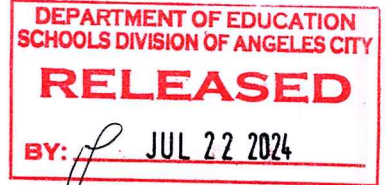




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



22 Jul 2024

**DIVISION MEMORANDUM**  
No. 272, s. 2024

**MONITORING AND UTILIZATION  
OF DEPED INFORMATION TRACKING ONLINE SYSTEM (DITOS)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads of Public and Private Elementary and Secondary Schools  
All Others Concerned

1 This is to inform all concern that the trial and testing phase of the DepEd Information Tracking Online System (DITOS), conducted from May 3 to July 16, 2024, has been successfully completed. Full implementation commenced on July 17, 2024.

2. In light of this, schools and stakeholders are advised to take note of the following:

2.1 Monitoring of Official Email Accounts: It is crucial to regularly monitor your official email accounts for DITOS notifications, which include:

- Acknowledgement of received documents with tracking number.
- Notifications for return documents along with reasons.
- Information regarding the released documents, specifying to whom and when it was released.

2.2 Utilization of DITOS to streamline the process which allows for real-time monitoring of the status of submitted documents and minimize personal follow-up at the division office. The DITOS tracking system is available at [ditos.depedangelescity.com](https://ditos.depedangelescity.com).

4. For information and guidance.

**ENGR. EDGARD C. DOMINGO PhD CESO V**  
Schools Division Superintendent

Reference: None

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

DITOS

MCS/AOV/July 22, 2024



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