



January 18, 2018

DIVISION MEMORANDUM
NQ. 022, s. 2018

100% ONLINE DOCUMENT CHANNEL (ODC) UTILIZATION

To: OIC, Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chief Curriculum and Implementation Division
OIC, Office of SGOD Chief
All Division Unit and Section Heads
All Schools Division Office Personnel

1. In reference with Division Memorandum No. 160 s. 2017 entitled "Reiteration of Division Memorandum No. 148 s. 2016" covering the utilization of the Online Document Channel (ODC), a whole-year audit was conducted by the ICT Services Unit to monitor the utilization of all units.

2. Below is the summary of the number of forwarded transactions, complied/uncomplied transactions and the percentage of deficiencies per unit.

UNIT	FORWARDED TRANSACTION	COMPLIED TRANSACTION	UNCOMPLIED TRANSACTION	% OF DEFICIENCIES
Supply	528	140	388	73.48%
SGOD-Medical/Dental	447	138	309	69.13%
SGOD-SocMob	396	129	267	67.42%
Budget	385	134	251	65.19%
SGOD - Private School	978	385	593	60.63%
CID -ALS	49	22	27	55.10%
SGOD - Planning & Research	1428	642	786	55.04%
SGOD - General	4164	2019	2145	51.51%
Accounting	6905	3563	3342	48.40%
Personnel	2066	1103	963	46.61%
Cashier	244	145	99	40.57%
CID - General	2483	1534	949	38.22%
Admin	3224	2069	1155	35.83%
OSDS	11142	8095	3047	27.35%
Legal	589	433	156	26.49%
ASDS	2287	1749	538	23.52%
ICT	1027	906	121	11.78%
Records	3983	3831	152	3.82%



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



3. All chiefs, unit/section heads are reminded to religiously comply with the utilization of ODC thru their ODC implementers.
4. Quarterly audits will also be conducted this year.
5. For strict compliance.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent