



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

20 March 2025

**DIVISION MEMORANDUM**

No. 159, s. 2025

**VIRTUAL ORIENTATION MEETING ON THE UTILIZATION OF THE SDO  
BATANGAS RECORDS UNIT'S UPDATED VERSION OF DOCUMENT  
TRACKING SYSTEM (DTS) 4.0**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Designated Liaison Officers  
All Others Concerned

1. In line with the SDO Batangas Records Section's commitment to continuously improve workflow within the organization, this office announces the conduct of an orientation meeting for Document Tracking System (DTS) users in the field offices, focusing on the latest version of the DTS.

2. The meeting will be conducted via MS Teams on March 25, 2025, Tuesday, at 9:00 AM onwards. At least three (3) representatives from each sub-office are requested to participate. Participants are required to join the MS Teams session at SDO BATANGAS PROVINCE DTS 4.0 | General | Microsoft Teams.

3. The DTS 4.0 offers a localized version of the system for schools and sub-office levels. The agenda of the meeting are as follows:

3.1. Presentation of the updated version of Document Tracking System (DTS) Version 4.0

3.2. Simulation of the DTS 4.0

3.3. Reiteration of the duties and responsibilities of designated Liaison Officers and Records Custodians/School/Sub-Office Roll-out

3.4. Discussion of concerns/Provision of technical assistance

4. For any queries or concerns, please contact the Records Unit at local 202, or email us at [irenegrace.quinio@deped.gov.ph](mailto:irenegrace.quinio@deped.gov.ph) or [sdobatangas.records@deped.gov.ph](mailto:sdobatangas.records@deped.gov.ph).

5. Wide dissemination and strict compliance with this memorandum are requested.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent



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