



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 10, 2025

REGIONAL MEMORANDUM

No. 047, s. 2025

To: Schools Division Superintendents

**TURN-OVER AND UTILIZATION OF THE
AUTOMATED SYSTEMS**

1. In 2023, the Central Office has provided fund for the development of the four (4) cascaded automated systems. These systems were chosen to be downloaded to the Schools Division Offices in view of its importance in the delivery of efficient services. The description of the following systems is on Enclosure A:
 - a) Document Online Tracking System (DOTS)
 - b) Organizational Performance Dashboard (OPDASH)
 - c) Performance Management System (PMS)
 - d) Issuance of Special Order System (ISOSYS)
2. After the completion of the alignment of the said systems to the context and set up of Division operation, and fulfillment of the responsibilities of the consultant in the Contract such as provision of orientation/training and user's manual for the utilization thereof, the management of the systems shall now be **turned-over** to the respective Division Information Technology Officers (ITOs).
3. The provision of cloud host shall be borne by every Schools Division Offices. The SDOs have the option of operating these systems locally through their own servers or to engage the services of external provider for cloud hosting.
4. The DOTS is currently linked to the Regional Office DOTS. **Effective February 2025, all correspondence** to the Region or from the Region to the SDOs, shall be coursed through the said system, except the following:
 - a) Report or documents for payroll preparation
 - b) Financial reports
 - c) Applications for reclassification of position
 - d) Administrative complaints and cases
 - e) Other reports which are voluminous or in A3 size



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



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Hard copy of documents pertaining to the above-enumerated matters shall be accepted by the Records Section of the Region. All other documents shall be forwarded to the Region through the DOTS, not the hard copies.

5. The Focal Persons/Office of the same systems in the Regional Office shall provide technical assistance to the Division Offices. Any concern on the system shall be coordinated to them:

DOTS – Records Section (Precious M. Villareal)
OPDASH – Quality Assurance Division (Lydia Martin)
PMS – Human Resource Dev. Division (Rodolfo Colocar)
ISOSYS - Quality Assurance Division (Andres Bonifacio)

6. For information and compliance.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Enclosure A

Automated Systems in the Department of Education-NCR

1. DOTS

- The PRIME Document Online Tracking System (PRIME DOTS) automates the referral process and tracks the transfer of documents between offices. Serving as both a repository and a tracking platform, the system efficiently manages the movement and retrieval of various records.

2. ISO Sys

- The Issuance of Special Order System (ISO-Sys) is a digital solution to modernize the approval of graduation eligibility for Grade 12 learners in private schools' Senior High School (SHS) Program. The Special Order (SO) is the authority granted to the schools to allow the enrolled students to graduate from a specified Track and Strand on a specified School Year provided that they have met all the requirements.

3. PPMS

- PRIME Performance Management System is a key pillar of human resource management that ensures organizational effectiveness while tracking individual improvement and efficiency. The system manages personnel performance through continuous monitoring and evaluation. Through the data generated by the system, development needs are easily identified, allowing for the creation of targeted intervention programs. It is aligned with DepEd Order No. 2, s. 2015.

4. OPDash

- The Office Performance Dashboard (OPDash) is a system designed to monitor, assess, and evaluate the programs, projects, and activities carried out by the functional divisions within the Regional Office or Division Office. With its comprehensive dashboard, OPDash offers a real-time view of data, enabling effective monitoring and evaluation of the office's performance. This system serves as a powerful tool for the Top management, providing valuable insights into the progress, efficiency, and effectiveness of various initiatives or PPAs.



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