



July 2, 2019


DIVISION MEMORANDUM

No. 071, s. 2019

USAGE OF ONLINE REQUEST AND TRACKING SYSTEM (ORTS)

**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 (Elem./Sec./SHS) and All Others Concerned**

1. This office **REMINDS** every personnel, may it be in the Division Office or in the field, to **properly read** the instructions given to you in the Online Request and Tracking System and in your email.
2. District Supervisors and School Heads are **directed** to orient their Teachers and Non-Teaching Personnel to read through and follow the directions in the ORTS.
3. There are attachments that are readily available in the Division Office. However, some attachments are only available in your school or district. If you have filed for a request, do not proceed to the Division Office unless you are notified that your requested document is ready for pick-up or that there are documents you need to comply. This is to minimize or avoid failure of transactions and hassles of long travel.
4. Kindly look into the FAQ (Frequently Asked Questions) link in the ORTS and watch tutorial videos regarding the basic flow of the online request.
5. With regards to the progress of your request, check your e-mail and your ORTS account first before coming to the Division. After 3-days and there is still no progress in your request, kindly contact the concerned personnel. Attached herewith is the list of the data processor/personnel with their contact numbers.
6. In terms of the problems with your Deped email password, kindly coordinate with your School/District ICT Coordinator.
7. Immediate dissemination of this Memorandum is desired.


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

Enclosure to Division Memorandum: 371, s. 2019

UNIT/SECTION	Contact Information
Personnel in Educational Facilities	09667423728/ 09255588776
Personnel in SGOD	09674018403/ 09458211685
Personnel in Remittance	09772562778/ 09222793811
Personnel in Administrative Unit	09771218238
Personnel in Dental Section	09333080789/ 09176279307
Personnel in Disbursing Section	09266400430/ 09155888724/ 09985973340
Personnel in Medical Section	09323008724/ 09664821588
Personnel in Records Section	09064063496
Personnel in Accounting Section	09176460452
Personnel in HR Section	09066886101/ 09335196548
Personnel in ICT Unit	09150623874/ 09150623850