



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

27 Dec 2023

DIVISION MEMORANDUM

No. **203** , s. 2023

RECORDS INFORMATION TRACKING SYSTEM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads

1. To supervise the recording of incoming and outgoing documents in the Department of Education - Schools Division Office of Sarangani, the Records Unit, in collaboration with the Information and Communications Technology Unit, established a localized system tagged as the **Records Information Tracking System (RITS)**.
2. In line with this, a dry run of the RITS implementation will be conducted on December 29, 2023 (Friday) by the following offices:
 - a. Office of the Schools Division Superintendent - Proper
 - b. Office of the Assistant Schools Division Superintendent
 - c. Records Unit
3. All ICTU staff are directed to render technical assistance to the offices involved in the dry run and during the full implementation of the tracking system.
4. The cooperation and patience of all concerned offices and field-based teaching and non-teaching personnel are highly requested.
5. For inquiries, contact Ms. Mary Ann P. Eugenio at maryann.eugenio001@deped.gov.ph/records.sarangani@deped.gov.ph and Mr. Roy J. Detoyato at ictu.sarangani@deped.gov.ph/roy.detoyato@deped.gov.ph.
6. For the information, guidance, and appropriate action of all concerned.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: N o n e



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Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

INFORMATION TECHNOLOGY
RECORDS

MAPE/OSDS-RU/DM - records information tracking system
1307/December 27, 2023