Division Memorandum # 138 s. 2012

IMPLEMENTATION OF THE DOCUMENT TRACKING SYSTEM (DoTS) AND AVAILABILITY OF THE INTERNET WIRED AND WI-FI CONNECTION IN THE DIVISION OF CAMARINES SUR

To: Division Unit and Section Chiefs
Non-teaching personnel and jobbers

This office, Division of Camarines Sur is now implementing the Document Tracking System (DoTS) in our office. This means that everyone must be ready in this new scheme.

This office would like to assure that all the employees and personnel whether regular or jobber must understand how this DoTS will run in the office. Attach in the separate sheet is the diagram of the DoTS Plan.

Units and Sections must have only one (1) computer connected in the local network (preferably one who is receiving and releasing the document and the transaction) and ensure that the computer is clear from any viruses to be able to access the DoTS system. Every document receives must have a barcode that will serve as the tracking code in the entire flow of transaction. Each unit and section are provided with the Bar Code Scanner to capture the code for the particular transaction or document.

Internet connection is now available in the office of the Deped Division of Camarines Sur with 2.4Ghz radius of signal through its newest connection the Fiber Optic. Anybody who is inside the radius of internet wi-fi signal can easily connect to internet. All they need is to ask the security key from the IT Department through Mr. Philip Nebrea to be able to connect to the internet. This is in preparation for the plan to activate the Online Transaction in the office.

All sections and units of this division are provided with the internet connection and included in the network group of this agency. Units and section must have only one (1) PC connected to the internet and to the workgroup of the network as part of the Document Tracking System Project implementation and the Online Transactions in the office while, However, other sections and units working together using the online data encoding and generation like the Enhanced Basic Education Information System (EBEIS) and Learners Information System (LIS) are exempted on the scheme and can be given two or more computers to be used for that purpose.

Internet connection in all division offices all over the country are mandated by the following DepEd Orders #5.s, 2002, DepEd Orders #23.s, 2002, DepEd Orders #52.s, 2009 and it is advisable that all section and unit chiefs must ensure the proper utilization of the internet resources and must be used solely in official business only. Facebook, YouTube and other social networking sites are disabled to ensure that the bandwidth of the internet connection will not be compromised.

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Schools Division Superintendent
TRANSACTION FLOW OF THE DOCUMENT TRACKING SYSTEM (DoTS)
Office of the Division of Camarines Sur

Start

Receiving Clerk

Office A:
- Receives the document/s by the receiving officer in-charge.
- Attaches the Tracking Code in the document
- Captures the Tracking Code with the use of the Bar Code Scanner *(will automatically saves in the DoTS data base).*
- Encodes the type of documents received.
- Clicks on the receive button
- Identifies the next office where the document is to forward.
- Forwards the document to the next concerned office.

Office B:
- Receives by the receiving clerks
- Identifies and decides if the document is intended to his/her office
- If it IS, then, Capture the Tracking Code of the Document
- If it is NOT, then, return it back to the carrier of the document
- Clicks on the RECEIVE BUTTON
- Acts on the document received
- If the document is OK, then, click RELEASE BUTTON and make it ready to forward to the next concerned office.
- If the document has deficiency, call the attention of the client or return it back to the RELEASING OFFICER with a note of the exact deficiency in the document.
- Take a note in the system that the document has been returned to the client/releasing officer.

Office C, D etc. up to the last office where document is required to pass and to be signed by the last signatory will have the same process or cycle in the tracking system.

End

After the document has been signed by the authorized signatory, document must be returned to the RELEASING WINDOW of the Division office for the release of the document to CLIENT.

Definition of Terms:
Document Tracking System (DoTS )
Concerned office
Tracking Code
Bar Code
Bar Code Scanner
DoTS Data Base
Releasing Window
Receiving Clerk
Client

Client
Division Office