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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0620-0011
MEMORANDUM
03 June 2020

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Division Chiefs and Heads of Units
Regional Directors
All Others Concerned

Subject: **UTILIZATION OF THE DOCUMENT MANAGEMENT SYSTEM (DMS) IN THE CENTRAL OFFICE AND REGIONAL OFFICES**

The Department of Education (DepEd) commits to continuous improvement and adaptation to the “new normal” amid the COVID-19 pandemic. In line with this, the Administrative Service – Records Division (AS-RD), in coordination with the Information and Communications Technology Service (ICTS), shall implement and utilize the **DepEd Document Management System (DMS)**.

The DMS shall aid in the systematic receipt and release of DepEd’s official documents and will be operational in all offices in the Central Office (CO) and the Administrative Division – Records Section in the Regional Offices (RO). It aims to achieve the following objectives:

1. Allow for paperless transactions to avoid the spread of pathogens from physical documents and face-to-face contact;
2. Ensure accurate and complete documentation and traceability of incoming and outgoing documents; and
3. Enable authorized users to access and recover in the cloud documents filed through the DMS.

To equip prospective users on the operation of DMS, AS-RD and ICTS shall conduct through a series of **Microsoft Teams** meetings the **Document Management System Webinar Series**. Attendees and authorized users in the CO are the **Records Officer/Custodian (Main user)** and **another user of the DMS (Alternate user)** in their respective offices. Those in the ROs (*Main and Alternate*



Office of the Undersecretary for Administration (O

*[Administrative Service (AS), Information and Communications Technology S
Disaster Risk Reduction and Management Service (DRMMS), Bureau of Lear
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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users) must be personnel from the region's Administrative Division – Records Section. Please see the **List of Attendees** attached to this Memorandum for the list of schedules and assignments of offices by batch.

Please note that the current implementation of the DMS for ROs is limited to communications between the CO and the ROs. The DMS does not intend to replace any existing document management system or platform implemented between units within the ROs. The AS-RD and the ICTS will announce enhancements to the DMS in the next phases of the system's implementation, including extending its use by the Schools Division Offices.

Heads of CO offices and Regional Directors (RD) must identify their respective *Main* and *Alternate* users for the DMS. Identified users must then log on to **<https://bit.ly/DMSTrainingRegistration>** and sign up online on or before **05 June 2020** to be able to attend the webinar. Also, heads of CO offices and RDs must provide these identified users, particularly the AS-RD and the RO's Records Sections, with such resources as scanners, laptop or desktop computers, and stable Internet connectivity. This requirement is to enable said offices to operate and sustain the usage of the DMS efficiently.

For further details, please contact Ms. Rose Marie D. Moscoso and Ms. Amelita S. Buce of AS-RD at mobile numbers 09066463647 and 09153351630, respectively. For technical assistance, please contact Mr. Gerard Joseph C. Atienza, Ms. Kathleen Aisa R. Bandiola, or Mr. Genesis P. Fernando of ICTS-USD at mobile numbers 09209498669, 09959561579, and 09368008329, respectively.

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



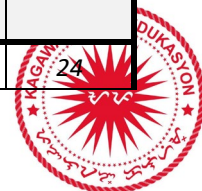
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LIST OF ATTENDEES AND SCHEDULES
DOCUMENT MANAGEMENT SYSTEM WEBINAR SERIES

BATCH	DATE	TIME	SERVICE/BUREAU/ OFFICE	OFFICE/REGION	ATTENDEES			
					MAIN USER	ALTERNATE	TOTAL PER OFFICE	TOTAL PER BATCH
1	09 June 2020	9:30 AM To 11:30 AM	REGIONAL RECORDS SECTION	NCR	1	1	2	32
				Region I	1	1	2	
				CAR	1	1	2	
				Region II	1	1	2	
				Region III	1	1	2	
				Region IV-A	1	1	2	
				MIMAROPA	1	1	2	
				Region V	1	1	2	
				Region VI	1	1	2	
				Region VII	1	1	2	
				Region VIII	1	1	2	
				Region IX	1	1	2	
				Region X	1	1	2	
				Region XI	1	1	2	
				Region XII	1	1	2	
			CARAGA	1	1	2		
2	09 June 2020	2:00 PM to 4:00 PM	OSEC PROPER	Office of the Secretary	2	1	3	37
			Chief of Staff	Office of the Undersecretary	1	1	2	
			Internal Audit Service	Office of the Director	1	1	2	
				Management Audit Div.	1	1	2	
				Operations Audit Division	1	1	2	
			Public Affairs Service	Office of the Director	1	1	2	
				Communications Division	1	1	2	
				Publications Division	1	1	2	
			National Educators Academy of the Philippines	Office of the Director	1	1	2	
				Professional Dev. Division	1	1	2	
				Quality Assurance Division	1	1	2	
			Intl. Cooperation Office	Office of the Director	1	1	2	
			LEGAL AFFAIRS	Office of the Undersecretary	1	1	2	
				Office of the Assistant Secretary	1	1	2	
			Legal Service	Office of the Director	1	1	2	
Investigation Division	1	1		2				
Legal Division	1	1		2				
Sites Titling Office	1	1		2				



BATCH	DATE	TIME	SERVICE/BUREAU/ OFFICE	OFFICE/REGION	ATTENDEES			
					MAIN USER	ALTERNATE	TOTAL PER OFFICE	TOTAL PER BATCH
3	10 June 2020	9:30 AM to 11:30 AM	ADMINISTRATION AND PROCUREMENT	Office of the Undersecretary	1	1	2	44
				Office of the Assistant Secretary	1	1	2	
			Administrative Service	Office of the Director	1	1	2	
				Asset Mgmt. Division	1	1	2	
				Cash Division	1	1	2	
				Education Facilities Div.	1	1	2	
				General Services Division	1	1	2	
				Central Security & Safety Office	1	1	2	
				Baguio Teachers Camp	1	1	2	
			Procurement Management Service	Office of the Director	1	1	2	
				Procurement Planning & Mgmt. Div.	1	1	2	
				Contract Mgmt. Division	1	1	2	
			Bureau of Learner Support Services	BAC Secretariat	1	1	2	
				Office of the Director	1	1	2	
				School Health Division	1	1	2	
				School Sports Division	1	1	2	
			Information and Communications Technology Service	Youth Formation Division	1	1	2	
				Office of the Director	1	1	2	
				Solutions Dev.. Division	1	1	2	
				Technology Infrastructure Div.	1	1	2	
DRRM Service	User Support Division	1	1	2				
	Office of the Director	1	1	2				
4	10 June 2020	2:00 PM to 4:00 PM	FINANCE	Office of the Undersecretary	1	1	2	34
				Office of the Assistant Secretary	1	1	2	
			Finance Service	Office of the Director	1	1	2	
				Office of the Director Legal	1	1	2	
				Educational Programs Delivery Unit	1	1	2	
				Accounting Division	1	1	2	
				Budget Division	1	1	2	
				Employees Account Mgmt. Div.	1	1	2	
			PLANNING, FIELD OPERATIONS, & HROD	Office of the Undersecretary	1	1	2	
				Office of the Director	1	1	2	
			Planning Service	Educational Mgmt. Information System Div.	1	1	2	
				Planning & Programing Div.	1	1	2	
				Policy Research & Dev. Div.	1	1	2	
				Office of the Director	1	1	2	
			Bureau of Human Resources and Organizational Development	Human Resource Dev. Div.	1	1	2	
				Organizational Effectiveness Div.	1	1	2	
				School Effectiveness Div.	1	1	2	
Office of the Undersecretary	1	1		2				
5	11	9:30		Office of the Undersecretary	1	1	2	



BATCH	DATE	TIME	SERVICE/BUREAU/ OFFICE	OFFICE/REGION	ATTENDEES						
					MAIN USER	ALTERNATE	TOTAL PER OFFICE	TOTAL PER BATCH			
6	June 2020	AM to 11:30 AM	FIELD OPERATIONS AND HROD	DepEd Employees Assocs. Coordinating Office	1	1	2	36			
				Bureau of Human Resources & Org. Dev.	Employees Welfare Division	1	1		2		
			Personnel Division		1	1	2				
			LEGISLATIVE AFFAIRS	Office of the Undersecretary	1	1	2				
				Legislative Liaison Office	1	1	2				
			External Partnerships Service	Office of the Director	1	1	2				
			Project Management Service	Office of the Director	1	1	2				
				Project Development Division	1	1	2				
				Project Management Division	1	1	2				
			ALTERNATIVE LEARNING SYSTEM	Office of the Assistant Secretary	1	1	2				
				ALS Task Force	1	1	2				
			6	11 June 2020	2:00 PM To 4:00 PM	CURRICULUM AND INSTRUCTION	Office of the Undersecretary		1	1	2
							Office of the Assistant Secretary		1	1	2
						Bureau of Curriculum Development	Office of the Director		1	1	2
Curriculum Standards Development Division	1	1					2				
Special Curricular Programs Div.	1	1					2				
Bureau of Learning Delivery	Office of the Director	1				1	2				
	Teaching and Learning Division	1				1	2				
	Student Inclusion Division	1				1	2				
Bureau of Education Assessment	Office of the Director	1				1	2				
	Education Assessment Division	1				1	2				
	Educational Research Division	1				1	2				
Bureau of Learning Resources	Office of the Director (Manila)	1				1	2				
	Office of the Director (Cebu)	1				1	2				
	Production Division	1				1	2				
	Quality Assurance Division	1				1	2				
Teacher Education Council	TEC Secretariat	1				1	2				
Literacy Coordinating Council	LCC Secretariat	1				1	2				
Indigenous Peoples Education Office	IPSEO Secretariat	1				1	2				

Notes:

1. Heads of CO office and Regional Directors must select one Main user and one Alternate user of the DMS.
2. All selected attendees must visit <https://bit.ly/DMSTrainingRegistration> and sign up online. The cut-off date for online registration is on **05 June 2020**.
3. Attendees **MUST** have active Microsoft Office 365 accounts to receive invites and enable them to attend their respective sessions. For account issuance and other access issues, email support.accounts@deped.gov.ph.

