



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 122, s. 2024

MAY 06 2024

**Utilization of the Enhance Document Tracking System (V3)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Section 2 of the **Republic Act (RA) 11032** otherwise known as the **Ease of Doing Business and Efficient Government Service Delivery (EODB-EGSD) Act of 2018**, this Office is utilizing the Document Tracking System to manage and monitor the flow of files/documents within the Schools Division Office and provide a real-time view of document processing progress.
2. In view of this, all employees shall be required to utilize the Enhance Document Tracking System for all inter-office and school documents submitted for various actions effective May 13, 2024. DocTracS Version 2 will be temporarily set to viewing mode only and will be closed after the full utilization of Version 3.
3. Schools Heads and/or AO IIs must utilize the School Microsoft Account (School ID@deped.gov.ph) to access the Enhanced DTS V3 through the Division website: [www.depedkabankalancity.com](http://www.depedkabankalancity.com).
4. For Technical assistance on system's features and functionalities, contact Archiebal Poyogao, Division ITO or Richard M. Roa, AO II through 09194218170 or in FB messenger.
5. Wide and immediate dissemination of and compliance with the Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent