



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

19 October 2026

DIVISION MEMORANDUM

No. 423, s. 2026

**LAUNCHING OF THE SDO NUEVA VIZCAYA DOCUMENT TRACKING SYSTEM
(DOCUTRACKS)**

TO: Assistant Schools Division Superintendent
Chief ES, Schools Governance and Operations Division (SGOD)
OIC-Chief ES, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors/Districts In-charge
Public Elementary & Secondary School Heads
All Others Concerned

1. In support of the Division's efforts to improve records management and provide faster and more efficient service, the Schools Division Office of Nueva Vizcaya shall launch the **SDO Nueva Vizcaya Document Tracking System (DocuTrackS)**. This initiative is guided by Republic Act No. 9470, or the *National Archives of the Philippines Act of 2007*; Republic Act No. 11032, or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*; and the DepEd Citizen's Charter, which outlines the services, procedures, and standards that clients may expect from the office.
2. DocuTrackS is an initiative of the Records Unit, in collaboration with the ICT Unit, with the leadership and support of the Schools Division Superintendent, Assistant Schools Division Superintendent, and Administrative Officer V. It aims to make document recording, routing, and monitoring more organized and convenient. Through the system, clients can receive a tracking number and use it to check the status of their documents.
3. All concerned personnel are encouraged to support the launching and initial implementation of DocuTrackS and familiarize themselves with its features and procedures. The system will support existing records management practices and will not replace the necessary procedures for checking, receiving, recording, routing, and releasing documents.
4. The Records Unit, in coordination with the ICT Unit, will provide guidance and assistance to concerned personnel during the initial implementation. Feedback and suggestions are also welcome to help identify areas for improvement and ensure that the system responds to the needs of both office personnel and clients.
5. For information, guidance, and compliance.




ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
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