



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

05 September 2022

DIVISION MEMORANDUM
No. 293, s. 2022

DOCUMENT TRACKING (DocTrack) SYSTEM RELEASE 2

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, document tracking, and other locally developed systems 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. DocTrack R2 further improves the functionality of system to cater clients in wider scale by including the district offices and secondary schools in the DocTrack operations.
4. The system can be downloaded in link: "<https://tinyurl.com/doctrackr2>".
5. To orient the schools and districts re the functionality, features, system requirements and other settings of the system, an online orientation/meeting shall be conducted through google meet on September 7, 2022, 9:00AM through Google Meet Link: "<https://meet.google.com/qfq-dygm-wvr>".
6. One (1) device per participant shall be used to login to google meet due to limited users allowed in google meeting. Please use projector screens/wide televisions in case of shared viewing.
7. The breakdown of participants are as follows:
 - a. 1 District Administrative Officer II/AO In-Charge - 23
 - b. 1 *Records Officer In-Charge* per secondary school - 47
 - c. Representative per physical office in SDO - 21



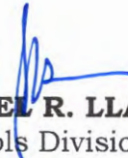
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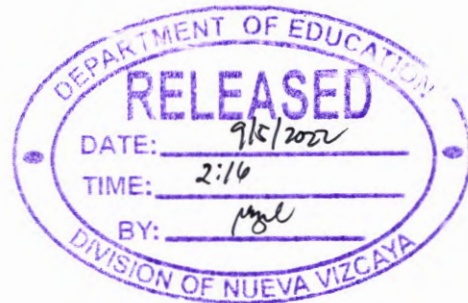
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(1 Budget, 1 Accounting, 1 Legal, 1 IT, 1 Admin,
1 Records, 1 HRM, 1 HRM-Ext, 1 Cashier,
1 Supply, 3 CID, 3 SGOD, 1 LRMS, 1 SHS,
1 ASDS, 1 BAC, 1 SDS)

TOTAL - 91

8. Participants, except from the SDO, shall be created and given an account for DocTrack operations. Please register to: "<https://tinyurl.com/doctrackusers>".
9. During the orientation, participants are advised to ensure the following:
 - a. Good quality of internet connection
 - b. Available webcam and microphone for clear interaction
 - c. Separate *Windows Laptop/Computer* with internet connection and installed printer should be available aside from the device being used during the orientation
 - d. At least twenty (20) pieces of one-fourth (1/4) sheet of A4-size bond paper
10. Only registered DepEd email accounts shall be accepted in the given links to ensure that online participants and users are DepEd employees
11. Full operation of the Document Tracking System shall commence on September 15, 2022.
12. The directives in this memo shall take effect immediately upon approval.
13. For information, guidance, and compliance.


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



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