



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

20 Apr 2026

DIVISION MEMORANDUM

No. **042** , s. 2026

REITERATION ON THE APPROPRIATE USE OF THE RECORDS INFORMATION TRACKING SYSTEM IN THE DIVISION OFFICE

To: Functional Division Chiefs
Division Section and Unit Heads
RITS Encoders
All others concerned

1. In accordance to Division Memorandum 212, s.2024 entitled "Implementation of the Records Information Tracking System", and based on the turn out of the implementation of the said system, the Records Unit has found it fit to amend the Guidelines on the Use of the Records Information Tracking System and update the process flow for receiving and releasing of documents. A copy of the new guidelines and process flow is attached to this memorandum.
2. The implementation of the said guidelines and process flow will be closely monitored by the Records Unit and the Office of the Schools Division Superintendent.
3. Non-adherence to the guidelines may be reported to the Records Unit and the Office of the Schools Division Superintendent. Those found not adhering to the guidelines must personally submit a justification letter noted by the Records Officer and approved by the Schools Division Superintendent. A copy of the approved letter should be given to the Records Unit upon approval.
4. For inquiries, contact Mary Ann P. Eugenio at maryann.eugenio001@deped.gov.ph or records.sarangani@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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



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

PROGRAMS

Roel D. Balbareno/OSDS/DM – reiteration on the appropriate use of the records information tracking system in the division office

0000/April 20, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province

Telephone No.: (083) 508-2039

Website: www.depedsarangani.com

Email Address: sarangani@depd.gov.ph



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

AMENDED GUIDELINES ON THE USE OF THE RECORDS INFORMATION TRACKING SYSTEM

1. All incoming documents must have a system-generated routing slip. Documents without attached routing slips will not be accepted (except for external clients). These documents shall be coursed through the Records Unit, except for the following:
 - a. **ACCOUNTING-RELATED DOCUMENTS:** These documents should be directly submitted to the Accounting Unit.
 - b. **CLAIMS FOR SALARY DIFFERENTIAL, SALARY INTEGRATION AND LOYALTY CLAIM:** These should be directly submitted to the Payroll Services Unit to quickly facilitate processing of these claims.
2. Customers are advised to secure their copy of the routing slip, as it contains the tracking number for their document. This tracking number will be used to monitor the status of the document in the system. This may also serve as your claim stub when retrieving the document from the Records Unit.
3. Only the Records Unit staff will release all outgoing documents to field personnel and other clients.
4. A **“One Document, One Tracking Number”** policy will be enforced, except for bulk documents like leave forms (CSC Form 6), Personal Data Sheet (CSC Form 212), Statement of Assets Liabilities and Net Worth and other documents that require bulk submission. In case of bulk submissions, customers may use the official transmittal form (Division Form SDO-OSDS-F064) as mandated by Division Memorandum 059, s.2023.
5. All Division Office Encoders are instructed to receive all incoming documents in their respective unit/section upon receipt of the document for easy tracking of documents as to its whereabouts and its status. All field personnel are advised to ensure that the document they are carrying is properly received before leaving the office concerned.
6. In tracking the documents, use the search function or the All List function in the system. Customers should refrain from doing follow up at the Division Office as they already have access to the system. Personal follow up should only be done if the status of the document is hanging (shows “Not Yet Received”) in the system. If the document is hanging, please report the incident to the Records Office for proper action.
7. **These guidelines should be followed accordingly.**



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

UPDATED PROCESS FLOW FOR RECEIVING OF DOCUMENTS

STEP 1: Encode the document/s into the system, print and attach the routing slip to the document

STEP 2: Cut and secure the customer's copy of the Routing Slip. This may also serve as your claim stub in retrieving the document/s.

STEP 3: Forward the document/s to the Schools Division Office. Get your queueing number at the kiosk in front of the Records Unit, and wait for your number to be flashed on the screen outside the Records Office.

STEP 4: Course the document/s through the Records Unit (except for the document/s mentioned in items 1.a and 1.b of the guidelines). The submitted documents will be checked and scanned by the receiving clerk.

STEP 5: Hand carry and submit the document/s to the concerned offices. Ensure that the RITS Encoder in the concerned office receives your document in the RITS before leaving.

UPDATED PROCESS FLOW FOR RELEASING OF DOCUMENTS

STEP 1: Track submitted document/s using the RITS search function or the All List function of the RITS.

STEP 2: Bring the customer's copy of the Routing Slip to the Records Unit and present it to the releasing clerk for easy tracking of your document/s.

STEP 3: Once confirmed that the document/s is already at the Records Unit, the Releasing Clerk will retrieve the document/s from the Pigeonhole.

STEP 4: The receiving clerk will ask you to fill out the releasing part at the bottom of the Routing Slip.

STEP 5: The releasing clerk will hand you the document/s.

STEP 6: The releasing clerk will file the hard copy of the Routing Slip for easy reference in the future.