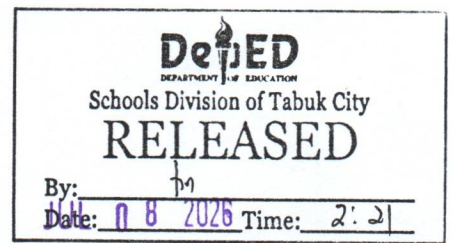




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **303** s. 2026

TO: Chief Education Supervisors
Unit/Section Heads
SDO Personnel
All Public Elementary and Secondary Schools Heads
All Others Concerned


DATE: July 7, 2026

SUBJECT: **UTILIZATION OF THE DIVISION DOCTRACKER 2.0 IN LIEU OF THE DIVISION DOCTRACKER 1.0**

1. In line with the Schools Division Office's continuing digital transformation initiatives and following the successful development, testing, and validation of the Division DocTracker 2.0, the system shall be officially adopted as the Division's primary document tracking platform.
2. Effective July 13, 2026, all newly received and incoming official documents and transactions shall be processed and tracked exclusively through the Division DocTracker 2.0 through the website below:

<https://depedtabukcity.com/doctracker2>

3. The Division DocTracker 1.0 shall remain accessible only for the purpose of monitoring, updating, and completing documents and transactions that were originally recorded therein prior to the effectivity of this memorandum. No new transactions shall be entered into the Division DocTracker 1.0 after the stated effectivity date. Upon completion of all pending transactions, the system shall be maintained solely as an archived reference.
4. All concerned personnel are hereby directed to ensure the proper implementation of this transition and to strictly comply with the provisions of this memorandum.
5. For dissemination of and compliance with this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent