**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

Republic of the Philippines

# Department of Education

**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**

User Support Division
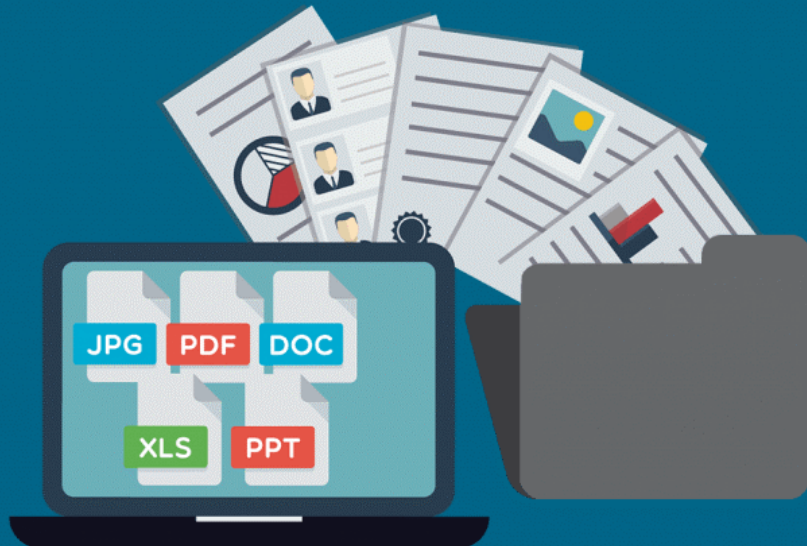


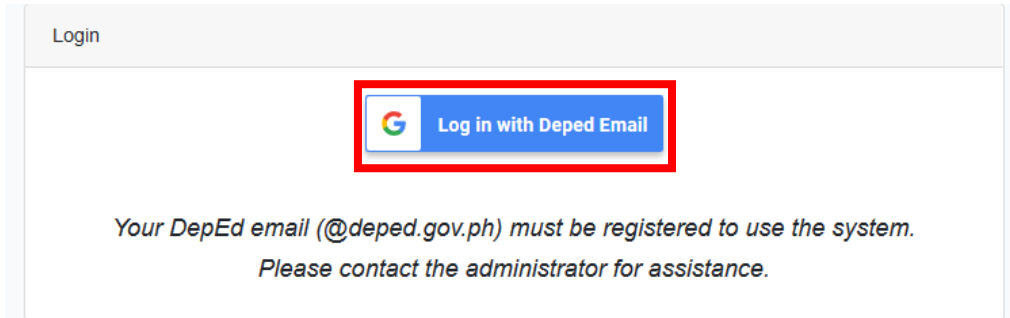# DOCUMENT MANAGEMENT SYSTEM

# USER GUIDE

## Logging In

1. Log on to **https://dms.deped.gov.ph/**.



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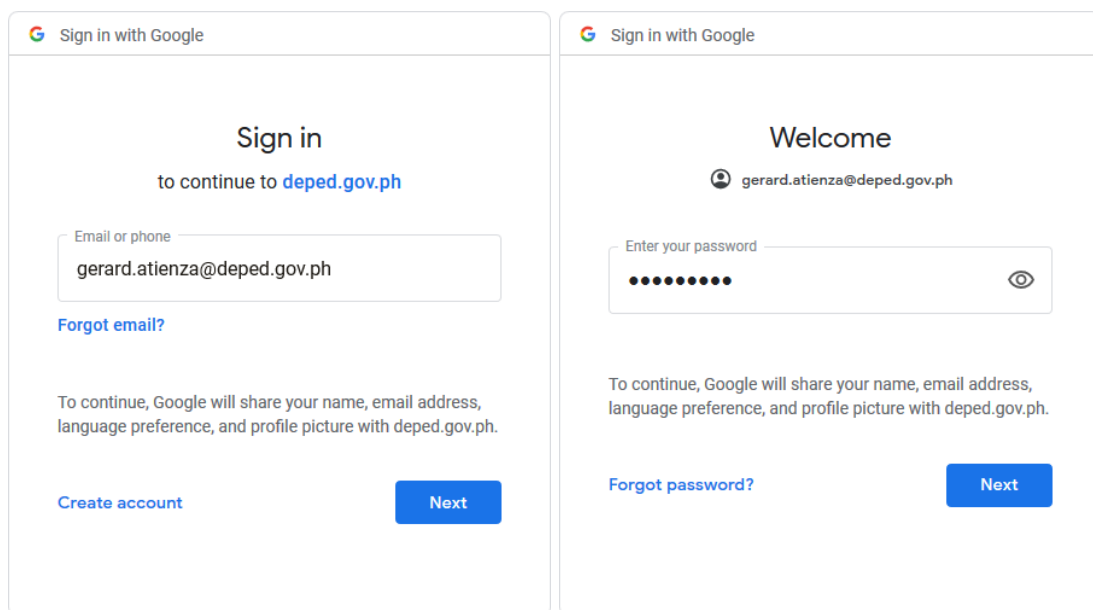


3. If a DMS Administrator registered your account into the DMS, the login page should redirect you to the **Document List**.

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

1. Select **Document > Add New Document** from the top navigation bar.
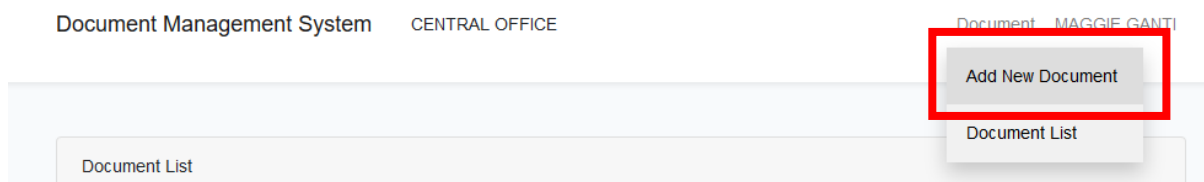


2. Fill in the following details **(all are mandatory unless specified otherwise)**:
    a. **Date and Time Created.** This field indicates when you added the document into the system. The date and the time are system-generated and cannot be modified.

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:

<div align="center">

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

</div>

**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.
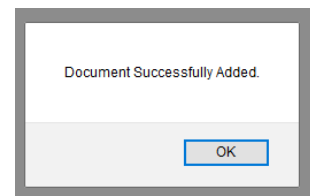
## Document List

1. Click **Document** > **Document List** to pull up the **Document List**.

Document Management System    CENTRAL OFFICE                                    Document    MAGGIE GANTI

Add New Document

Document List

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.**

Search By:

Subject

Procurement

Search

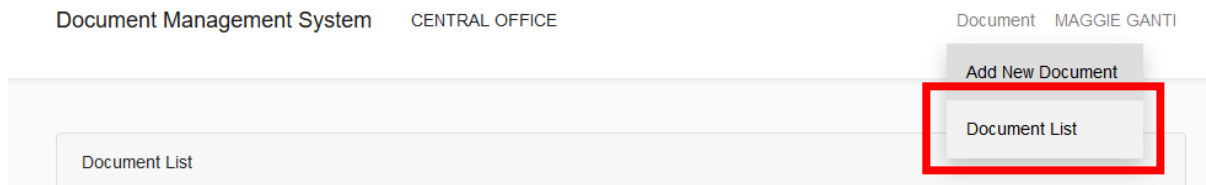4. Once you find the document, click **View** for the details of the document and additional options.

| Document Code | Date and Time Received | Sender / Origin | Subject | Details |
|---|---|---|---|---|
| CO-ICTS1-2020-05-20 | 2020-05-04 1:4:42 | Alain Del B. Pascua | Call for Submission of Procurement Documents | View |

Document Details

Document Code:
CO-ICTS1-2020-05-20

Date Created:
2020-05-04  1:4:42

Document Type:
Memorandum

Sender / Origin:
Alain Del B. Pascua

Sender Governance Level:
AS -  Records Division

Subject:
Call for Submission of Procurement Documents

Remarks:

Attachments:
OUA-Memo_4067_Call for Submission of Procurement Documents_2020_04_21.pdf

Route Document

Print Acknowledgement Receipt

## Print Acknowledgement Receipt

1. You can print an Acknowledgment 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**.
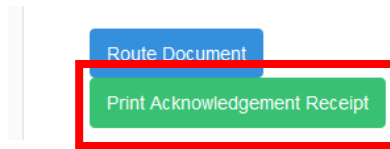


3. Print the Acknowledgement Receipt and attach it to the physical copy of the document.
    a. Attach the PDF file of the Acknowledgement Receipt as an **Additional Attachment** when routing the document through the DMS.
    b. You may provide a copy of the Acknowledgment Receipt to the sender as proof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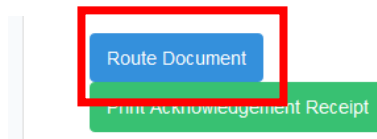


3. Fill in the following fields **(all are mandatory unless specified otherwise)**:
    a. **Date and Time Routed**. This field indicates when you routed the document; it is system-generated and cannot be modified.
    b. **Route To.** Select the destination of the document. Below are the following options:
       **(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.

# Document Management System
## PROCESS FLOWCHART

### 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

↓

A
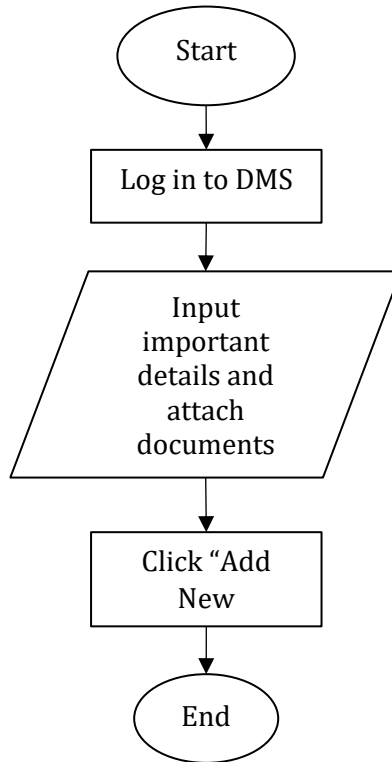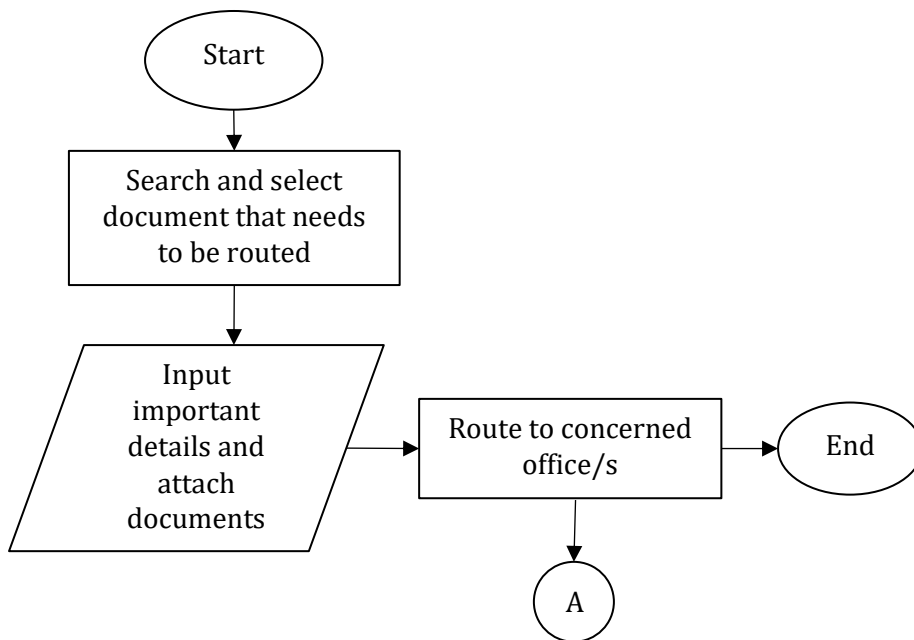
## 2.1 Central Office to Regional Office and/or Schools Division Office

```
              ( A )
                │
                ▼
    ┌───────────────────────┐
    │ Office will select     │
    │ recipient office/s.    │
    └───────────────────────┘
                │
                ▼
         ◇ Correct ◇      Yes    ┌──────────────────────────┐
         ◇recipient?◇ ──────────▶│ Records Division will    │
                │                 │ approve routing.         │
                │ No              └──────────────────────────┘
                ▼                              │
    ┌───────────────────────┐                 ▼
    │ Records Division will  │   ┌──────────────────────────┐
    │ create a route to the  │──▶│ Concerned regional and/or│
    │ correct office/s.      │   │ division office/s will   │
    └───────────────────────┘   │ receive the document.    │
                                 └──────────────────────────┘
```
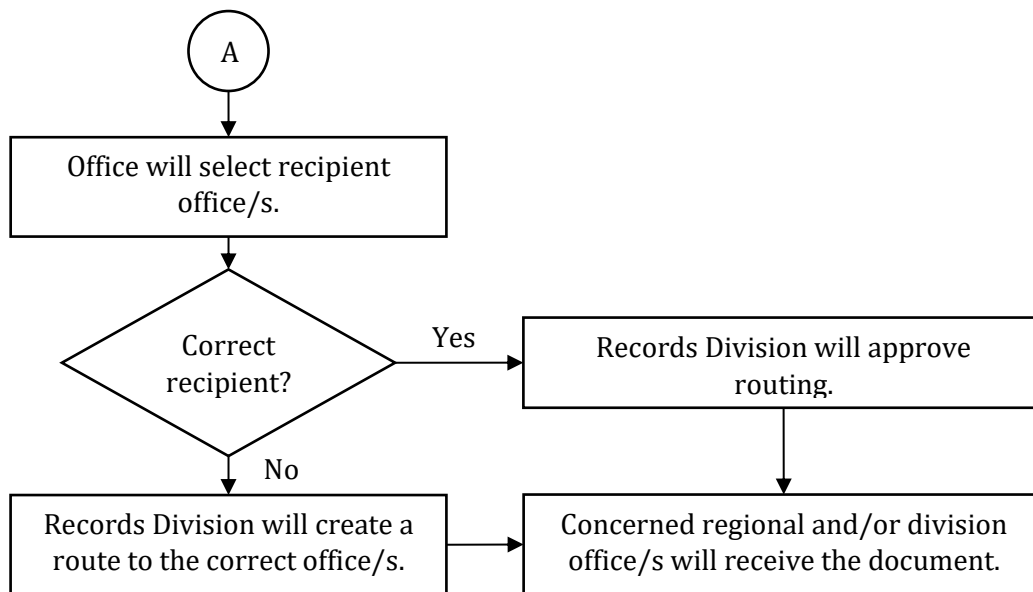
## 2.2 Regional Office and/or Schools Division Office to Central Office

```
              ( A )
                │
                ▼
    ┌───────────────────────┐
    │ Route to Records       │
    │ Division               │
    └───────────────────────┘
                │
                ▼
    ┌───────────────────────┐   ┌──────────────────────────┐
    │ Records Division will  │──▶│ Concerned office will    │
    │ route to concerned     │   │ receive document         │
    │ action office          │   │                          │
    └───────────────────────┘   └──────────────────────────┘
```
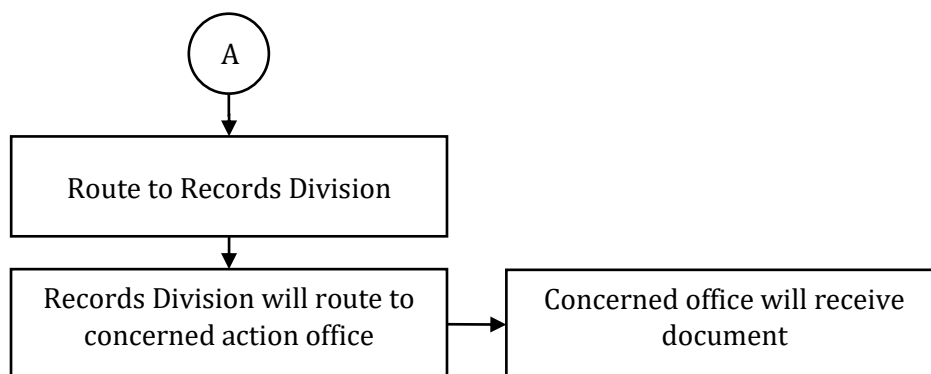
## 2.3 Central Office office to another Central Office office
   Regional Office to other Regional Office and/or Division Office
   Division Office to Regional Office and/or other Division Office

```
              ( A )
                │
                ▼
    ┌───────────────────────┐   ┌──────────────────────────┐
    │ Route to concerned     │──▶│ The concerned office will│
    │ office                 │   │ receive the document.    │
    └───────────────────────┘   └──────────────────────────┘
```