



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

10 August 2022

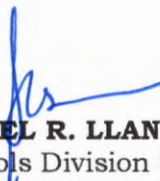
DIVISION MEMORANDUM
No. 267, s. 2022

ONLINE TRAVEL ORDER PROCESSING SYSTEM (OTOPS) RELEASE 6

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. The Information and Communications Technology Unit of Schools Division Office, with the support of the ICT Services of Central Office, have established an in-house data center. Data in the systems including website, OTOPS, and document tracking system have been transferred from cloud to the in-house data center.
2. This improves the transmission, speed of data processing and storage capacity for the system to work heavily as the demand of online transactions increases.
3. OTOPS R6 further updates its encryption in data communication and security. With this, some accounts may be required to update and reupload their digital signatures.
4. The system can be downloaded in link: "<http://depd-nv.com.ph/otops>".
5. OTOPS shall be used for travels within the region and within the country where the approving authority is the Schools Division Superintendent in compliance to DepEd Order 22, s. 2019 re "Guidelines on Official Local Travels in the Department of Education. For travels outside the country, hardcopy of the Authority to Travel shall be used.
6. The directives in this memo shall take effect immediately upon approval.
7. For information, guidance and strict compliance.




RACHEL R. LLANA PhD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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