



March 21, 2019

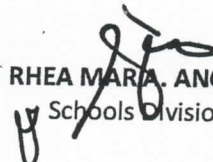
**DIVISION MEMORANDUM**

No. 175, s. 2019

**IMPLEMENTATION OF THE ONLINE REQUEST AND TRACKING SYSTEM  
(SUB-SYSTEM OF THE EXPANDED RECORDS MANAGEMENT INFORMATION SYSTEM)**

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools Division Supervisors (PSDSs)/OICs  
Principal/Heads of Elem. & Secondary Schools  
Teachers and All Others Concerned**

1. The field is hereby informed that the Online Request and Tracking System (ORTS), one of the sub-systems of the expanded Records Management Information System, is now ready for implementation.
  2. Online request may now be made through the ORTS link in the DepEd Cebu Province website (depedcebuprovince.ph). Make sure to register using your DepEd e-mail address. Kindly follow the instructions throughout the process.
  3. ORTS provides a simpler and more convenient way of making requests. The ORTS can be accessible using any computer or any android/ios devices with a browser (Chrome, Firefox, Internet Explorer, Safari, etc.) and is connected to the internet. Teachers/School Heads/PSDS will have the convenience of making requests without personally going to the Division Office, thus maximizing time in the work place.
  4. The system will **automatically provide the client a tracking code**, the moment they submitted an online request, and then **notifies them on each progress via email** (from start to completion). The client may also **print their own copy of the tracking sheet** and may **track their requests** by scanning the provided (Quick Response) QR Code even on the road using their mobile data. Notifications will tell the client if their request is still on-process, lacking the necessary requirements or ready for releasing.
  5. The following units/sections may now cater your request:
    - ICT
    - Records
    - Medical
    - Dental
    - Physical Facilities
- \*Note: The rest of the units will be made available soon.
6. Immediate dissemination of this Memorandum is desired.

  
RHEA MARIA ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent