



C-1150
2/27/2020
S.D.F.V.

February 27, 2020

DIVISION MEMORANDUM

NO. 094, s. 2020

FULL IMPLEMENTATION OF THE UNIFIED INFORMATION SYSTEM

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Division Unit and Section Heads
Education Program Supervisors
Public Schools District Supervisors
Division Personnel
School Heads
All Concerned

1. In line with the Division's pursuit to sustain quality management system and drive for continuous improvement, and pursuant to Division Memorandum No. 346 s. 2019 entitled "Unified Information System/Document Tracking System" and Division Memorandum No. 075 s. 2020 entitled "Mandatory Orientation on the Use of the Unified Information System for Division Office Personnel", this Division announces the full implementation of the Unified System Information. The system shall be fully implemented starting **Monday, March 2, 2020**.

2. The Unified Information System was developed by the City Schools Division Office of Lipa, powered by the City Schools Division Office of Dasmariñas, for the purpose of tracking all the submitted documents that needs action by the Division. This system is comprised of the Document Tracking System (DTS), ICT Ticketing System and DCP Monitoring System. By virtue of a Memorandum of Agreement between the Schools Division Office of Cavite Province and City Schools Division Office of Lipa, the former was given an opportunity to use the system.

3. All Division Office personnel are reminded of the following:

- a) only documents which bears document number generated by the system shall (e.g. 022720-001) be given action;
- b) a "no handcarry" policy shall be imposed, only staff from the Records Unit are authorized to initially forward documents to the concerned unit/personnel;
- c) concerned personnel/units will be accountable for the entire routing of the document.
- d) direct exchange of documents/reports and acceptance in the system should always be observed; and
- e) maximum support and utilization of the system is highly expected from all division personnel.





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



Certificate Number: AJA17-0083

4. The ICT Services Unit shall see to it that all Division Office personnel have individual accounts for the utilization of the UIS. Should you have any queries on the registration and needs technical assistance, kindly approach **Mr. Jay Dayrit** or **Mr. Christopher Matthew Tolentino** of the ICT Services.

5. Immediate and widespread dissemination of this memorandum if highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent