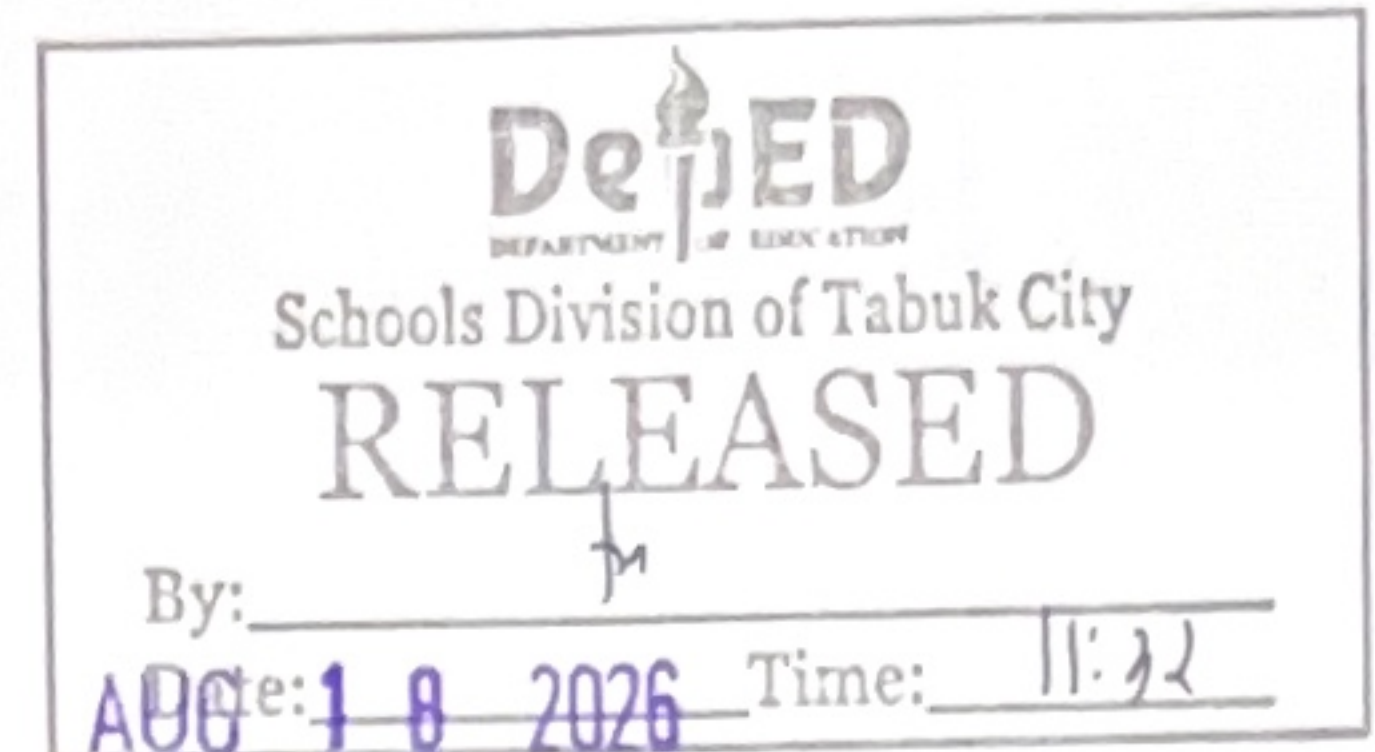




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

17/August/2026

DIVISION MEMORANDUM

No. **372** S. 2026

**IMPLEMENTATION AND MANDATORY USE OF THE DIVISION
DOCTRACKER 2.0 FOR STANDARDIZED AND TRACEABLE
DOCUMENT MANAGEMENT**

TO : All School Division Office Personnel

1. In support of Division Memorandum No. 303, s. 2026, entitled "*Utilization of the Division DocTracker 2.0 in Lieu of the Division DocTracker 1.0,*" and the continuing improvement of the Records Management System of the Schools Division Office (SDO), all personnel are reminded to strictly use Division DocTracker 2.0 for the proper receiving, routing, monitoring, and release of official documents.
2. All newly received and incoming official documents and transactions shall be processed and tracked through DocTracker 2.0.
3. The system may be accessed through:
Division DocTracker 2.0:
<https://depeditabukcity.com/doctracker2>
4. To ensure standardization, traceability, accountability, and proper control of documented information, the following shall be observed:
 - a. All documents from SDO personnel intended for schools, field offices, or offices within the Division shall be properly forwarded through DocTracker 2.0 before submission to the Records Unit;
 - b. Documents received from schools/field offices and processed through DocTracker 2.0 shall likewise be routed through the system when they need to be returned, endorsed, or released back to the concerned school/field office. This ensures that the movement of the document is recorded and traceable until final release;
 - c. The Records Unit shall only receive and process documents for release to the field when the corresponding transaction has been properly forwarded through DocTracker 2.0. **Documents not forwarded through the system shall not be processed for release;**
 - d. All offices within the Schools Division Office are likewise enjoined not to receive or process documents that have not been properly forwarded to their respective office through DocTracker 2.0; and
 - e. All personnel shall ensure that entries in the system are complete, accurate, and updated to support monitoring, accountability, and timely service delivery.





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

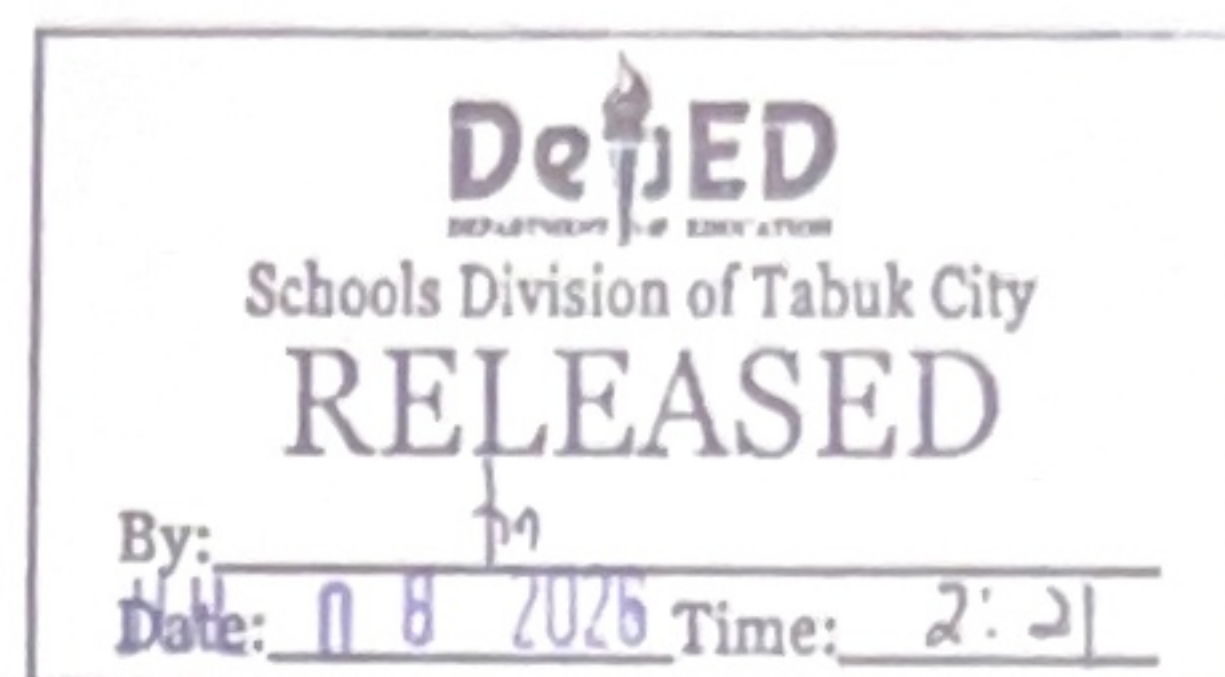
5. Personnel who need assistance in opening or activating their DocTracker 2.0 account may coordinate with Ms. Lovelyn L. Mukay, Records Officer II, Records Unit.
6. Strict adherence to this process is enjoined to ensure a consistent, traceable, and efficient document management system in support of the SDO's Quality Management System (QMS) and continual improvement of services.
7. This Memorandum shall **take effect immediately upon its publication on the official website of the Schools Division Office (SDO).**
8. Immediate and strict compliance with this Memorandum is hereby enjoined.


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





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://depeditabukcity.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