





Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

---

**MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists/ Division Coordinators  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

FROM:  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

SUBJECT: **IMPLEMENTATION OF GiaSoftDTS: DOCUMENT TRACKING SYSTEM IN THE DIVISION**

DATE: **March 8, 2021**

---

1. This Office, through the **Office of the Schools Division Superintendent – Information Communications Technology (OSDS-ICT) Unit** informs the field on the Implementation of the **GiaSoftDTS – Document Tracking System** in this Division starting on March 8, 2021. The GiaSoftDTS – Document Tracking System is one of the initiative of this office to automate the process of accessing, searching and managing all documents in the Division.
2. All transacting personnel are advised to use the GiaSoftDTS- Document Tracking System in conducting any transaction in the Division Office. Furthermore, All incoming and outgoing documents shall be properly received and released by the **Division Records Unit**.
3. Widest dissemination of and compliance to this Memorandum are earnestly desired.



---

Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)