



# E-TRACED

## ADMIN MANUAL V4.0

### ABOUT E-TRACED

AN ONLINE DOCUMENT TRACKING AND RECORDS MANAGEMENT SYSTEM FOR EASIER UPLOADING, RECEIVING, RELEASING AND TRACING OF ENROUTE DOCUMENTS

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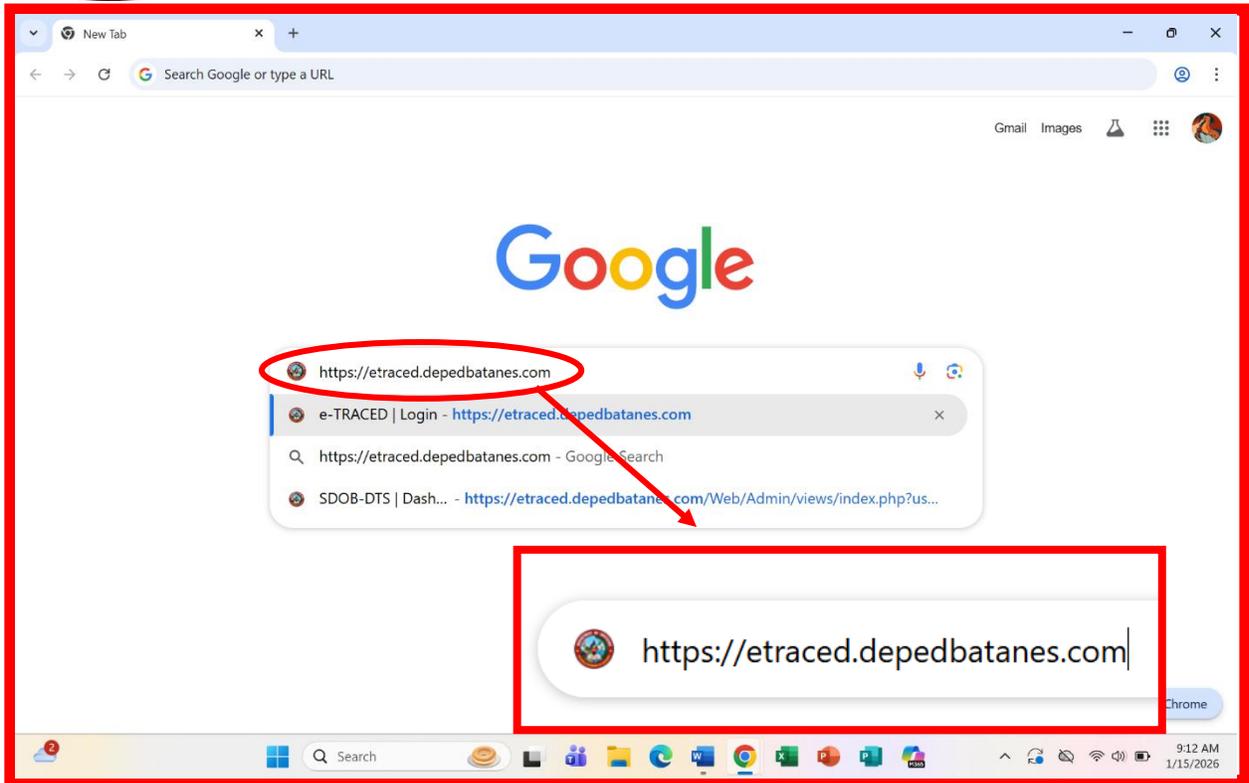


GETTING STARTED :

LAUNCHING THE SYSTEM



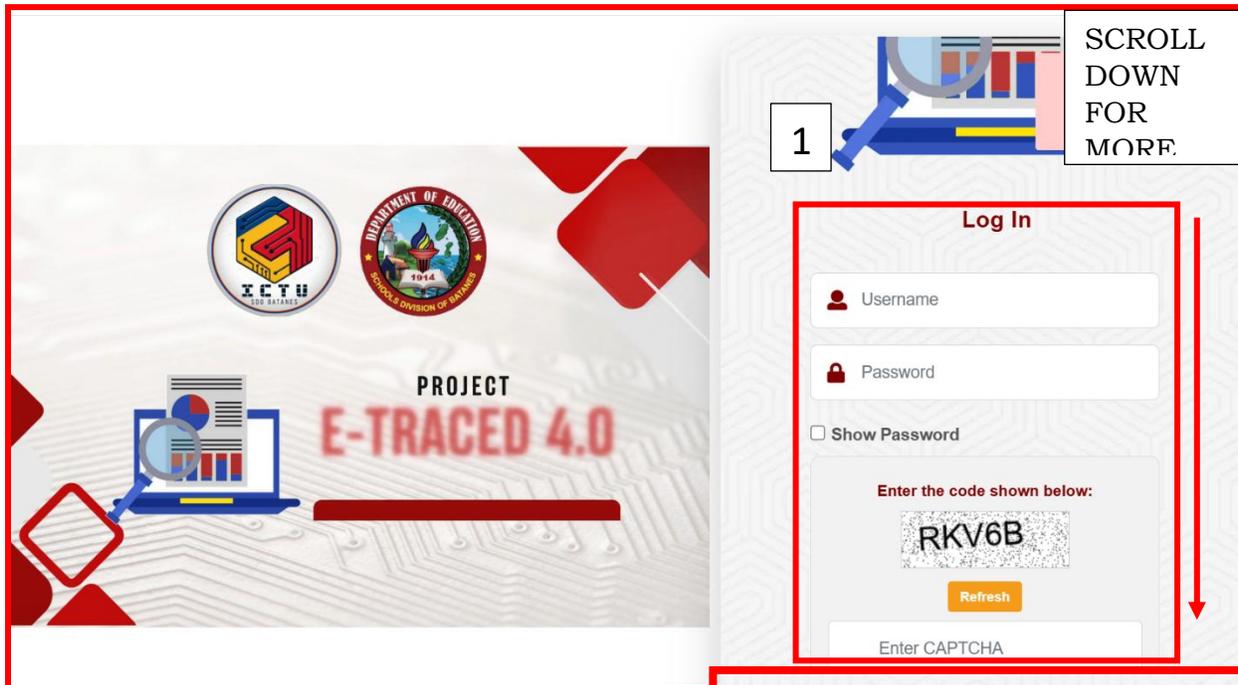
- Open Google Chrome installed in the computer. double click the icon.



After opening the Google Chrome app, click the textbox encircled in the image,  
and search <https://etraced.depedbatanes.com>



## SYSTEM HOMEPAGE AND ITS PARTS :

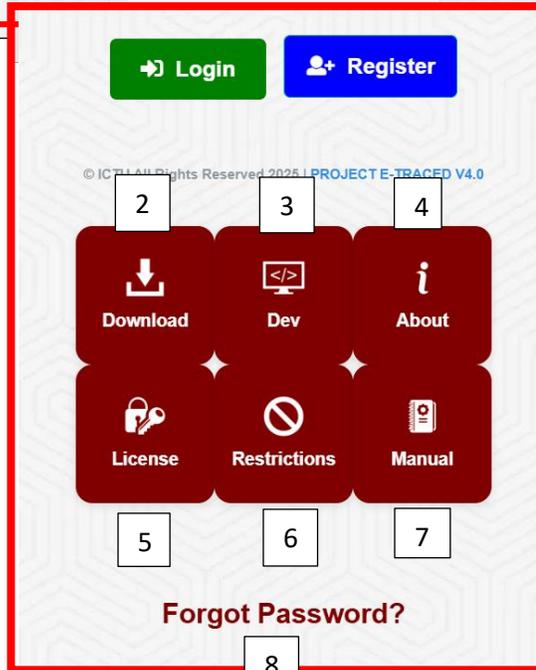


This is the System Homepage. This will show after you successfully launch the system. Some of the parts/features are:

1. This is the login or register page where you can sign-up as a user/admin or login as an admin/user.



2. **Download** – is where you can download the whole application either android or windows.
3. **DEV** – is where you can see the team that developed project E-TRACED
4. **About** – this is where they show what this website is for.
5. **License** – this is the license for the project E-Traced 4.0.
6. **Restrictions** – this is where you can see the software license agreements.
7. **Manual** – this is where you can use when your new to the website.



8. **Forgot Password** – this is where you can reset your password that you've forgotten.



## USER REGISTRATION

A screenshot of a user registration form. At the top, there is a date indicator 'Today is Jan-21-2021' and a 'Log' button. Below this are input fields for 'Username' and 'Password', with a 'Show Password' checkbox. A CAPTCHA section follows, with the instruction 'Enter the code shown below:' and a box containing the code 'FKTMA'. Below the CAPTCHA is a 'Refresh' button and another input field labeled 'Enter CAPTCHA'. At the bottom, there are two buttons: a green 'Login' button and a blue 'Register' button. The 'Register' button is circled in red, and a red arrow points from a text box to it.

Register if you don't have an account, click the encircled icon



## User Registration

### Employee Details

Last Name	Middle Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Office Assigned	Position	Profile Picture
-- Select Office --	<input type="text"/>	Choose File No...sen

### Account Credentials

Username	User Role
<input type="text"/>	User
Password	Confirm Password
<input type="text"/>	<input type="text"/>

I have read and agree to the [Data Privacy Statement](#).

← Back

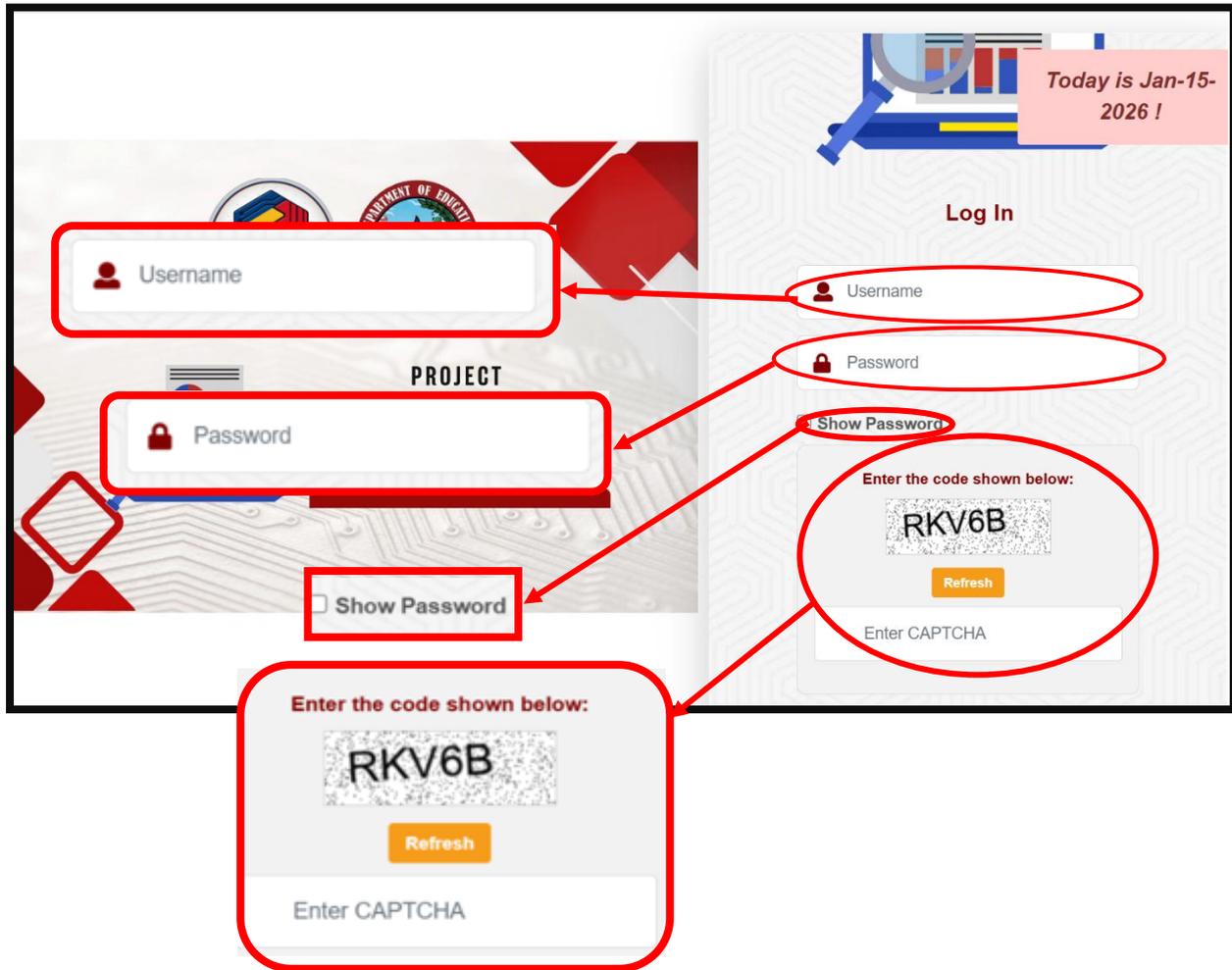
Show Password

Register

1. **Open User Registration** [o](#) Go to the **User Registration** page.
  2. **Fill in Employee Details** [o](#) Enter **Last Name, Middle Name, and First Name**. [o](#) Select **Office Assigned** from the dropdown. [o](#) Enter your **Position**.
    - [o](#) Click **Choose File** to upload a **Profile Picture** (optional, if required).
  3. **Enter Account Credentials** [o](#) Type your **Username**. [o](#) **User Role** is set automatically.
    - [o](#) Enter your **Password**.
    - [o](#) Re-enter the password in **Confirm Password**.
  4. **Review Password (Optional)** [o](#) Click **Show Password** to check your password entries.
  5. **Agree to Privacy Policy** [o](#) Check the box to agree to the **Data Privacy Statement**.
  6. **Register Account**
    - [o](#) Click **Register** to submit your registration.
- Go Back (Optional)** [o](#) Click **Back** to return to the previous page without saving.



## GETTING STARTED: for Admin



To get started fill up the user/admin login



The screenshot shows the 'DOCUMENT TRACKING' dashboard. At the top, there is a navigation bar with icons for Dashboard, Add New Document, View Open Document, View Closed Document, Document Tracking, E-Messenger, Reports, Report a Bug, and Share your experience. Below this is a section titled 'Open Documents'. A 'GENTLE REMINDER' banner is displayed, stating: 'Please open the document routed on your unit reflected on the system as soon as'. A legend below the banner explains the status indicators: a red bar for 'Document exceeded its maximum processing days', a white bar for 'Document is already received and still at your office/unit', and a green bar for 'Document is pending for receive'. At the bottom, there are two action buttons: 'View Received Document' (blue) and 'View Sent Document' (green). The text 'Action Available: (Select an action to refresh)' is visible on the left.

- After finish signing/logging in you will end up in the Administrative Dashboard User Interface page.



The screenshot displays the TRACING system interface. At the top, there is a navigation bar with icons for Dashboard, Add New Document, View Open Document, View Closed Document, Document Tracking, E-Messenger, Reports, Report a Bug, and Share your experience. Below this is the 'Open Documents' section, which includes a 'GENTLE REMINDER' and a 'LEGEND' with three status indicators: Document exceeded its maximum processing days (red), Document is already received and still at your office/unit (grey), and Document is pending for receive (green). Underneath, there are three action buttons: 'View Received Document' (blue), 'View Sent Document' (green), and 'View Created Document' (yellow). Below these buttons is a table of documents with columns for Document No., Source, Document Type, Subject, Description, Priority Category, Date Created, Sender, Remarks, Date Sent, and Action.

Document No.	Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2024-01-00273	Internal	Reports (Internal)	PMMP 2ND SEM CY 2023	PMMP 2nd Sem CY 2023 and posting certification	Simple	January 13, 2024	Charles Luthian Bala	for posting in our website. excel file and pdf file were both emailed	January 16, 2024	Open
2024-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2023	Update APP 2nd Sem CY 2023 and posting certification	Simple	January 13, 2024	Charles Luthian Bala	for posting in the deped balance website. pdf and excel file will be sent via email	January 15, 2024	Open
2023-12-00794	Internal	Procurement	PS - 2,390.00 (LONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DOP ICT equipment	Complex	December 23, 2023	Carlo Alcon	PPMP signed	January 12, 2024	Review

In this page you can also view the received document, the sent document and the created document.



# DASHBOARD

**Open Documents**

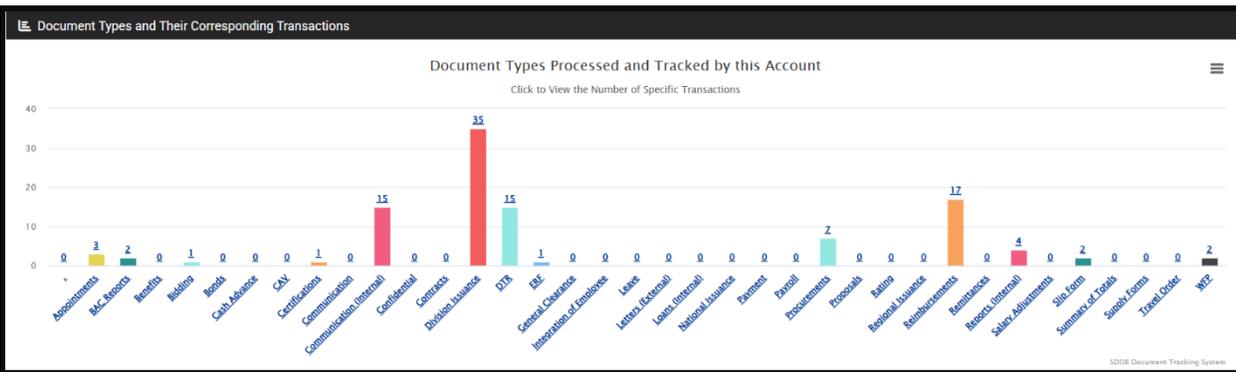
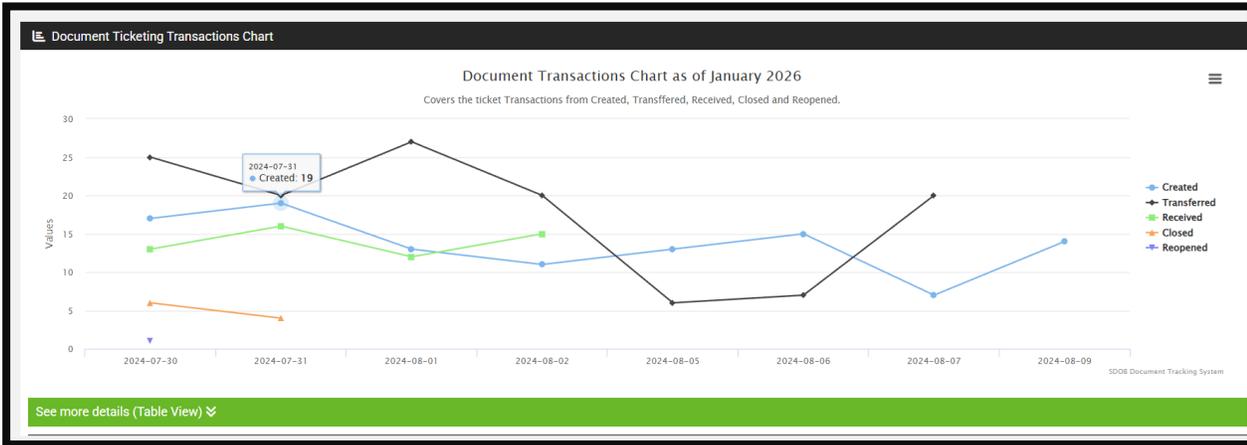
**GENTLE REMINDER:** d on your unit reflecte ment is given to you for on time transparency.

**LEGEND:** Document exceeded its processing day and still Document is pending for receive.

Action Available: (Select an action to refresh) [View Re](#) [Document](#) [+ View Created Document](#)

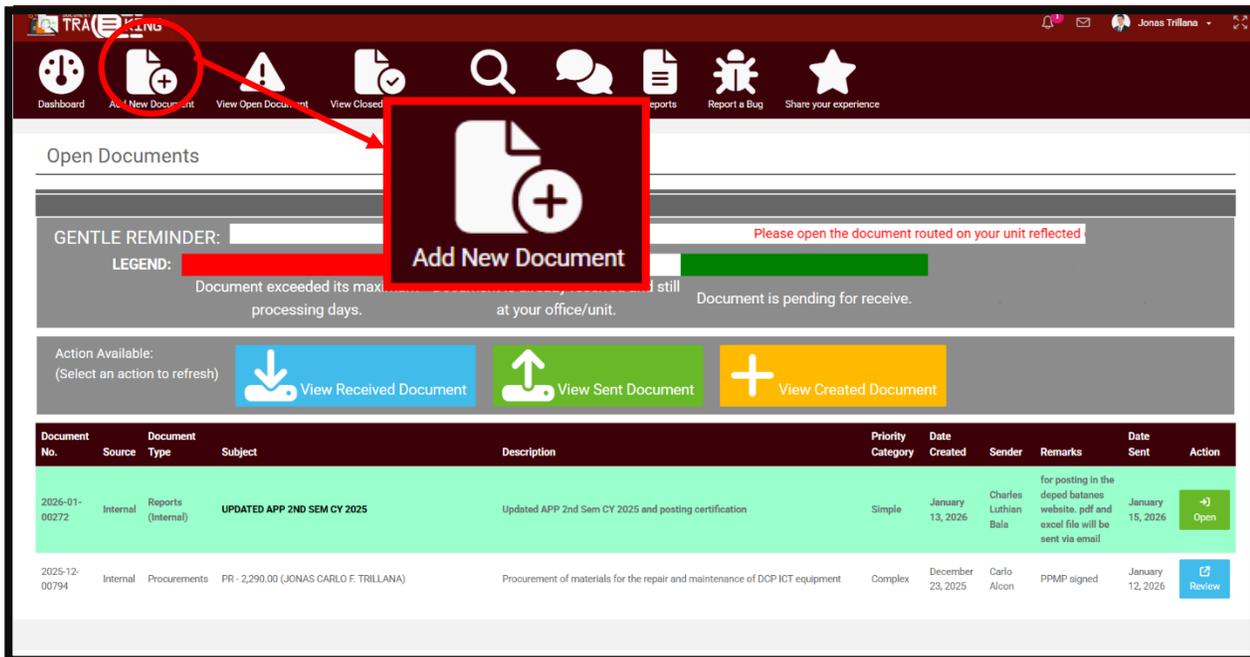
Document No.	Document Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2026-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2025	Updated APP 2nd Sem CY 2025 and posting certification	Simple	January 13, 2026	Charles Luthian Bala	for posting in the deped batanes website. pdf and excel file will be sent via email	January 15, 2026	<a href="#">Open</a>
2025-12-00794	Internal	Procurements	PR - 2,290.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DCP ICT equipment	Complex	December 23, 2025	Carlo Alcon	PPMP signed	January 12, 2026	<a href="#">Review</a>

- **DASHBOARD** – this is where you can view the document transaction chart and the document types process and tracking chart. (images in the next page)



➤ After clicking the dashboard icon you will end up with the Documented transactions chart and the Document types processed and tracked by the

## ADD NEW DOCUMENT



The screenshot shows the TRACOLING system dashboard. The top navigation bar includes icons for Dashboard, Add New Document (highlighted with a red circle), View Open Document, View Closed, Reports, Report a Bug, and Share your experience. A large red box highlights the 'Add New Document' icon in the center of the dashboard. Below the navigation bar, there is a section for 'Open Documents' with a 'GENTLE REMINDER:' and a 'LEGEND:' section. The 'LEGEND:' section contains three items: 'Document exceeded its maximum processing days.', 'Document is still at your office/unit.', and 'Document is pending for receive.'. Below the legend, there are three action buttons: 'View Received Document' (blue), 'View Sent Document' (green), and 'View Created Document' (yellow). At the bottom, there is a table of documents.

Document No.	Document Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2026-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2025	Updated APP 2nd Sem CY 2025 and posting certification	Simple	January 13, 2026	Charles Luthian Bala	for posting in the deposed balances website, pdf and excel file will be sent via email	January 15, 2026	Open
2025-12-00794	Internal	Procurements	PR - 2,290.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DCP ICT equipment	Complex	December 23, 2025	Carlo Alcon	PPMP signed	January 12, 2026	Review

The add new document icon is where you can add new documents to the system.



Adding Document

---

**Create Document**

---

Setup Document Details

Source Type: \*This field is required. Document Type: \*This field is required.

- Select Source Type - - Select Document Type -

Priority Type: \*This field is required.

- Select Priority Type -

---

Communication Details

Subject/ Name: \*This field is required.

Re: Subject/Name...

Description (Sentence case): \*This field is required.

Proponent: \*This field is required.

Created Documents

10 records Search:

Doc. No.	Subject	Description	Date Created
2026-01-00231	ORIENTATION FOR RECORDS AND INFORMATION OFFICERS ON UPLOADING ISSUANCES AND NEWS TO THE NEW SDO WEBSITE	Notice of Meeting on January 13, 2026	January 12, 2026
2026-01-00136	DTR - JONAS CARLO TRILLANA	For the Month of December 2025	January 9, 2026
2026-01-00135	ORIENTATION AND LAUNCHING OF PROJECT BUZZBACK 4.0 AND ORIENTATION ON PROJECT ETRACED 4.0	January 12, 2026 at CID Office	January 9, 2026
2026-01-00105	WEBSITE SUBSCRIPTION FOR SDO BATANES	Reimbursement Amt. 5902.85	January 8, 2026
2026-01-00041	RECONSTITUTION OF THE DIVISION COMMITTEE ON ANTI RED TAPE (DCART)	DCART COMMITTEE	January 6, 2026
2026-01-00037	CONDUCT OF ICT EQUIPMENT INVENTORY AND ANNUAL PREVENTIVE MAINTENANCE IN SDO FOR CY 2026	January 19-30, 2026	January 6, 2026
2026-01-	SDO BATANES PREVENTIVE MAINTENANCE OF AN EQUIPMENT	For CY 2026	January 6, 2026

### Step 1: Open the Create Document Page

- Click **Add New Document** from the top menu.
- The **Create Document** form will appear.

### Step 2: Fill in Setup Document Details

Complete all required fields marked with **\*This field is required.**

1. **Source Type**
  - Select where the document came from (Internal only).
2. **Document Type**
  - Choose the type of document from the list.
3. **Priority Type**
  - Select the urgency level of the document.

### Step 3: Enter Communication Details

1. **Subject / Name**
  - Enter the document title or subject.
2. **Description**
  - Write a brief explanation of the document.
3. **Proponent**
  - Enter the name of the person or office submitting the document.



Adding Document

---

**Create Document**

---

Setup Document Details

Source Type: \*This field is required.

Document Type: \*This field is required.

Priority Type: \*This field is required.

---

Communication Details

Subject/ Name: \*This field is required.

Description (Sentence case): \*This field is required.

Proponent: \*This field is required.

---

Created Documents

10 records Search:

Doc. No.	Subject	Description	Date Created
2026-01-00231	ORIENTATION FOR RECORDS AND INFORMATION OFFICERS ON UPLOADING ISSUANCES AND NEWS TO THE NEW SDO WEBSITE	Notice of Meeting on January 13, 2026	January 12,2026
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2026-01-00105	WEBSITE SUBSCRIPTION FOR SDO BATANES	Reimbursement Amt. 5902.85	January 8,2026
2026-01-00041	RECONSTITUTION OF THE DIVISION COMMITTEE ON ANTI RED TAPE (DCART)	DCART COMMITTEE	January 6,2026
2026-01-00037	CONDUCT OF ICT EQUIPMENT INVENTORY AND ANNUAL PREVENTIVE MAINTENANCE IN SDO FOR CY 2026	January 19-30, 2026	January 6,2026
2026-01-	SDO BATANES PREVENTIVE	For CY 2026	January

### Step 4: Save the Document

- Click **+** **Create Document** to submit the form.
- The system will automatically generate a **Document Number**.

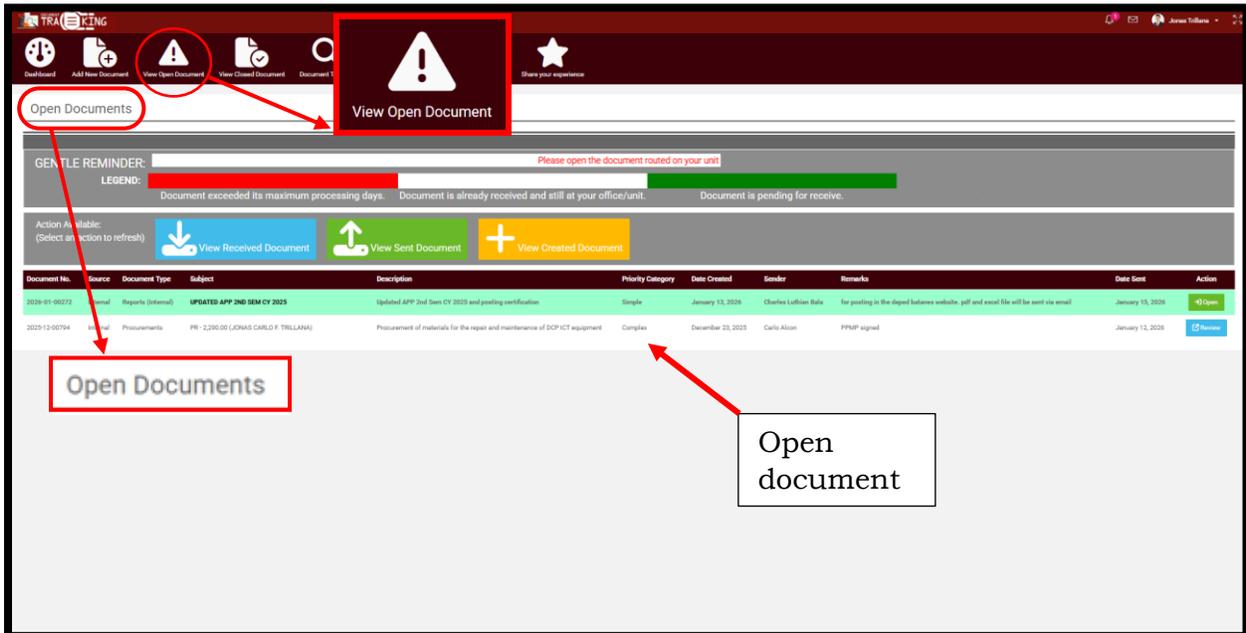
### Other Buttons

- **Clear All** – Clears all entered information.
- **Cancel** – Cancels the process and exits the page.

### Created Documents Section

- Located on the **right side** of the page.
- Displays recently created documents with:
  - Document Number
  - Subject
  - Description
  - Date Created
- Use this section to confirm successful document creation.

## VIEW OPEN DOCUMENT



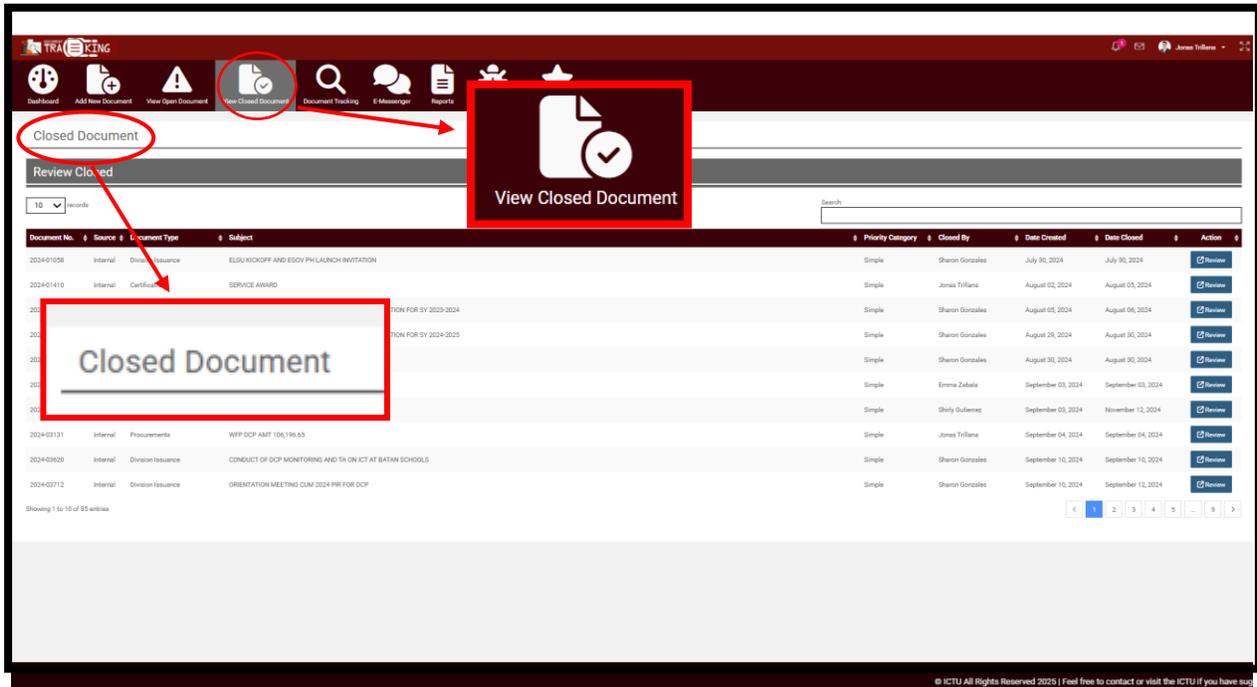
The screenshot shows the TRACING system interface. At the top, there is a navigation bar with icons for Dashboard, Add New Document, View Open Document, View Closed Document, and Document. The 'View Open Document' icon is highlighted with a red circle. Below the navigation bar, there is a section titled 'Open Documents' with a red box around it. A legend below this section explains the status of documents: red for 'Document exceeded its maximum processing days', white for 'Document is already received and still at your office/unit', and green for 'Document is pending for receive'. Below the legend, there are three buttons: 'View Received Document' (blue), 'View Sent Document' (green), and 'View Created Document' (yellow). A table of documents is displayed below, with columns for Document No., Source, Document Type, Subject, Description, Priority Category, Date Created, Sender, Remarks, Date Sent, and Action. The first row is highlighted in green, and the second row is highlighted in white. A red box highlights the 'Open Documents' button in the legend, and a white box labeled 'Open document' points to the 'Open' button in the table.

Document No.	Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2020-01-00272	Internal	Reporte Informes	UPDATED APP 2ND SEM CY 2020	Updated APP 2nd Sem CY 2020 and posting verification	Simple	January 13, 2020	Charles Lillian Bala	for posting in the digest between website, pdf and excel file will be sent via email	January 15, 2020	Open
2020-12-00794	Internal	Procurement	PR - 2,200.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of ODP/ICT equipment	Complex	December 23, 2020	Carlo Alon	PRMP signed	January 12, 2020	Open

The view open document is where you can view the open documents.

- If the document is red then that means the document has exceeded its maximum processing days
- If the document is white then that means the documents is already received and still at the unit and you can also preview the document by clicking the blue button at the end of the document.
- If the document is green then that means the document is pending for receive and you can also open the document by clicking the green button

## VIEW CLOSED DOCUMENT



The screenshot displays the TRA SYSTEM dashboard. The navigation menu includes 'Dashboard', 'Add New Document', 'View Open Document', 'View Closed Document', 'Document Tracking', 'E-Messenger', and 'Reports'. The 'View Closed Document' icon is highlighted with a red box and labeled 'View Closed Document'. A red circle highlights the 'View Closed Document' menu item, with a red arrow pointing to the 'View Closed Document' icon. Another red circle highlights the text 'Closed Document' in the table, with a red arrow pointing to the 'View Closed Document' icon.

Document No.	Source	Document Type	Subject	Priority Category	Closed By	Date Created	Date Closed	Action
2024-01038	Internal	Division Issuance	ESDU KICKOFF AND ESDV PH LAUNCH INVITATION	Simple	Sharon Gonzales	July 30, 2024	July 30, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	James Trifana	August 02, 2024	August 05, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	Sharon Gonzales	August 05, 2024	August 06, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	Sharon Gonzales	August 29, 2024	August 30, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	Sharon Gonzales	August 30, 2024	August 30, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	Ernest Zabala	September 03, 2024	September 03, 2024	Review
2024-01410	Internal	Certificate	SERVICE AWARD	Simple	Shirley Guzman	September 03, 2024	November 12, 2024	Review
2024-03131	Internal	Procurement	WFP DCP AMT 100,196.85	Simple	James Trifana	September 04, 2024	September 04, 2024	Review
2024-03620	Internal	Division Issuance	CONDUCT OF DCP MONITORING AND TA ON ICT AT BATAN SCHOOLS	Simple	Sharon Gonzales	September 10, 2024	September 10, 2024	Review
2024-03712	Internal	Division Issuance	ORIENTATION MEETING CUM 2024 PIR FOR DCP	Simple	Sharon Gonzales	September 10, 2024	September 12, 2024	Review

This is the view closed documents icon where you can view all the closed documents in the website.

Closed Document

Review Closed

10 records

Document No.	Source	Document Type	Subject	Priority Category	Closed By	Date Created	Date Closed	Action
2024-01058	Internal	Division Issuance	ELGU KICKOFF AND EGOV PH LAUNCH INVITATION	Simple	Sharon Gonzales	July 30, 2024	July 30, 2024	<a href="#">Review</a>
2024-01410	Internal	Certifications	SERVICE AWARD	Simple	Jones Trillana	August 02, 2024	August 05, 2024	<a href="#">Review</a>
2024-01459	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2023-2024	Simple	Jones Trillana	August 05, 2024	August 06, 2024	<a href="#">Review</a>
2024-02000	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2024-2025	Simple	Jones Trillana	August 29, 2024	August 30, 2024	<a href="#">Review</a>
2024-02836	Internal	Slip Form	LOCATOR SLIP	Simple	Jones Trillana	August 30, 2024	August 30, 2024	<a href="#">Review</a>
2024-02978	Internal	DTR	ITO DTR	Simple	Jones Trillana	September 03, 2024	September 03, 2024	<a href="#">Review</a>
2024-03060	Internal	Reimbursements	JONAS CARLO TRILLANA REIMBURSEMENT AMT 650	Simple	Shady Subarnez	September 03, 2024	November 12, 2024	<a href="#">Review</a>
2024-03131	Internal	Procurements	WFP DCP AMT 106,196.65	Simple	Jones Trillana	September 04, 2024	September 04, 2024	<a href="#">Review</a>
2024-03620	Internal	Division Issuance	CONDUCT OF DCP MONITORING AND TA ON ICT AT BATAN SCHOOLS	Simple	Sharon Gonzales	September 10, 2024	September 10, 2024	<a href="#">Review</a>
2024-03712	Internal	Division Issuance	ORIENTATION MEETING CUM 2024 PIR FOR DCP	Simple	Sharon Gonzales	September 10, 2024	September 12, 2024	<a href="#">Review</a>

Showing 1 to 10 of 85 entries

Document Tracking Details

Document No: 2024-01058

Document Status: CLOSED  
 Category: Division Issuance  
 Beginning: Information and Communications Technology  
 Department: Unit  
 Create Date: July 30, 2024, 01:58 pm  
 Currently at: Records Office  
 Last Activity: July 30, 2024, 03:43 pm  
 Proponent: ITO  
 Document Priority: Simple (3) Days  
 Name: Jones Trillana

Subject: ELGU KICKOFF AND EGOV PH LAUNCH INVITATION

This Document is closed.

Actions: [View Trace](#) [Go Back](#)

## How to Access

1. From the top menu, click **View Closed Document**.
2. The **Review Closed** page will open.

## Page Features

### 1. Records Display

- Use the **records dropdown** (e.g., 10 records) to select how many documents are shown per page.



## Closed Document

### Review Closed

10 records

Search:

Document No.	Source	Document Type	Subject	Priority Category	Closed By	Date Created	Date Closed	Action
2024-01058	Internal	Division Issuance	ELGU KICKOFF AND EGOV PH LAUNCH INVITATION	Simple	Sharon Gonzales	July 30, 2024	July 30, 2024	<a href="#">Review</a>
2024-01410	Internal	Certifications	SERVICE AWARD	Simple	Jonas Trillana	August 02, 2024	August 05, 2024	<a href="#">Review</a>
2024-01459	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2023-2024	Simple	Sharon Gonzales	August 05, 2024	August 06, 2024	<a href="#">Review</a>
2024-02800	Internal	Division Issuance	SUBMISSION OF SCHOOL ICT COORDINATORS DESIGNATION FOR SY 2024-2025	Simple	Sharon Gonzales	August 29, 2024	August 30, 2024	<a href="#">Review</a>
2024-02836	Internal	Slip Form	LOCATOR SLIP	Simple	Sharon Gonzales	August 30, 2024	August 30, 2024	<a href="#">Review</a>
2024-02978	Internal	DTR	ITO DTR	Simple	Emma Zabala	September 03, 2024	September 03, 2024	<a href="#">Review</a>
2024-03060	Internal	Reimbursements	JONAS CARLO TRILLANA REIMBURSEMENT AMT 850	Simple	Shirly Gutierrez	September 03, 2024	November 12, 2024	<a href="#">Review</a>
2024-03131	Internal	Procurements	WFP DCP AMT 106,196.65	Simple	Jonas Trillana	September 04, 2024	September 04, 2024	<a href="#">Review</a>

## 2. Search Box

- Use the **Search** field to quickly find a document by:
  - Document Number
  - Subject
  - Document Type

## Document List Information

Each row shows the following details:

- **Document No.** – Unique document reference number
- **Source** – Origin of the document (Internal / External)
- **Document Type** – Category of the document
- **Subject** – Title or purpose of the document
- **Priority Category** – Priority level of the document
- **Closed By** – User who closed the document
- **Date Created** – When the document was created
- **Date Closed** – When the document was completed

## Review a Closed Document

1. Locate the document you want to review.
2. Click the **Review** button in the **Action** column.
3. The document details will open for viewing.

✓ Closed documents are **read-only** and cannot be edited.



# DOCUMENT TRACKING.

Open Documents

GENTLE REMINDER: Please open the documents...

LEGEND: Document exceeded its maximum processing days. Document is already received...

Action Available: (Select an action to refresh)

View Received Document View Sent Document +

Document No.	Source	Document Type	Subject	Description	Status	Date Sent	Action
2028-01-00310	External	Communication	MEMO-OSEC	Digital TV Launch through Knowledge Channel Power Learning Partnership.	forwarded	January 14, 2024	+0 Open
2028-01-00273	Internal	Reports (Internal)	PMR 2ND SEM CY 2023	PMR 2nd Sem CY 2023 and posting certification	Simple	January 13, 2023	Review
2028-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2023	Updated APP 2nd Sem CY 2023 and posting certification	Simple	January 13, 2023	Review
2029-12-00794	Internal	Procurements	PR - 2,200.00 (JONAS CARLO F. TROLLANA)	Procurement of materials for the repair and maintenance of DCP ICT equipment	Complete	December 23, 2023	Review

This is the document tracking icon.



**Document Tracer**

Trace Documents

10 records

Doc. No.	Document Type	Subject	Description	Doc. Creator	Priority	Date Created	Action
2026-01-00427	Communication (Internal)	OFFICE MEMO	2026 Regional Office Calendar of Activities	Oliver Carason	Simple	2026	View Traces
2026-01-00426	Communication (Internal)	OFFICE MEMO: RO 2026 CALENDAR OF ACTIVITIES	2026 REGIONAL OFFICE CALENDAR OF ACTIVITIES	Oliver Carason	Simple	January 16, 2026	View Traces
2026-01-00425	Reimbursements	VIOLETA GASLAD-18,150	CY 2025 Year-End Performance Review and Monitoring of Basic Education Curriculum PAPS	Emilia Castellon	Complex	January 16, 2026	View Traces
2026-01-00424	Regional Issuance	RES. MEMO NO. 016, S. 2026	Hauling of Tablets from the Regional Office	Sharon Gonzales	Simple	January 16, 2026	View Traces
2026-01-00423	Communication	DM-LS 2025-219	Submission of the Special Curricular Programs Program Support Funds (SCP-PSF) Reports				View Traces
2026-01-00422	Communication	ADVISORY	Advisory on the Participation of Regional and Division DRRM Coordinators in the Fundamentals of Resilience Massive Open Online Course (MOOC) at the University of the Philippines Open University				View Traces
2026-01-00421	National Issuance	DM-GUPSP 2025-10-7969	Pilot Implementation of the Policy Guidelines on the Operationalization of School Clubs and Organizations in the Basic Education				View Traces
2026-01-00420	Communication	MEMORANDUM	Request for an Inventory and Capacity Assessment on School-Based Feeding Program Resources	Sharon Gonzales	Simple	January 16, 2026	View Traces
2026-01-00419	Regional Issuance	RES. MEMO NO. 019, S. 2026	Contingendum to Regional Memorandum No. 011-2026	Sharon Gonzales	Simple	January 16, 2026	View Traces
2026-01-00418	Travel Order	LOCAL - OLIVER R. CARIASO	To attend the National Planning Conference 2026 on January 31, 2026 - February 8, 2026 at Almont Island Resort, J.C. Aquino Avenue, Barangay Imelda, Bukuen City	Nicela Jocelyn Ramon	Simple	January 16, 2026	View Traces

Showing 1 to 10 of 16,762 entries

Click here to view more details of the document you are looking for.

**View Traces**

**Details of Document No: 2026-01-00430**

Document Status: OPEN Name: Rosevale Bataliones

Category: Reports (Internal) Other Actions: **Transfer Document** No. Doc

Beginning: Records Office

Department: Records Office

Create Date: January 16, 2026, 01:04 pm

Currently at: N/A

Last Activity: January 16, 2026, 05:05 am

End User: S000

Document Status: Simple (3) Days

Subject: GAD-MNHS

**Transfer Document**

Traces of Document No: 2026-01-00430

Description	Staff / Designee	Date and Timestamp
New Document Created, from the Records Office.	Rosevale Bataliones	January 16, 2026 01:04 pm
Document is Reviewed and Transferred from Records Office to School Governance and Operations Division. For information and appropriate action *	Rosevale Bataliones	January 16, 2026 01:05 pm

### How to Access

1. Click **Document Tracking** from the top menu.
2. Select a document from the list.
3. Click **View / Track** to open its details.





## E - MESSENGER

Document No.	Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2020-01-00417	External	Regional Issuance	REG. MEMO NO. 018, S. 2020	Schedule of First Wave of Distribution for Incoming Bayan Program for Dagupan Region 02	Simple	January 16, 2020	Melina Breda/yo	See work FYI & AA	January 16, 2020	Open
2020-01-00310	External	Communication	MEMO-050C	Digital TV Launch through Knowledge Channel Foundation, Inc. (DKCF) Solar Learning Partnership	Simple	January 16, 2020	Emelita Castellano	Forwarded	January 16, 2020	Open
2020-01-00279	Internal	Reports (Internal)	PMR 2ND SEM CY 2020	PMR 2nd Sem CY 2020 and posting verification	Simple	January 13, 2020	Charles Luthian Bala	for posting in our website. excel file and pdf file were both emailed	January 16, 2020	Remove
2020-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2020	Updated APP 2nd Sem CY 2020 and posting verification	Simple	January 13, 2020	Charles Luthian Bala	for posting in the deped business website. pdf and excel file will be sent via email	January 13, 2020	Remove
2020-12-00704	Internal	Procurements	PR - 2,200.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DCP/ICT equipment	Complex	December 23, 2020	Carlo Alcon	PFMP signed	January 12, 2020	Remove

This is the E-messenger of E-Traced, this feature is used for chatting through other logged in users.



## Individual Chat

Search user...

Name	Status	Action
Jhaycee	Offline	Message
Schneider	Offline	Message
Maline	Offline	Message
	Offline	Message
	Offline	Message
Sharon	Offline	Message
Monica	Offline	Message

Annotations: A red box highlights the 'Offline' status for Jhaycee. A red box highlights the 'Message' button for Jhaycee. A red box highlights the 'Message' button for Maline. A red box highlights the chat window preview for Jhaycee. Red arrows point from the 'Offline' status of Jhaycee to the 'Offline' status of Maline, and from the 'Message' button of Jhaycee to the 'Message' button of Maline.

## Page Overview

The page is divided into **two main sections**:

1. **Individual Chat (Left Panel)**
2. **Group Chat (Right Panel)**

### Individual Chat (Left Panel)

How to Send a Private Message

1. Use the **Search user** box to find a person.
2. Check the user's **Status** (Online / Offline).
3. Click the **Message** button beside the user's name.
4. Type your message and send.



## Group Chat

**Note:** Let's keep our group chat a safe space — for ideas, questions, and yes, even those Monday morning memes. Just a gentle reminder to be kind, clear, and respectful (aka: think twice before hitting **"send"**).

Enter message...

➔ Send

 **S**  
To  
yo  
09



 x2

### Group Chat (Right Panel)

#### How to Send a Group Message

1. Click inside the **Enter message...** box.
2. Type your message.
3. Click **Send**.

#### Group Chat Features

- Messages are visible to all users in the group.
- Sender name, message content, and timestamp are shown.
- Emojis and reactions may be used (if enabled).



## REPORTS

The screenshot displays the TRACING system interface. At the top, there is a navigation bar with icons for Dashboard, Add New Document, Document Tracking, E-Messages, Reports, Report a Bug, and Share your experience. The Reports icon is highlighted with a red box, and a dropdown menu is shown with four options: User Performance, Document Tracking, Document Source Type, and Individual Performance. Each option is also highlighted with a red box. Below the navigation bar, there are buttons for View Received Document, View Sent Document, and View Created Document. A table of documents is visible, with columns for Document ID, Source, Document Type, Subject, Description, Priority Category, Date Created, Sender, Remarks, Date Sent, and Action. Below the table, a 'User's Performance Report' is displayed, showing 'Active Available' status and two sections: 'User's Personal Details' and 'User Account's Performance'.

Document ID	Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2020-01-01-02	External	Regional Issuance	REG. MEMO NO. 016, S. 2020	Schedule of First Wave of Distribution for Junior Region 02	Simple	2020	Melina Rivilla, Inc	for posting in our website excel file and pdf file were both emailed	January 10, 2020	Open
2020-01-01-03	External	Communication	MEMO-OSED	Digitized TV Lesson through Knowledge Channel Learning Partnership	Simple	2020	Emelita Castellan	for posting in our website excel file and pdf file were both emailed	January 10, 2020	Open
2020-01-01-03	Internal	Reports (Internal)	PMR 2ND SEM CY 2020	PMR 2nd Sem CY 2020 and posting verification	Simple	2020	Charles Luthian Bala	for posting in our website excel file and pdf file were both emailed	January 10, 2020	Review
2020-01-01-02	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2020	Updated APP 2nd Sem CY 2020 and posting verification	Simple	January 13, 2020	Charles Luthian Bala	for posting in the deped batanes website, pdf and excel file will be sent via email	January 13, 2020	Review
2020-12-10-04	Internal	Procurements	PR- 2200.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DCP ICT equipment	Complex	December 23, 2020	Carlo Alon	PPMP signed	January 12, 2020	Review

**User's Performance Report**

Active Available

User's Personal Details		User Account's Performance	
Account Username:	jones	Total Account Log Ins:	107
Account Date Created:	May 23, 2016	Total Number of Documents Tracked:	344
Employee's Name:	Jonas Trifone	Total Number of Overdue Documents:	104
Office/Department:	Information and Communications Technology Unit	Total Average Service Time:	168' 40" in 40 s
Position/Role:	ITO	Total Average Performance Rating:	4.78
		Overall Performance Evaluation:	Your Overall Performance is Very Good

This is the reports icon if you click it 4 options will pop up/down, the user performance, document tracking, document source type, and the individual performance.



User Performance

Document TRACKING Performance Report

Action Available:  
[Print Report](#)

User's Personal Details	User Account's Performance
Account Username: jonas	Total Account Log-Ins: 507
Account Date Created: May 23, 2024	Total Number of Documents Tracked: 344
Employee's Name: Jonas Trillana	Total Number of Overdue Documents: 104
Office/Department: Information and Communications Technology Unit	Total Average Service Time: 168 h 40 m 45 s
Position/Roles: ITO	Total Average Performance Rating: 4.79
	Overall Performance Evaluation: Your Overall Performance is Very Good.

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The user performance I where you can see the user's personal details and the user's performance. (Seen in the image below)



# Document Tracking

Document Tracking Report

View Documents

10 records

Search:

Click here to view more details

Doc. No.	Source	Doc. Type	Subject	Description	Doc. Creator	Priority		
2026-01-00417	Internal	Regional Issuance	REG. MEMO NO. 018, S. 2026	Schedule of First Wave of Distribution for Juansim ng Bayan Program for DepEd Region 02	Sharon Gonzales	Complex	January 16, 2026	<a href="#">View More Details</a>
2026-01-00310	Internal	Communication	MEMO-OSEC	DepEd TV Launch through Knowledge Channel Foundation, Inc. (KCFI)- Solar Learning Partnership.	Rosevale Batallones	Complex	January 14, 2026	<a href="#">View More Details</a>
2026-01-00313	Internal	Communication	MEMO DM-OUHROD-2025-3522	Rollout of the Strategic Resource Inventory for Deployment Efficiency (STRIDE) Dashboard.	Rosevale Batallones	Complex	January 14, 2026	<a href="#">View More Details</a>

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This is the document tracking icon, clicking it will lead you to the document tracking report page. (sample image above)



Document Source Type

Document Source Type Report

Action Available:

From:  To:

[Filter Report](#) [Print Report](#)

Date Range from the beginning of transactions up to now.

Document Source Types Count

Source Type	Record Count
No data available. Please select a date range.	

### Select Date Range

- Click the **From** date field and choose a start date.
- Click the **To** date field and choose an end date.
- The report only displays data for the selected period.

⚠ If no dates are selected, the message “**No data available. Please select a date range.**” will appear.

### Filter the Report

- Click the **Filter Report** button.
- The system will load the document source types and their record counts based on the selected dates.

### View Results

- The results appear under **Document Source Types Count**.
- Columns displayed:
  - **Source Type** – Type of document source
  - **Record Count** – Total number of records for that source type



Document Source Type

Document Source Type Report

Action Available:

From:  To:

[Filter Report](#) [Print Report](#)

Date Range from the beginning of transactions up to now.

Document Source Types Count

Source Type	Record Count
No data available. Please select a date range.	

### Print the Report

- Click the **Print Report** button to generate a printable version of the report.

### Notes

- The default data range is from the **beginning of transactions up to the current date**, but a manual date selection is required to display results.
- Ensure valid date entries before filtering or printing.



## Individual Performance



### User's Individual Employee's Performance Report

Action Available:

From:  To:

[Filter Report](#) [Print Report](#)

Date Range: from the beginning of transactions up to now.

From:  To:

[Filter Report](#) [Print Report](#)

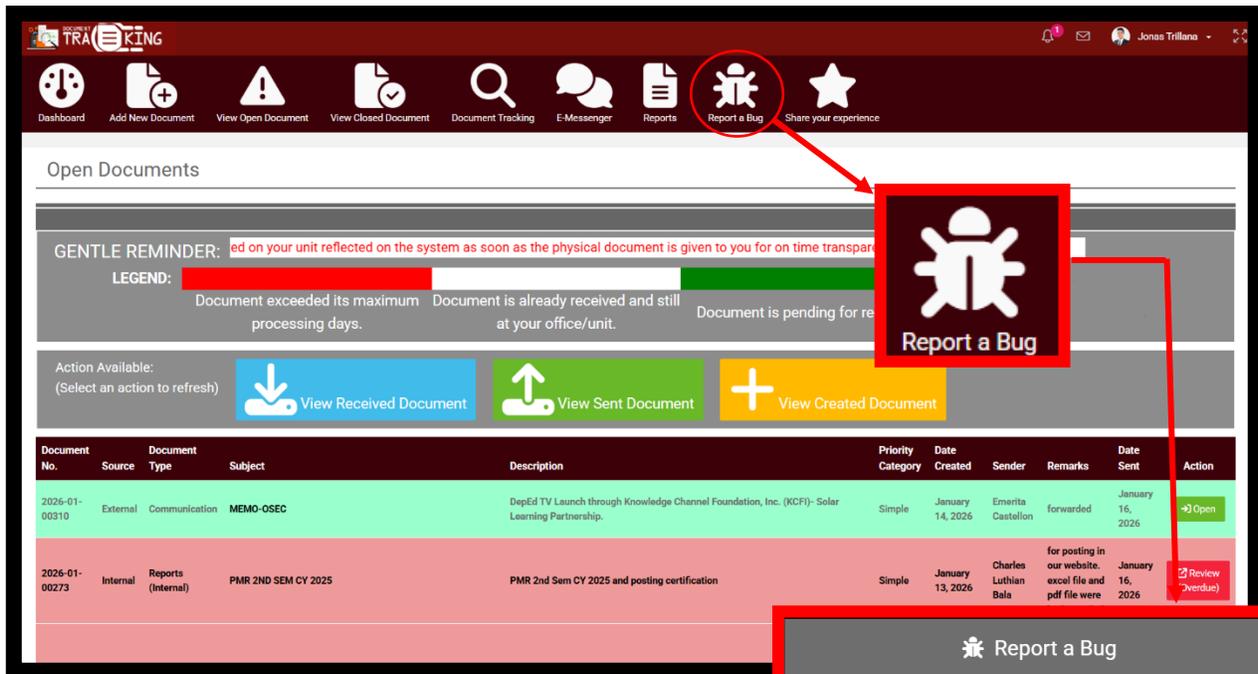
Employee	Created	Transferred	Received	Closed	Re-Opened
Jonas Trillana	105	223	268	122	1

#### Breakdown Per Internal Document Type

Document Type	Created	Transferred	Received	Closed	Re-Opened
Supply Forms	0	0	0	0	0
Procurements	7	27	29	3	0
Communication (Internal)	15	16	10	8	0

- The User's Individual Employee's Performance Report shows the total number of internal documents handled by an employee within a selected date range.
- Select a **From** and **To** date to define the reporting period.
- Click **Filter Report** to display the employee's performance data.
- The summary section shows the total documents **created, transferred, received, closed, and re-opened** by the employee.
- The breakdown section displays the same information grouped by internal document type.
- Click **Print Report** to generate a printable copy of the report.

## REPORT A BUG



Open Documents

GENTLE REMINDER: ed on your unit reflected on the system as soon as the physical document is given to you for on time transpa

LEGEND: Document exceeded its maximum Document is already received and still processing days. at your office/unit. Document is pending for re

Action Available:  
(Select an action to refresh)

[View Received Document](#) [View Sent Document](#) [View Created Document](#)

Document No.	Document Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2026-01-00310	External	Communication	MEMO-OSEC	DepEd TV Launch through Knowledge Channel Foundation, Inc. (KCF)- Solar Learning Partnership.	Simple	January 14, 2026	Emerita Castellon	forwarded	January 16, 2026	Open
2026-01-00273	Internal	Reports (Internal)	PMR 2ND SEM CY 2025	PMR 2nd Sem CY 2025 and posting certification	Simple	January 13, 2026	Charles Luthian Bala	for posting in our website. excel file and pdf file were	January 16, 2026	Review (Verdue)

**Report a Bug**

In order to serve you better, the developer of the system provides an interface for you to report any errors, or bugs encountered in using the system.

By giving your insights from using the system, the developer will be pleased to receive it as it helps the developer to fix and to further improve the system.

*Maparin Ivatan/Tagalog/English basta maintindi. Diyos Mamaahes!*

[Send](#) [Cancel](#)

- The **Report a Bug** feature allows users to report system errors or issues encountered while using the system.
- Read the instructions shown on the screen before submitting a report.
- Type the details of the error or bug in the text box provided.
- You may write your report in **Ivatan, Tagalog, or English.**
- Click **Send** to submit the bug report to the system developer.
- Click **Cancel** to close the window without sending the report.



TRAC KING

Dashboard Add New Document View Open Document View Closed Document Document Tracking E-Messenger Reports Report a Bug **Share your experience**

Open Documents

GENTLE REMINDER: **r on time transparency.**

LEGEND:  Document exceeded its maximum processing days.  Document is already received and still at your office/unit.  Document is pending for receive.

Action Available: (Select an action to refresh)

[View Received Document](#) [View Sent Document](#) [View Created Document](#)

Document No.	Document Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2026-01-00310	External	Communication	MEMO-OSEC	DepEd TV Launch through Knowledge Channel Foundation, Inc. (KCFI)- Solar Learning Partnership.	Simple	January 14, 2026	Emerita Castellon	forwarded	January 16, 2026	<a href="#">Open</a>
2026-01-00273	Internal	Reports (Internal)	PMR 2ND SEM CY 2025	PMR 2nd Sem CY 2025 and posting certification	Simple	January 13, 2026	Charles Luthian Bala	for posting in our website. excel file and pdf file were both emailed	January 16, 2026	<a href="#">Review (Overdue)</a>
							Charles	for posting in the deped intranet.	January	



Share your experience system.

### Rate/Review the System



**3.7 / 5**  
★★★★☆  
3 Review

5 ★	██████████	(2)
4 ★	██████	(0)
3 ★	██████	(0)
2 ★	██████	(0)
1 ★	██████	(1)

★ Rate/Review the System

System Reviews:

**K** Kym  
★★★★★  
Maparin may request su feature? an maparin ma trace u number sa nu memo since updated ova u website tow. hehehehe

On Wednesday 27th, November 2024 03:31:11 AM

## View System Rating

- The **overall system rating** is displayed at the center (e.g., **3.7 / 5**).
- Below it, you can see the **total number of reviews** submitted.
- Star icons represent the average rating.

## Rating Breakdown

- On the right side, you will see a **star rating breakdown**:
  - ★★★★★ (5 stars)
  - ★★★★ (4 stars)
  - ★★★ (3 stars)
  - ★★ (2 stars)
  - ★ (1 star)
- Each bar shows how many users gave that specific rating.

## Submit a Review

1. Click the **“Rate/Review the System”** button.
2. Select the number of **stars** (1–5).
3. Enter your **comment or feedback**.
4. Submit the review.

✓ Your rating will be included in the system average once saved.



The screenshot shows the TRAKING dashboard interface. At the top, there is a navigation bar with icons for Dashboard, Add New Document, View Open Document, View Closed Document, Document Tracking, E-Messaging, Reports, Report a Bug, and Share your experience. Below this is a section for 'Open Documents' with a notification bell icon (highlighted with a red box and a '1' badge) and a message envelope icon (also highlighted with a red box). To the right, a user profile for 'Jonas Trillana' is shown (highlighted with a red box). Below the profile is a 'GENTLE REMINDER' section with a progress bar and text: 'Document exceeded its maximum processing days.' and 'Document is already received and still at your office/unit.' Below this are three action buttons: 'View Received Document', 'View Sent Document', and 'View Created Document'. At the bottom is a table of documents.

Document No.	Source	Document Type	Subject	Description	Priority Category	Date Created	Sender	Remarks	Date Sent	Action
2026-01-00310	External	Communication	MEMO-OSEC	DepEd TV Launch through Knowledge Channel Foundation, Inc. (KCF)- Solar Learning Partnership.	Simple	January 14, 2026	Emerita Castellon	forwarded	January 16, 2026	Open
2026-01-00273	Internal	Reports (Internal)	PMR 2ND SEM CY 2025	PMR 2nd Sem CY 2025 and posting certification	Simple	January 13, 2026	Charles Luthian Bala	for posting in our website. excel file and pdf file were both emailed	January 16, 2026	Review (Overdue)
							Charles	for posting in the deped batanes	January	

## Icons and Functions

### Notification Icon

- Shows system notifications and alerts.
- A red badge (e.g., **1**) indicates unread notifications.
- Click the icon to view notification details.

### Message Icon

- Opens the internal messaging or email inbox.
- Allows you to view received messages.
- Click to read or respond to messages.

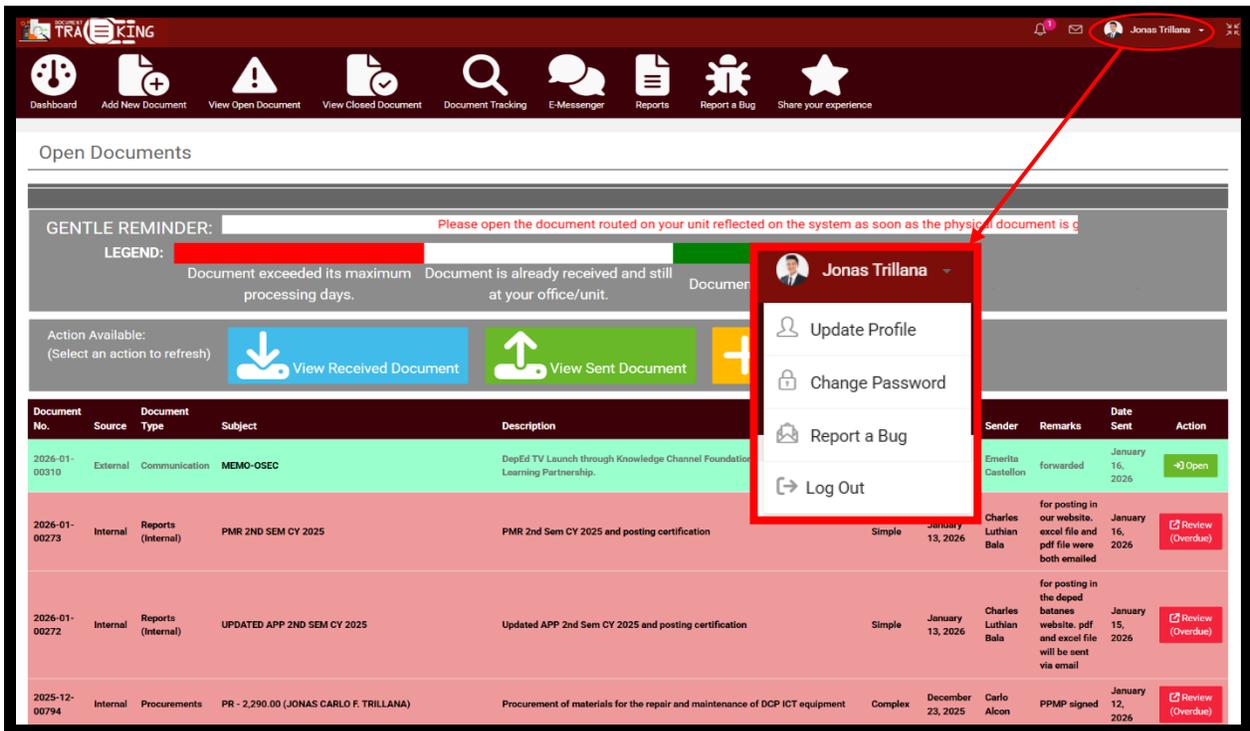
## Menu Options and Functions

### 1. Update Profile

- Allows you to update your personal information.
- You may edit details such as name or other profile data.
- Click **Save** after making changes.

### 2. Change Password

- Used to update your account password.



The screenshot shows the TRAKING system interface. At the top, there is a navigation bar with icons for Dashboard, Add New Document, View Open Document, View Closed Document, Document Tracking, E-Messenger, Reports, Report a Bug, and Share your experience. Below this is a section for 'Open Documents' with a 'GENTLE REMINDER' and a 'LEGEND' section. A user menu for 'Jonas Trillana' is open, showing options: Update Profile, Change Password, Report a Bug, and Log Out. Below the menu is a table of documents with columns for Document No., Source, Document Type, Subject, Description, Sender, Remarks, Date Sent, and Action.

Document No.	Source	Document Type	Subject	Description	Sender	Remarks	Date Sent	Action
2026-01-00310	External	Communication	MEMO-OSEC	DepEd TV Launch through Knowledge Channel Foundation Learning Partnership.	Emerita Castellon	forwarded	January 16, 2026	Open
2026-01-00273	Internal	Reports (Internal)	PMR 2ND SEM CY 2025	PMR 2nd Sem CY 2025 and posting certification	Charles Luthian Bala	for posting in our website, excel file and pdf file were both emailed	January 16, 2026	Review (Overdue)
2026-01-00272	Internal	Reports (Internal)	UPDATED APP 2ND SEM CY 2025	Updated APP 2nd Sem CY 2025 and posting certification	Charles Luthian Bala	for posting in the deped batanes website, pdf and excel file will be sent via email	January 15, 2026	Review (Overdue)
2025-12-00794	Internal	Procurements	PR - 2,290.00 (JONAS CARLO F. TRILLANA)	Procurement of materials for the repair and maintenance of DCP ICT equipment	Carlo Alcon	PPMP signed	January 12, 2026	Review (Overdue)

## Menu Options and Functions

### 1. Update Profile

- Allows you to update your personal information.
- You may edit details such as name or other profile data.
- Click **Save** after making changes.

### 2. Change Password

- Used to update your account password.
- Enter your current password.
- Enter and confirm your new password.
- Click **Submit** to apply changes.

✓ For security, use a strong password.

### 3. Report a Bug

- Use this option to report system errors or issues.
- Provide a clear description of the problem.
- Submit the report for system administrators to review.

### 4. Log Out

- Safely exits your account.
- Always log out when using a shared or public computer.