

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


January 5, 2026

OFFICE MEMORANDUM
No. 001, s.2026

MANDATORY TEMPORARY PROCEDURES FOR DOCUMENT TRACKING AND ENCODING DUE TO MANPOWER LIMITATIONS IN THE RECORDS SECTION

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads / OIC
Administrative Officers/ Teaching & Non-Teaching Staff
All others concerned

1. In the interest of continuous and efficient public service, and in view of the current **limited manpower** in the Records Section, this Office hereby implements **proactive measures** to ensure that document tracking (DOTS) and processing remain unhampered.
2. To prevent bottlenecks and ensure the safety of all records, the Records Section shall implement the "**Direct Routing Strategy**." Under this temporary procedure, the Records Officer will focus on centralized manual logging, authentication, and security, while the **Action Units** shall facilitate the digital encoding of documents.
3. **MANDATORY GUIDELINES FOR ACTION UNITS:**
 - a. **Acceptance of Hand-Carried Documents:** Action Units are **directed** to immediately accept documents hand-carried by clients, provided they bear the **Official "RECEIVED" Stamp** and have been duly recorded in the Records Section's manual logbook.
 - b. **Direct DOTS Encoding:** The responsibility for initial DOTS Encoding is temporarily transferred to the receiving Action Unit. Personnel in the concerned units must encode the document upon receipt to ensure real-time tracking.
 - c. **Non-Refusal of Documents:** No document shall be refused or sent back to the Records Section for encoding if it has already been manually logged. This is to ensure immediate action on all client requests.
4. To guide our clients, the "**3-Step Process Notice**" (attached) shall be strictly followed. All personnel are encouraged to assist in explaining this temporary workflow to visitors to maintain an orderly flow of transactions inside the office.


MA. JEANY T. ABAYON, Ed. D.
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph



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THE 3-STEP PROCESS:

1. PREPARE YOUR COVER

All submissions must have a **Transmittal Letter** or **Cover Letter** as the front page. This is required for proper identification and tracking.

2. RECORD & SIGN THE LOGBOOK

Present your document to the Records Officer for:

- a. Recording in the **Official Logbook**.
- b. **MANDATORY SIGN-OFF:** You must sign the logbook and indicate the **specific Action Unit** where the document is being delivered.
- c. Official "**RECEIVED**" stamping.

3. DIRECT ROUTING.

To avoid delays at the front desk, you will **hand-carry** your stamped document **directly to the concerned Action Unit** for DOTS Encoding and immediate action.

NOTE: These measures are designed to prevent "bottlenecks" and ensure your documents are acted upon immediately by the CONCERNED UNITS.



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