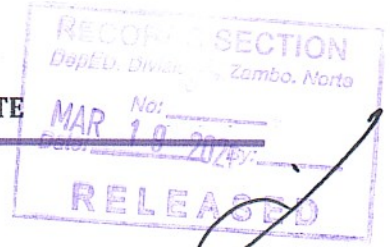




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



DIVISION MEMORANDUM
 NO. 105 S. 2021

**TO: Assistant Schools Division Superintendents
 Chief Education Supervisors
 EPSs/PSDSs/SEPSs
 Section/Unit Heads
 School Heads (Both Elementary and Secondary)
 Teaching and Non-Teaching Personnel
 All Others Concerned
 This Division**

FROM: MA LIZA R. TABILON EdD, CESO V
 Schools Division Superintendent

SUBJECT: STRICT IMPOSITION OF ENCODING IN THE TRACKING SYSTEM

DATE: March 18, 2021

1. This is in relation to the adopted Electronic Document Tracking System (eDTS) which has been launched lately through a virtual platform and viewed by majority of personnel based on the emailed lists of participants. Its adoption was aimed to eliminate possible loss of submitted documents and to check/determine whether the required processing time is consistent with what is indicated in the Citizen's Charter.
2. Relative thereto, the office enjoins the encoding of all documents that will be submitted to the SDO for processing in the eDTS which can be accessed thru this link: <https://depedzn.net/dts>. The School Heads and PSDSs are primarily responsible in ensuring that this policy is observed by field personnel. At the SDO level, the Division Chiefs, Section/Unit Heads shall likewise ensure the compliance with encoding of documents that originate from the different offices/units under their supervision.
3. **Effective March 24, 2021, for the SDO and March 29, 2021, for FIELD OFFICES, all submitted documents without Tracking Code Slip attached in them may not be accepted or processed to support this policy.**
4. For documents coming from other agencies and stakeholders, the Records Section is tasked to encode them in the system to be compliant with this issuance. At any rate, the receiving employee/official shall encode a brief description of the document/s received by him/her before forwarding to other unit in accordance with the process flow. A report on the implementation of this policy shall be prepared and submitted by the IT Officer to this office on a monthly basis for policy improvement/modification purposes.

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



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 Sense of Urgency"



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5. The cooperation and support of everyone is earnestly sought.
6. Immediate dissemination of this memorandum is directed.

OSDSjlr/Strict Encoding in the Tracking System/DM008-2021/03182021

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