



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 28, 2020

OFFICE MEMORANDUM

No. **381**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

**IMPLEMENTATION OF THE DEPED RO VIII
ONLINE DOCUMENT TRACKING SYSTEM (ODTS)**

1. As a result of the Evaluation of the DepEd Regional Office (RO) VIII Online Document Tracking System (ODTS) last July 28, 2020, this Office announces that starting **October 1, 2020**, only the following documents shall be logged using the ODTS:
 - a. Procurement/Payment Documents
 - b. Travel Expense Claims
 - c. Applications for Leave
 - d. Printed Reports for Submission to the Central Office
2. This is to resolve the issue on slow loading of the system because of the voluminous data being processed by some users.
3. The ODTS should be updated according to the actual movement of each document. Hence, **concerned recipient offices** are instructed **NOT TO RECEIVE** and **FURTHER PROCESS** said documents **if these are not properly recorded and routed through the ODTS**.
4. Documents that have already been recorded through the ODTS shall not be recorded manually through the respective office logbooks/sheets. In case the ODTS is not available, the logbooks/sheets shall be used to provide continuity of the document routing process.
5. Immediate dissemination of and compliance with this memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV

Director IV

Reference: OM No. 282, s. 2020
OM No. 014, s. 2020

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