



Republic of the Philippines
Department of Education
REGION I

DEPED REGIONAL OFFICE I
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AUG 04 2020

BY: WJ 07784

Office of the Regional Director

AUG 04 2020

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 RO1



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Address: Flores St., Catbangan, City of San Fernando , La Union
Telephone Number: (072) 607-8137 / 682-2324; Email Address: region1@deped.gov.ph





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OUA 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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