personal, traceable, and linked to official supervision records. If you forget your password, contact your System Administrator.

### 3.2 User Roles and Permissions

Position	User Role	Can Create Entries	Can Edit Own Entries	Can Delete Own Entries	Can View Other Entries	Can Generate Reports
School Head	User	Yes	Yes	No	No	Yes
Division Personnel	User	Yes	Yes	No	No	Yes
School-based Non-teaching Personnel	User	Yes	Yes	No	No	Yes
SDS/ASDS	Admin	Yes	Yes	No	Yes	Yes

### 3.3 Navigating the Interface

Upon logging in, you will see the main navigation menu on the left side of the screen. The menu contains the following primary sections:

- Dashboard — Overview of your summary of reports in charts and graph.
- All Documents –Overview of all documents by month and year pass through specific user and permission.
- Incoming Documents -Entry form for encoding of incoming documents and overview of all documents encoded by the user.
- Pending (For Action) – Overview of all pending documents in a specific user.
- Sent Documents –Where you can edit your document.
- Unclaimed – Overview of all documents ready for release.
- E-logbook – List of all documents the user has forwarded to the next destination.
- Reports
  - Archived – List of all archived documents.
  - Released – List of all released documents.
- Profile Settings — Account information and password change

## SECTION 4: DETAILED USER INSTRUCTIONS PER ROLE

### A. User Guide

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The primary user of the DTS is responsible for encoding the document intended for submission to SDO Siargao.

#### Task 1: Log in to DTS

Open the DTS website: <https://sdosiargao.com/DTS/login.html>

1. Enter username and password.
2. Click **Login**.

**EXAMPLE ENTRY:** Username: JDoe | Password: letmein

#### Task 2: Add Incoming Documents

1. From the dashboard, select Incoming Documents.
2. Click Add New.
3. Fill in the required fields:
  - Document Type: (memorandum, leave, communication, etc.)
  - Name of Sender/Owner/Payee: (name of sender/owner/payee)
  - School: (assigned school)
  - Section/Focal Person: (choose destination)
  - Description: (add description)
  - Comments: (add comments)
4. Review all details for accuracy.
5. Click Save and Forward.
6. Print the QR code.

**BEST PRACTICES:** Double-check entries. Follow the proper coding style in DTS. Keep track of the tracking number for follow-up.

### Task 3: Check Pending (For Action) Documents

1. From the dashboard, locate the Pending (For Action) tab.
2. The system will display all pending documents with details such as:
  - Tracking Code
  - Document Type
  - Originating Office
  - Last Transaction
  - Description
  - Remarks/Comments
  - Current Office
  - Current Status
  - Action

### Task 4: Open and Verify Details

1. Select a document from the list.
2. Review hard copy of document and details in DTS for accuracy.
3. Check if attachments are complete and legible.
4. Take Action (received or forward document).

**BEST PRACTICES:** Double-check entries from the DTS and the hard copy before taking action.

### Task 5: Edit documents details in Sent Documents

1. Locate the Sent Documents tab.
2. Check the list of sent documents.
3. Choose the document you want to edit.
4. If the status of the document is “pending”, the document can still be edited.
5. The “edit details” is disabled when a document is already received by the end user.

### Task 6: Claiming documents

1. Locate the Unclaimed tab.
2. Scan the QR Code in the document to the scanner.
3. Type the name of the claimant.
4. Click Save and Print.
5. Let the claimant signed the e-logbook.

**Task 7: View the Archived Tab**

1. Click the Reports tab.
2. Locate and click the Archived tab.
3. View all archived documents.

**Task 8: View the Released Tab**

1. Click the Reports tab.
2. Locate and click the Released tab.
3. View all released documents.

**Task 9: View All Documents**


1. Click the All Documents tab.
2. You can view the list of documents by Month and Year.
3. All Documents tab shows list of all documents that pass through the user.
4. Details that can be seen in the All Documents tab are as follows:
  - a. Tracking Code
  - b. Date and Time
  - c. Title
  - d. Description
  - e. Sender/Owner/Payee
  - f. School – District
  - g. Status
  - h. Link
5. You may click the tracking code to check the transaction history/route of the document.
6. Copy and Print button are also visible at the bottom of the tracking code.
7. Copy button is used to copy the tracking code.
8. Print button is used to print the QR Code of the document.
9. Search bar is also available to search keywords.

**Task 10: Dashboard**

1. When successfully logged-in, you will be directed to the Dashboard.
2. The dashboard will display real-time data relevant to your role and permissions.
3. What you can see in the dashboard.
  - a. Number of Documents by District for the current year.
  - b. Documents Tally for the current year.
  - c. Document Type for the current year.

- d. Document Tally per Document Type for the current year.
- e. Total Number of Documents per month for the current year.
- f. Documents per Functional Division the current year.

### Task 11: Search Bar in Dashboard

- 1. Located at the top of the dashboard.
- 2. Click on the magnifying glass icon. 
- 3. Key in the keywords and results will show at the bottom of the search bar.

## SECTION 5: TRACKING CODING GUIDE

Accurate tracking code is a unique identifier automatically assigned to each document. It acts like a digital fingerprint, ensuring that every action taken on a document can be traced from start to finish.

### 5.1 Tracking Code Format

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Sample Tracking Code

**GAS202603JDK267K**

**GAS** – Section Forwarded

**2026** – Year Created

**03** – Month Created

**JDK267K** – Random Control Number

## SECTION 6: DATA PRIVACY AND ETHICS

This outlines the principles of data privacy and ethical responsibilities when using DTS. It ensures that the documents information is handled securely, fairly, and in compliance with legal and organization standards.

### 6.1 Responsible Data Use

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This guide ensures that all staff using DTS handle data responsibly, protecting privacy, maintaining integrity, and complying with organization and legal standards.

**SECTION 7: TROUBLESHOOTING GUIDE**

The following table provides solutions to common issues users may encounter when using Document Tracking System. For issues not listed here, contact Records Unit.

<b>Issue Encountered</b>	<b>Possible Cause</b>	<b>Recommended Solution</b>
Cannot log in to the system	Incorrect username or password; account not yet activated	Click 'Forgot Password' to reset. If account is new, contact the System Administrator for activation.
Document not saving	Incomplete required fields; poor internet connection	Check that all required fields (marked with *) are filled. Ensure stable internet connection and try again.
Pending Document not showing in pending documents tab	Incorrect routing destination	Check document transaction history to view routing destination.
Incorrect entry in your document	Typographic error	Open Sent Documents tab and edit details.

## SECTION 8: FREQUENTLY ASKED QUESTIONS (FAQs)

- 1. What is DTS?** A DTS (Document Tracking System) is a secure platform used to manage, track, and release documents to claimants while maintaining transparency and accountability.
- 2. Who can access DTS?** Only authorized staff and claimants with valid credentials.
- 3. What is a tracking code?** A tracking code is a unique identifier assigned to each request or document, allowing staff to trace its entire lifecycle.
- 4. Where can I find the QR code?** QR code appear on the bottom right corner of the 1<sup>st</sup> page of document.
- 5. How can I use the QR Code?** QR Codes that are located at the bottom right corner of the document can be scanned using your mobile phone. It will directly open to the browser of your mobile phone and shows the trail route of the document.
- 6. How do I know the status of my document?** In the documents tab, the document status will appear on the right side of the list.
- 7. Can I print reports from the dashboard?** You, you can print reports by clicking the print button in every panel.
- 8. Is search bar available in school-based non-teaching and teaching-related user?** The search bar in the dashboard is not available in the school-based non-teaching and teaching-related personnel.
- 9. Does DTS keep an audit trail?** Yes. Every action is logged under tracking codes for accountability and compliance.
- 10. How long are records kept in DTS?** Records are retained according to organizational and legal retention policies.

**SECTION 9: GLOSSARY OF TERMS**

<b>Term</b>	<b>Definition</b>
DTS	Document Tracking System
Audit Trail	A chronological record in DTS that logs every action taken on a document, including who accessed it, remarks, and comments.
Claimant	An individual who receives the file copy of the released documents.
Dashboard	The main interface in DTS where users can view requests, releases, alerts and performance metrics.
Document Release	The process of providing requested documents to a claimant, either electronically or physically, recorded in DTS.
Search Bar	A tool in DTS used to quickly locate records, tracking codes, or reports.
Tracking Code	A unique identifier assigned to each document in DTS. It links all related actions, ensuring traceability and accountability.
Release Log	A record in DTS showing when documents were released, how they were delivered.
Retention Policy	Rules governing how documents and reports must be stored in DTS before secure request for disposal.

**END OF MANUAL**

For technical concerns, corrections, or suggestions for improvement, please contact the Proponents, Office of the Schools Division Superintendent at the Schools Division Office.

*DOCUMENT TRACKING SYSTEM User's Manual | Version 1.0*