REGIONAL MEMORANDUM
No. 412, s. 2020

ROLL-OUT OF THE DOCUMENT MANAGEMENT SYSTEM (DMS)

To: Schools Division Superintendents

1. Pursuant to OUA MEMO 00-0720-0097, the Roll-Out of the DMS through Microsoft Teams shall be conducted on August 13, 2020 at 10:00 am.

2. Kindly submit the name and email address of main user and alternate user of the DMS on or before August 7, 2020 at rs.region1@deped.gov.ph. Main Users should be the Records Officers of the Records Unit.

3. Attached is the Memorandum for reference.

4. For information and compliance.

TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Encl: As stated
Reference: OUA Memo 00-01720-0097
OUA Memo 00-0620-0011
To be indicated in the Perpetual Index
under the following subjects:

ROLL-OUT
DOCUMENT MANAGEMENT

AD-RS/mon/RM_Roll-out
August 4, 2020

DepEd Region 1: Built on character; empowered by competence.
OAU MEMO 00-0720-0097
MEMORANDUM
27 June 2020

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

Subject: USER GUIDE, PROCESS FLOW, AND ROLL-OUT OF THE DOCUMENT MANAGEMENT SYSTEM (DMS)

Related to OUA Memo 00-0620-0011 titled Utilization of the Document Management System (DMS) in the Central Office and Regional Offices (RO), the Department of Education (DepEd) issues the DMS User Guide and Process Flow.

In line with this, the ROs shall direct their Records Section to facilitate the roll-out of the DMS to the Records Units of their Schools Division Offices (SDO). ROs and SDOs shall closely coordinate with the Administrative Service—Records Division (AS-RD) and the Information and Communications Technology Service—User Support Division (ICTS-USD) for user training and accounts creation. The target date for the full implementation of the DMS is on 27 July 2020.

To ensure the safety and protection of all DepEd personnel from the coronavirus disease (COVID-19) through potentially-infected documents, the originating office shall retain any physical copies of documents sent or released through DMS until a COVID-19 vaccine becomes available.

For further details, please contact Mses. Rose Marie Moscoso (09066463647) or Alma Apanay (09358778396) of the AS-RD or email as.rd@deped.gov.ph. Please address technical concerns to the ICTS-USD by emailing icts.usd@deped.gov.ph.

For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]
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1. Add New Document

   Start
   ↓
   Log in to DMS
   ↓
   Input important details and attach documents
   ↓
   Click "Add New"
   ↓
   End

2. Route Document

   Start
   ↓
   Search and select document that needs to be routed
   ↓
   Input important details and attach documents
   ↓
   Route to concerned office/s
   ↓
   End
2.1 Central Office to Regional Office and/or Schools Division Office

A

Office will select recipient office/s.

Correct recipient? Yes

Records Division will approve routing.

No

Records Division will create a route to the correct office/s.

Concerned regional and/or division office/s will receive the document.

2.2 Regional Office and/or Schools Division Office to Central Office

A

Route to Records Division

Records Division will route to concerned action office

Concerned office will receive document

2.3 Central Office office to another Central Office office

Regional Office to other Regional Office and/or Division Office
Division Office to Regional Office and/or other Division Office

A

Route to concerned office

The concerned office will receive the document.
Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
User Support Division

DOCUMENT MANAGEMENT SYSTEM

USER GUIDE
Logging In

2. Click Log in with DepEd Email and sign in using your DepEd email address (@deped.gov.ph).

3. If a DMS Administrator registered your account into the DMS, the login page should redirect you to the Document List.

4. If you see a popup message that states, “You are not registered to the system or your account is suspended,” contact a DMS Administrator.

Add New Document

2. Fill in the following details (all are mandatory unless specified otherwise):
   a. **Date and Time Created.** This field indicates when you added the document into the system. The date and the time are system-generated and cannot be modified.
b. **Date and Time Received.**
Enter the date and time you received the document. Date format should be **DD/MM/YYYY**, and time should be in the 24-hour format (e.g., input 1:30 PM as 13:30).

c. **Date of Document.** Enter the date when the document was issued (refer to the document itself).

d. **Sender Governance Level.**
Indicate the source of the document. Below are the following levels:

i. **Central Office.** Once you select this option, select the bureau/service that issued the document.

ii. **Regional Office.**
Select the region that issued the document.

iii. **Division Office.** Once you select this option, select the division that issued the document.

iv. **External.** Select this if the document originated from a non-DepEd source. Options include **House of Representatives, LGU, Senate, Other National Agency, and Others.**

e. **Sender/Origin.** Input the author or sender of the document. For memoranda, enter the name stated in the From field.

f. **Subject.** Enter the subject of the document.

i. If the document specifies a subject, **enter it verbatim**; otherwise, enter the document’s description, ensuring that the description is accurate and specific for easy searching.

g. **Document Type.** Enter the type or nature of the document received.

h. **Required Action.** This field indicates the action required for the document.

i. **Document Attachment.** Click this button to upload the digital copy of the document.

j. **Remarks.** Enter any notes and other remarks that may be necessary; this is optional.

3. Click **Add New Document** to record the document in the system.

4. Take note of the **Document Code** and use it as a reference for looking up the document in the future.

a. The Document Code should look like this:

**OFFICE CODE-YYYY-MM-X**

**OFFICE CODE** represents the office that created the document in the DMS, **YYYY-MM** is the year and month of the document’s creation, and **X** is a sequential number.
Document List


2. You can browse through the document list, or search for a specific document.

3. You can search for a document using Search by and select any the following filters: Document Code, Sender, or Subject.

4. Once you find the document, click View for the details of the document and additional options.
Print Acknowledgement Receipt

1. You can print an Acknowledgement Receipt immediately after you finish adding the document.
   a. Or you can do so upon pulling the document up from the Document List.
2. Click Print Acknowledgement Receipt to download the receipt in PDF format.

3. Print the Acknowledgement Receipt and attach it to the physical copy of the document.
   a. Attach the PDF file of the Acknowledgement Receipt as an Additional Attachment when routing the document through the DMS.
   b. You may provide a copy of the Acknowledgment Receipt to the sender as proof that your office received the document.

Route Document

1. You can route the document immediately after you finish adding the document.
   a. Or you can route this document upon pulling it up from the Document List.
2. Click Route Document.

3. Fill in the following fields (all are mandatory unless specified otherwise):
   a. Date and Time Routed. This field indicates when you routed the document; it is system-generated and cannot be modified.
   b. Route To. Select the destination of the document.
      Below are the following options:
      (FOR CENTRAL OFFICE ONLY):
      i. Central Office (then select the office)
      ii. Regional Office (then select the region)
      iii. Division Office (then select the division)
      iv. Route to All CO Offices
      v. Route to All Regional Offices
      vi. Route to All Division Offices
      (FOR FIELD OFFICES)
      vii. Central Office > AS – Records Division
      Note: Future versions of the DMS may allow field offices more routing options.
   c. Required Action. This field indicates the action required for the document.
   d. Additional Attachment. Click this button to upload any additional attachments along with the document itself; this is optional.
   e. Remarks. Enter any notes and other remarks that may be necessary; this is optional.
4. Click the Route button to complete routing the document.