Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

16 NOV 2026

DIVISION MEMORANDUM
No. 608, s. 2026

SETTING UP AND PILOT TESTING OF THE DOCUMENT TRACKING AND QUEUING SYSTEM

To: OIC - Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In line with the Division's continuing efforts to improve records management and service delivery, the Records Section will conduct the setting up, configuration, and pilot testing of the Document Tracking and Queuing System on December 1-2, 2026, at the Schools Division of Capiz..

2. Mr. Angel Arendain will provide the necessary technical assistance and guidance in setting up, configuring, and testing the system to ensure its functionality and readiness for implementation.

3. To facilitate the activity, the following personnel are requested to participate:

a. December 01, 2026 (First Day) – One (1) representative Administrative Officer (AO) from each of the following districts: Panay, Pontevedra, Ivisan, and Panitan, shall participate, together with the Records Unit personnel, in the pilot testing of the Document Tracking System (DTS).

b. December 02, 2026 (Second Day) – The designated DTS Focal Person of the different functional units of Schools Division Office of Capiz shall participate, together with the Records Unit personnel, in the system configuration, testing, and other necessary technical activities.

4. All concerned personnel, particularly those involved in document receiving, tracking, routing, and client queuing, are requested to extend their full cooperation and support during the activity.

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5. Immediate dissemination and of compliance with this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As Stated
Reference:
To be indicated in the Perpetual Index
under the following subjects:

DOCUMENT TRACKING QUEUING SYSTEM PILOT TEST

Annex A – Program Training Matrix

DAY 1 – December 1, 2026
Pilot Testing of the Document Tracking System (DTS)

Participants: Records Unit Personnel and one (1) Administrative Officer representative each from Panay, Pontevedra, Ivisan, and Panitan Districts.

Time	Activity / Topics	Person Responsible	Expected Output
8:00–8:30 AM	Registration and Attendance	Records Unit	Attendance Sheet
8:30–9:00 AM	Opening Program and Statement of Objectives	Records Unit	Participants oriented on the activity
9:00–10:00 AM	Overview and Orientation on the Document Tracking System (DTS)	Angel Arendain/May Evan Dela Cruz	Understanding of the system's features and functions
10:00–10:15 AM	Health Break	All Participants	
10:15–12:00 NN	System Setup, Configuration, and User Account Creation	Angel Arendain	Initial system configuration and user accounts
12:00–1:00 PM	Lunch Break		
1:00–2:00 PM	Demonstration of Document Receiving, Encoding, and Tracking Procedures	Angel Arendain / Records Unit	Familiarity with document receiving and encoding
2:00–3:00 PM	Hands-on Training and Pilot Testing of Document Receiving and Tracking	Angel Arendain / District Representatives	Actual encoding and tracking of sample documents
3:00–3:15 PM	Health Break		
3:15–4:00 PM	Testing of Document Status Monitoring, Routing, and Updating	Angel Arendain / Participants	Tested document monitoring and routing functions
4:00–4:30 PM	Evaluation, Feedback, and Identification of System Issues	All Participants	List of issues and recommendations
4:30–5:00 PM	Summary of Accomplishments and Agreements	Records Unit / Angel Arendain	Agreed actions for system improvement

DAY 2 – December 2, 2026

Participants: Designated DTS Focal Persons from the different functional units of SDO Capiz and Records Unit Personnel.

Time	Activity / Topics	Person Responsible	Expected Output
8:00–8:30 AM	Registration and Attendance	Records Unit	Attendance Sheet
8:30–9:00 AM	Recap of Day 1 Activities and Presentation of Initial Findings	Angel Arendain/My Evan Dela Cruz	Review of initial system results and issues
9:00–10:00 AM	Orientation on the DTS and Client Queuing System	Angel Arendain	Understanding of system features and user responsibilities
10:00–10:15 AM	Health Break		
10:15–12:00 NN	System Configuration and Creation of User Accounts for Functional Units	Angel Arendain / DTS Focal Persons	Configured accounts and functional unit assignments
12:00–1:00 PM	Lunch Break		
1:00–2:00 PM	Demonstration and Configuration of the Client Queuing System	Angel Arendain / Records Unit	Configured client queuing functions and service categories
2:00–3:00 PM	Hands-on Testing of Document Tracking, Status Updates, and Inter-Unit Routing	Angel Arendain / DTS Focal Persons	Tested document tracking and routing processes
3:00–3:15 PM	Health Break		
3:15–4:00 PM	Pilot Testing of the Client Queuing System and Client Transaction Flow	Angel Arendain / Records Unit / DTS Focal Persons	Tested client registration, queue generation, and transaction flow
4:00–4:30 PM	System Evaluation, Troubleshooting, and Recommendations	All Participants	Identified technical concerns and proposed solutions
4:30–5:00 PM	Presentation of Outputs, Agreements, and Next Steps	Angel Arendain / Records Unit	Action points and recommendations for system implementation

Annex B – Technical Working Group

Roles	Person Involved
Overall program Lead	**Roel F. Bermejo** Schools Division Superintendent
Program	**May Evan O. Dela Cruz** AO IV - Records
Documentation	**John Leo Dicon** COS
Audio-Visual	**Mark Anthony Base** ADA II
Attendance	**Nancy A. Baldismo** ADAS III
Food and Venue	**Rafael Blas Besa** ADA VI **Daughlet Banson** COS