



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

APR 05 2023

05 Apr 2023

REGIONAL MEMORANDUM

No. 165.2023

CONSULTATIVE MEETING AND ORIENTATION - WORKSHOP ON THE DEVELOPMENT AND UTILIZATION OF DOCUMENT TRACKING SYSTEM (DTS)

To: Assistant Regional Director
Regional Functional Division Chiefs
Schools Division Superintendents
All others concerned

1. The Administrative Services Division (ASD) in collaboration with the Information Communication and Technology Unit (ICTU) will conduct a **Consultative Meeting and Orientation - Workshop on the Development and Utilization of Document Tracking System (DTS)** at NEAPR, DepEd-CAR, Wangal, La Trinidad, Benguet on April 12-13, 2023 and on April 25-26, 2023, respectively,
2. The activity aims to establish and maintain a systematic document tracking system for the Regional Office (RO) and the Schools Division Offices (SDOs) to ensure the efficient and effective access and retrieval of records when needed and in compliance to RA 11032 "An act promoting ease of doing business and efficient delivery of government services, amending RA No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for other purposes".
3. Participants to the consultative-workshop on April 13, 2023 shall be the Chief or his/her representative and a support staff from the different RO Functional Divisions and Sections/Units who oversees the receiving/ releasing and routing of documents. Further, participants from the SDOs shall be the Division Records Officers and Division Information Technology Officers. Complete breakdown is found in Enclosure I.
4. Meanwhile, participants to the orientation-workshop on April 25, 2023 for Batch 1 and April 26, 2023 for Batch 2 attached as Enclosure 2 are all DepEd-CAR Regional Office personnel. SDO participants may join the Batch 2 via Google meet. The link will be sent thru email.
5. Arrival of SDO participants will be on April 12, 2023 in the afternoon. First meal will be dinner and the last meal will be breakfast of April 14, 2023.
6. Transportation and other incidental expenses of SDO participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
7. For information, guidance, and compliance of all concerned.


ESTELA P. LEON-CARIÑO EDD, CESO III
Director IV/ Regional Director



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DepEd-CAR: Weaver of **HOPE** and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

Enclosure 1. Breakdown of participants

Office	April 12	April 13	April 25 Batch 1	April 26 Batch 2
Regional Office				
Admin Division proper		2	2	2
AMS		1	2	1
Cash		1	1	1
GSU		1	1	1
Personnel		1	2	3
PSU		1	1	2
Records	1	1	1	1
PU		1	2	1
CLMD		2	5	3
LRMS		1	2	1
ESSD		2	1	1
HNS		1	2	1
PFS		1	2	2
SPPS		1	1	1
Finance		1	1	2
Accounting		1	3	3
Budget		1	2	2
FTAD		1	1	2
HRDD		1	2	2
NEAPR		2	2	3
ORD Proper		2	2	3
ICT	3	1	2	2
Legal		1	2	3
PAU		1	1	2
PPRD		2	2	2
QAD		2	3	3
Total		37	48	50
SDOs				
Abra	2	2		
Apayao	2	2		
Baguio City	2	2		
Benguet	2	2		
Ifugao	2	2		
Kalinga	2	2		
Mt. Province	2	2		
Tabuk City	2	2		
Sub total	16	16		
Total	20	53		

Enclosure 2. Program of activities

DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
April 12, 2023		
3:00 pm	Arrival and billeting, dinner, registration	SDO Participants
4:00 PM-5:00 PM	Pre-work activities and meeting with the SDO participants	SDO Participants with ICT and Records Team
April 13, 2023		
8:00 - 8:10 am	Preliminaries (AVP) Lupang Hinirang Prayer Cordillera Hymn DepEd Quality Policy Statement	ICT and Records Section Team
8:11 - 8:15 am	Acknowledgment of Participants	
8:16 - 8:25 am	Statement of Purpose	MAKSIM A. BOTILAS PhD Chief Administrative Officer
	Welcome Remarks	RONALD B. CASTILLO Director III/Assistant Regional Director
8:26 - 9:00 am	Messages: ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/Regional Director	
9:01 - 12:00 am	Basics of the Document Records Tracking System cum consultation	JUMAR B. YAGO-AN ITO I
10:01 - 10:15 am	Health break	
10:16 - 12:00 NN	Basics of the Document Records Tracking System cum consultation	JUMAR B. YAGO-AN ITO I
12:00 - 1:00 pm	Lunch break	
1:00 - 4:00 pm	Hands-on on the Document Records tracking System	All participants
4:00 - 5:00 pm	Finalization of agreements /suggestion Ways forward	JUMAR B. YAGO-AN ITO I DAISY P. ESWAT AO V

DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
April 25, 2023 (Batch 1) and April 26 (Batch 2)		
8:00 - 8:10 am	Preliminaries (AVP) Lupang Hinirang	ICT and Records Section Team

DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
	Prayer Cordillera Hymn DepEd Quality Policy Statement Acknowledgement of participants	
8:16 - 8:25 am	Welcome Remarks and Statement of Purpose	MAKSIM A. BOTILAS PHD Chief Administrative Officer
8:26 - 9:00 am	Message RONALD B. CASTILLO Director III/Assistant Regional Director	
9:01 - 10:00 am	Basics of the Document Records Tracking System	JUMAR B. YAGO-AN ITO I
10:01 - 10:15 am	Health break	
10:16 - 12:00 NN	Hands-on on the Document tracking System	All participants
12:00 - 1:00 pm	Lunch break	
1:00 - 2:00 pm	Ways forward	JUMAR B. YAGO-AN ITO I DAISY P. ESWAT AO V