Project

MADASIG

(Making Available Data Accessibility System to Improve Governance)

Documents Tracking System

What is it?

- **Project MADASIG** is a multi-facet **office efficiency project** by DepEd Division of Aklan.
- **Project MADASIG** is a **Continuous Improvement (CI) Project** proposed by DepEd Aklan for **2016-2017 DepEd VisMin CI Implementation Program**
- **Project MADASIG** was chosen as **Region 6 Presenter** for the DepEd VisMin CI Implementation Exhibit
- **Project MADASIG's Document Tracking System (DTS)** software won the **DepEd National ICT Innovations Award** last February 2018.

Desired State

- Upon the full implementation of Project MADASIG, the Division Office will gradually reduce the time it takes for stakeholders to complete their transactions. Records request and processing will be more responsive, efficient and accurate.

Documents Tracking System (DTS)

- The Documents Tracking System (DTS) Module of Project MADASIG is a fully-functional, barcode-generating, online tracking system that allows you to keep track of your documents upon submission to the Division Office.
- Its features are the following:
  - 24/7 availability
  - Multi-platform interface
  - Accepts over 50 types of documents for submission
  - Generates unique barcodes for document tracking
  - Online tracking of documents
  - Displays document's route history
  - Displays document status (Active, Inactive, On Hold, Released), location, and time received by the office.

Track your document in 4 easy steps!

Create barcode → Attach to document → Submit to Division Office → Track Online

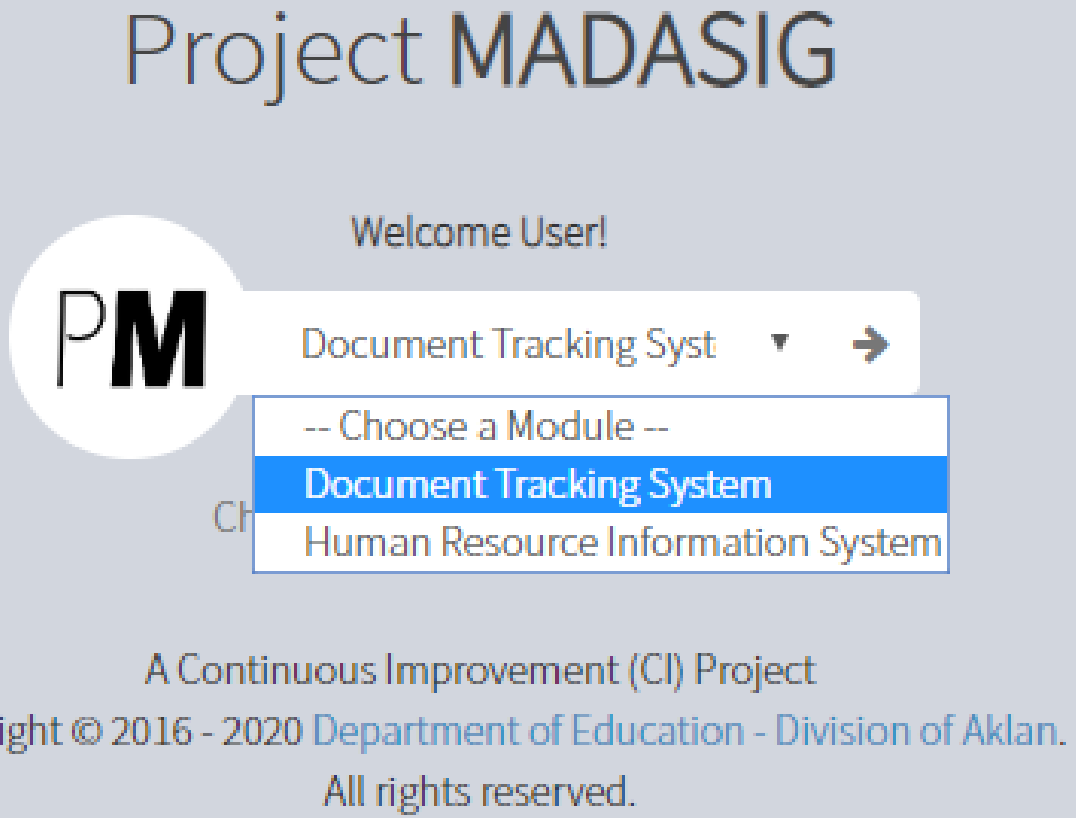
Track your document in 4 easy steps!

Create Barcode

Open your browser and go to
http://madasig.depedaklan.org

Create Barcode

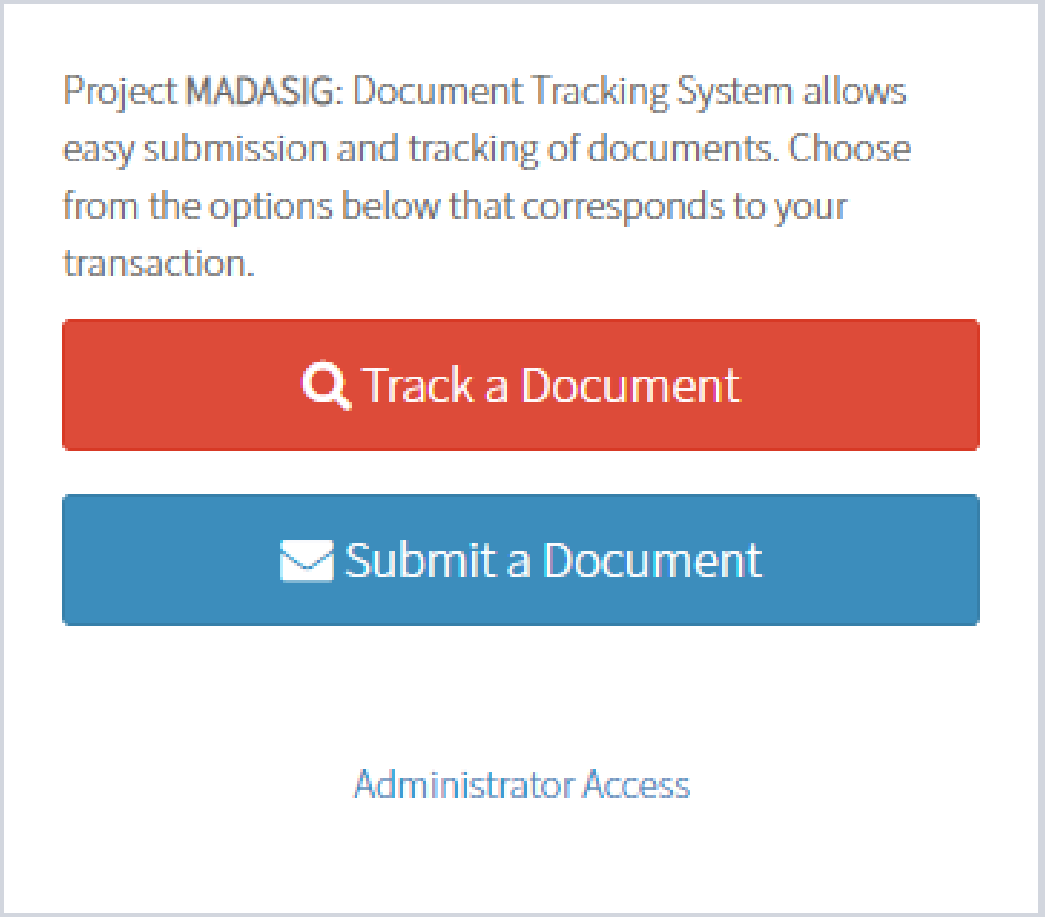
Choose **Document Tracking System** from the drop-down menu and click the Arrow



Create Barcode

Click

Submit a Document

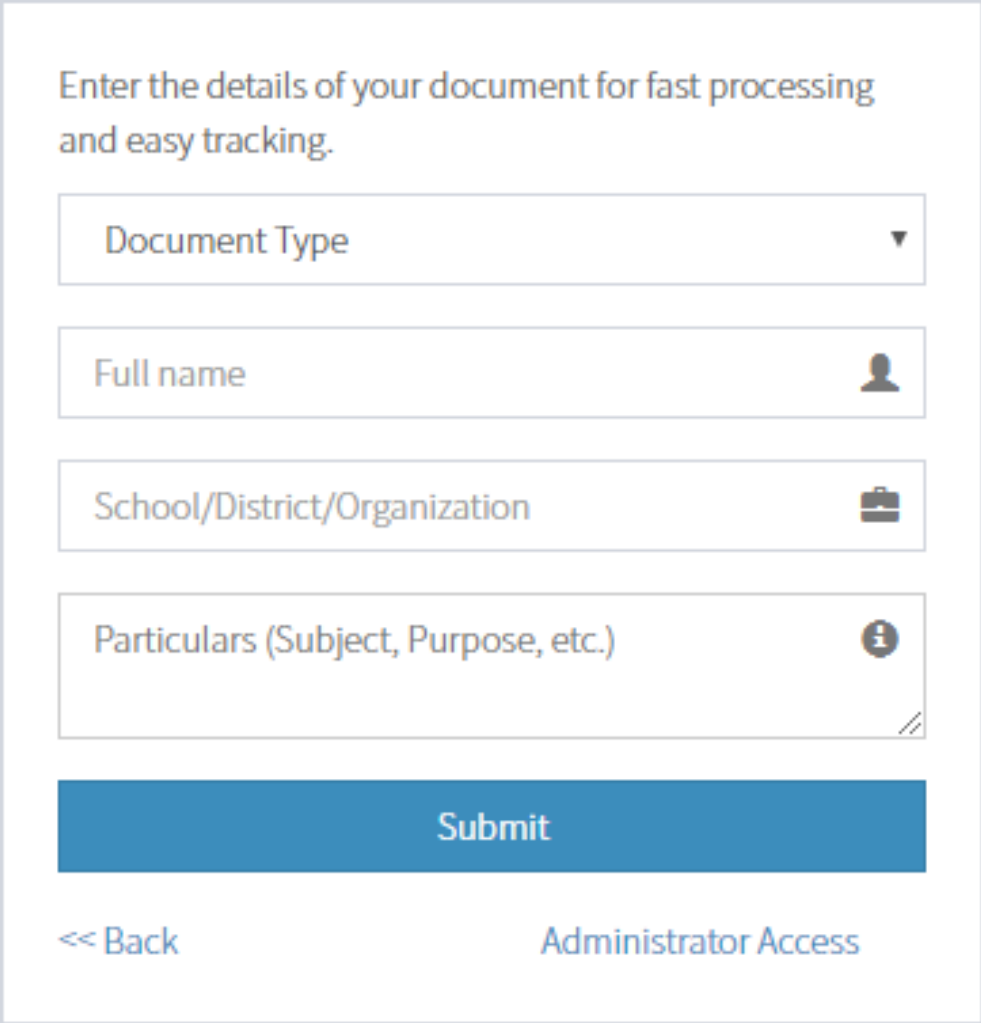


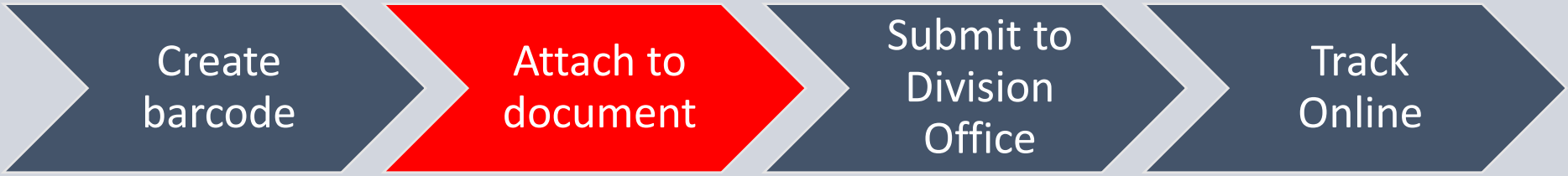
Create Barcode

PM

Enter the document details and click **Submit**

**Note: the Particulars box changes according to the type of document*





Track your document in 4 easy steps!

Attach to Document

PM

RED 20A2490025120

Submitted by: Mahnnie Tolentino
Barcode created: Jan. 22, 2020, 02:18 PM
Transaction: AUTHORITY TO TRAVEL (OUTSIDE DIVISION)

Released to: _____
Signature over Name

Date: _____

DepEd Aklan VSAT System

20A2490025120
Tracking number

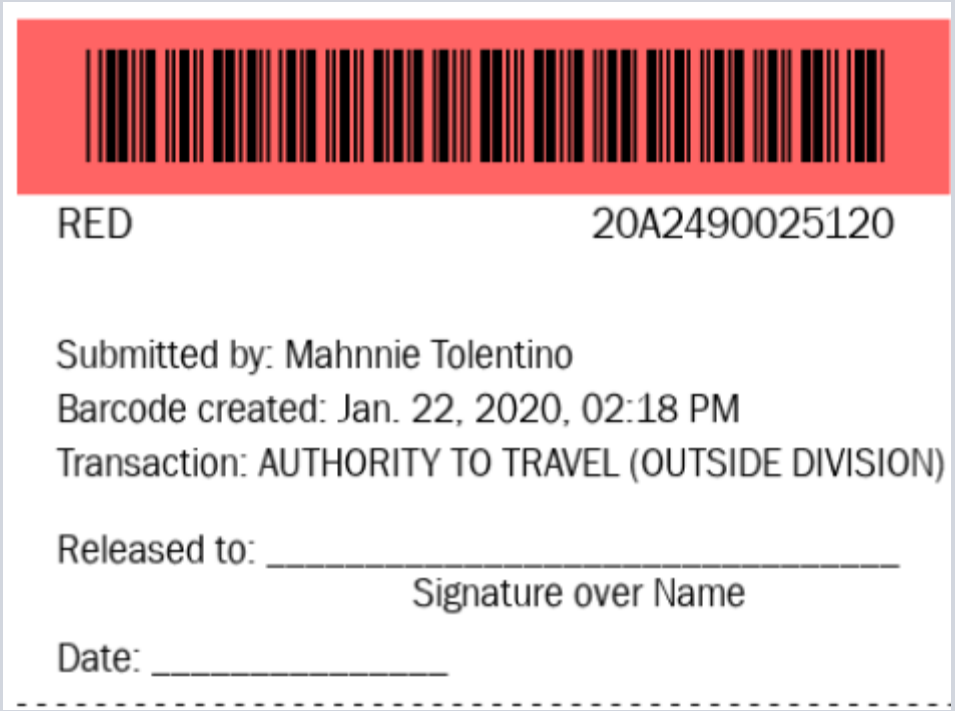
Instructions:

1. Attach this barcode to your document
2. Submit your document to the office concerned.
3. Check the progress of your document at http://madasig.depedaklan.org/dts
4. Enter your tracking number on the space provided.
5. Click Submit.

Print the Receipt

Attach to Document

PM



RED 20A2490025120

Submitted by: Mahnnie Tolentino
Barcode created: Jan. 22, 2020, 02:18 PM
Transaction: AUTHORITY TO TRAVEL (OUTSIDE DIVISION)

Released to: _____
Signature over Name

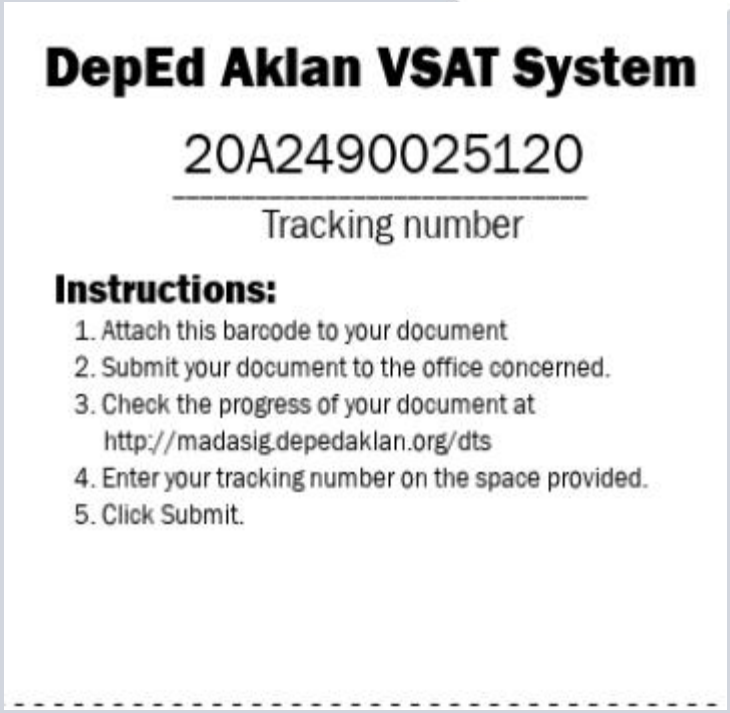
Date: _____

Attach this part to your document

Attach to Document

PM

Keep this for tracking the document online



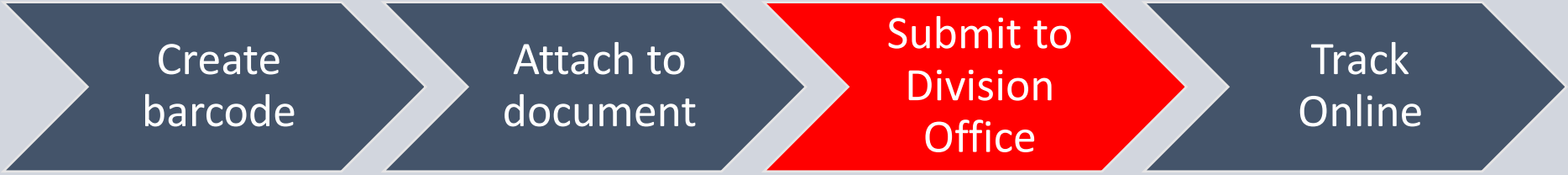
DepEd Aklan VSAT System

20A2490025120

Tracking number

Instructions:

1. Attach this barcode to your document
2. Submit your document to the office concerned.
3. Check the progress of your document at http://madasig.depedaklan.org/dts
4. Enter your tracking number on the space provided.
5. Click Submit.



Track your document in 4 easy steps!

Submit to Division Office

PM

Submit the document to the Division Office for scanning

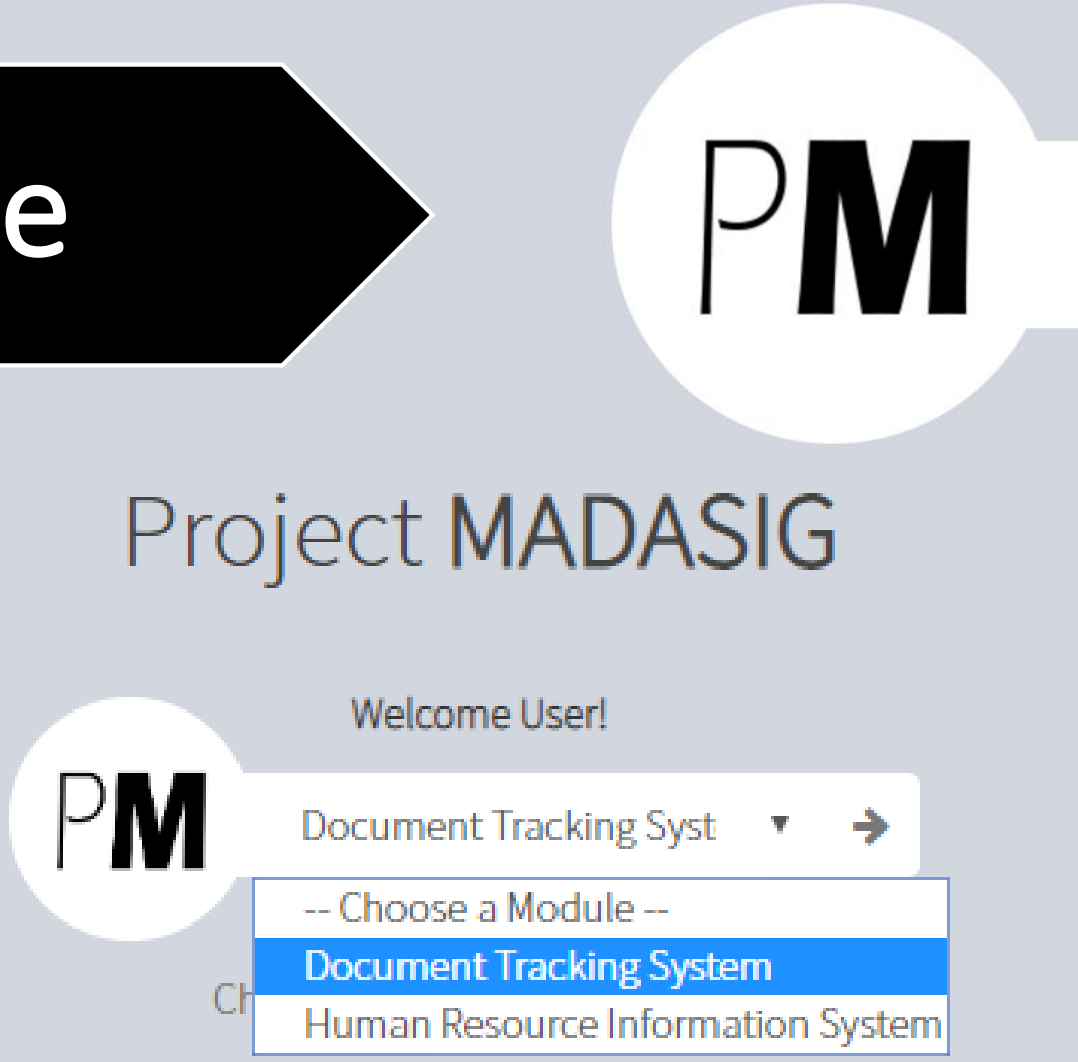
Track your document in 4 easy steps!

Track Online

Open your browser and go to
http://madasig.depedaklan.org

Track Online

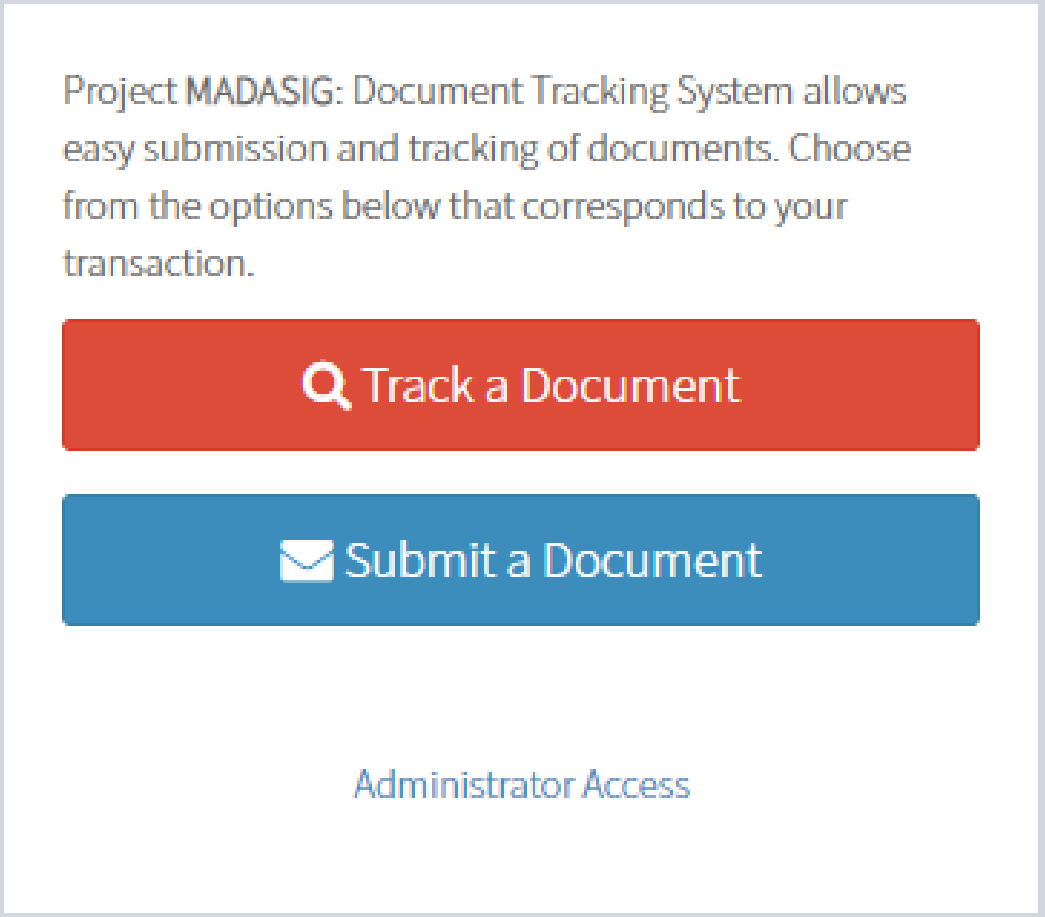
Choose **Document Tracking System** from the drop-down menu and click the Arrow



Track Online

Click

Track a Document



Track Online

PM

Enter your Document Tracking Number to the text box provided and click Search.

20A2490025120

Search

<< Back

Administrator Access

DepEd Aklan VSAT System

20A2490025120

Tracking number

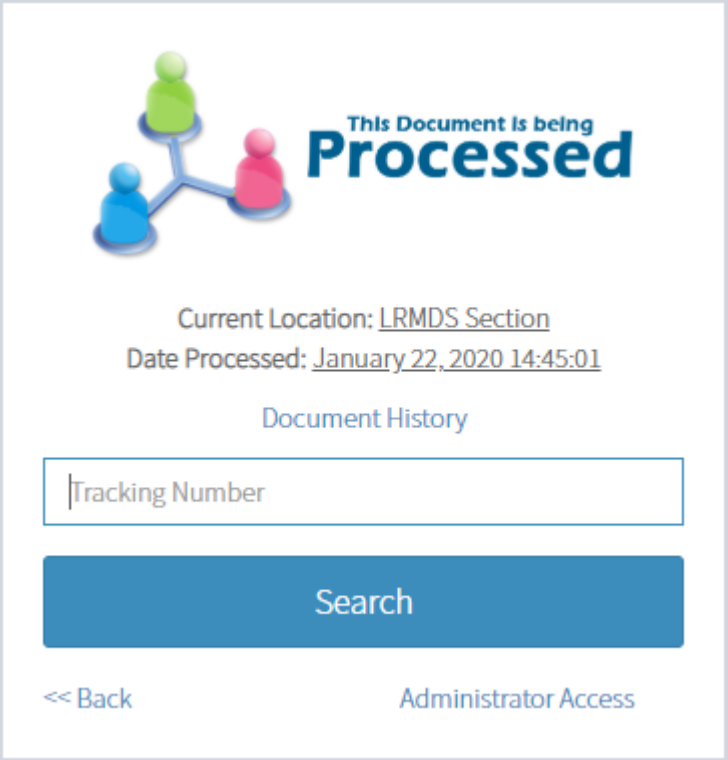
Instructions:

1. Attach this barcode to your document
2. Submit your document to the office concerned.
3. Check the progress of your document at http://madasig.depedaklan.org/dts
4. Enter your tracking number on the space provided.
5. Click Submit.

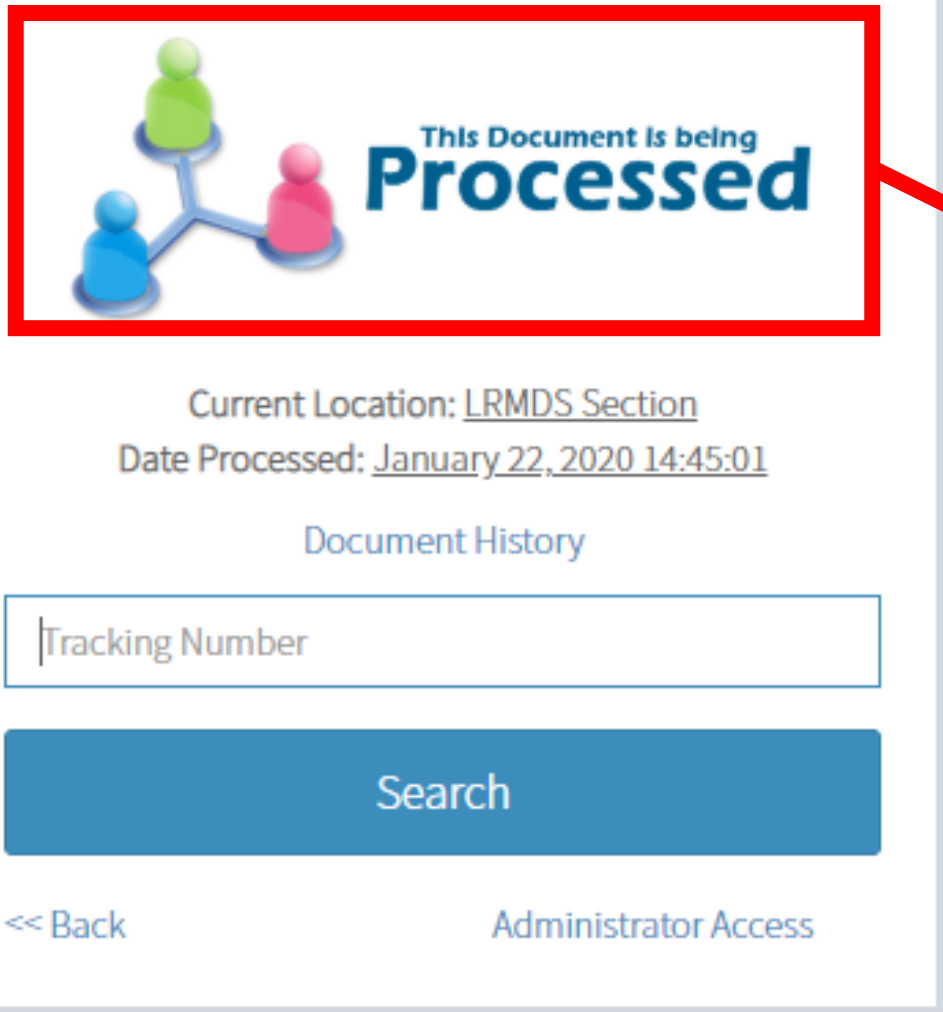
Enter the **Tracking Number** and click **Search**

Track Online

The **Results page** will tell you the following information:



Track Online



Document Status

Document Status

PM

This Document is
Inactive

This Document is being
Processed

This Document is
On Hold

This Document is
Released

Track Online

This Document is being **Processed**

Current Location: LRMDS Section

Date Processed: January 22, 2020 14:45:01

Document History

Tracking Number

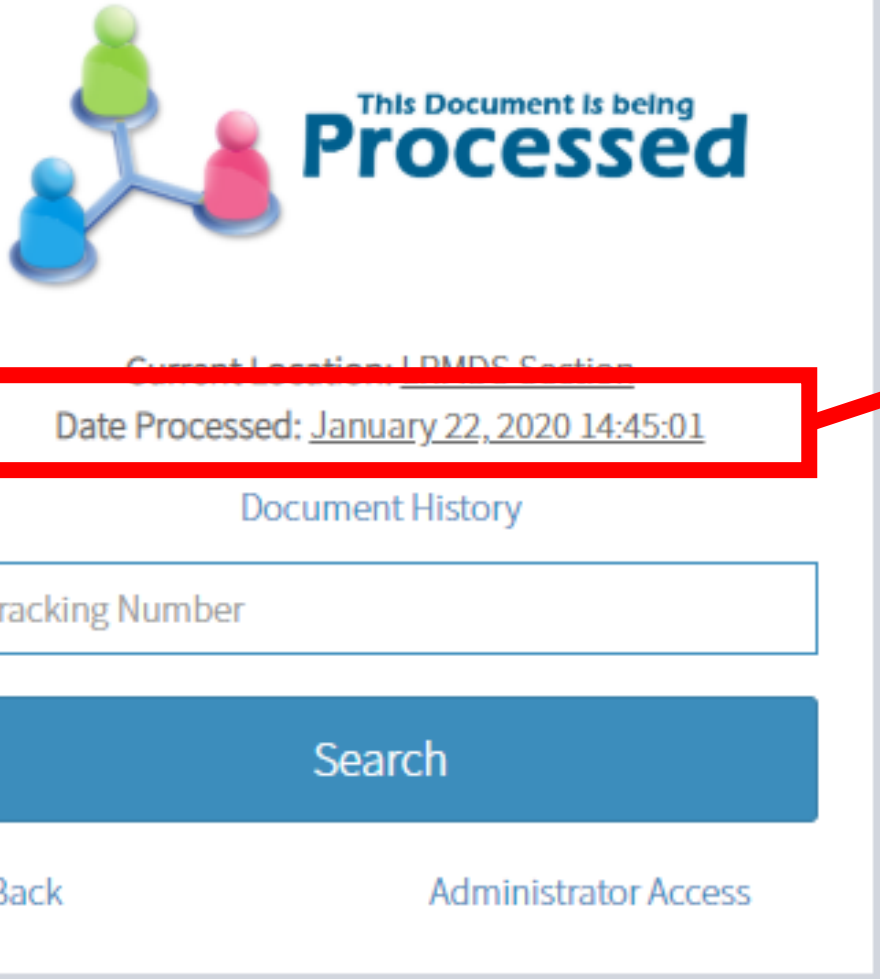
Search

<< Back

Administrator Access

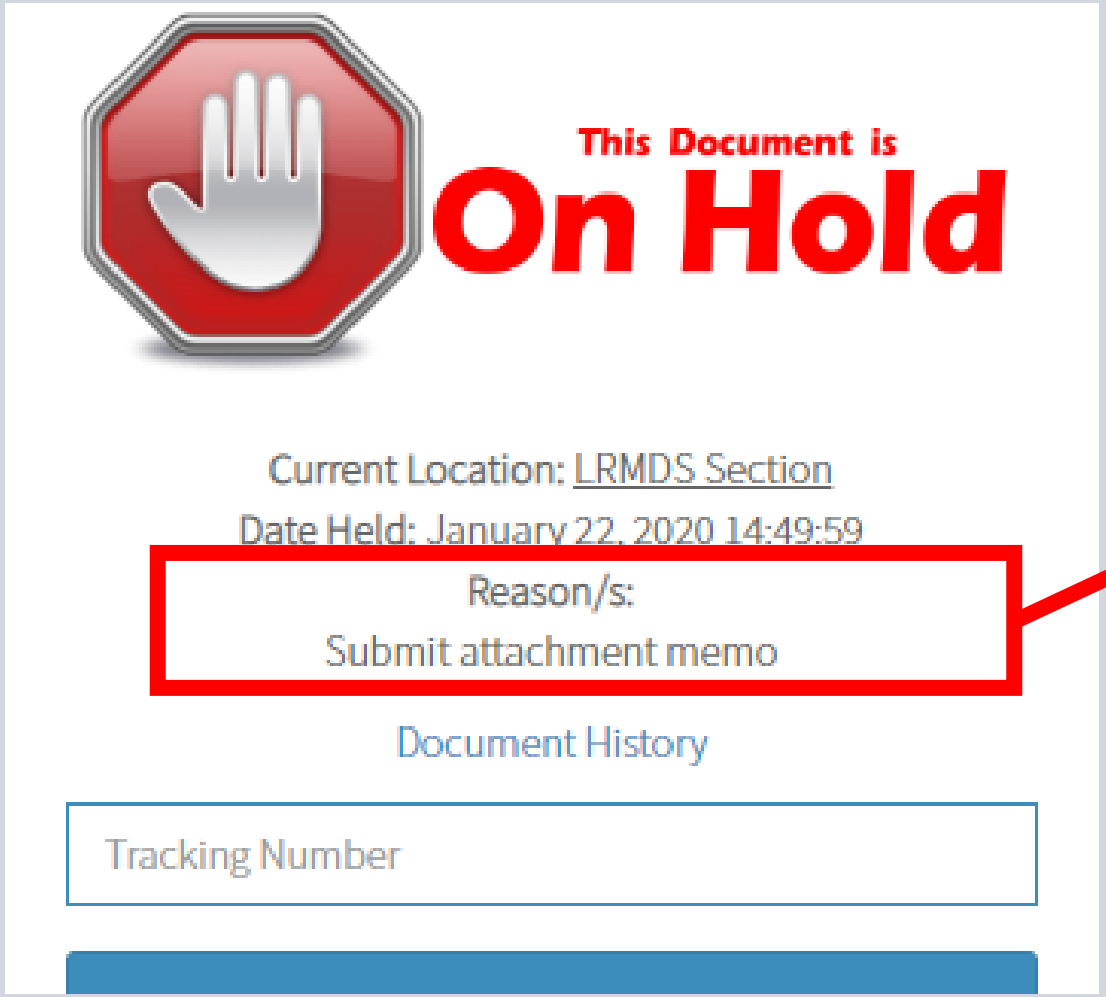
Current Location

Track Online



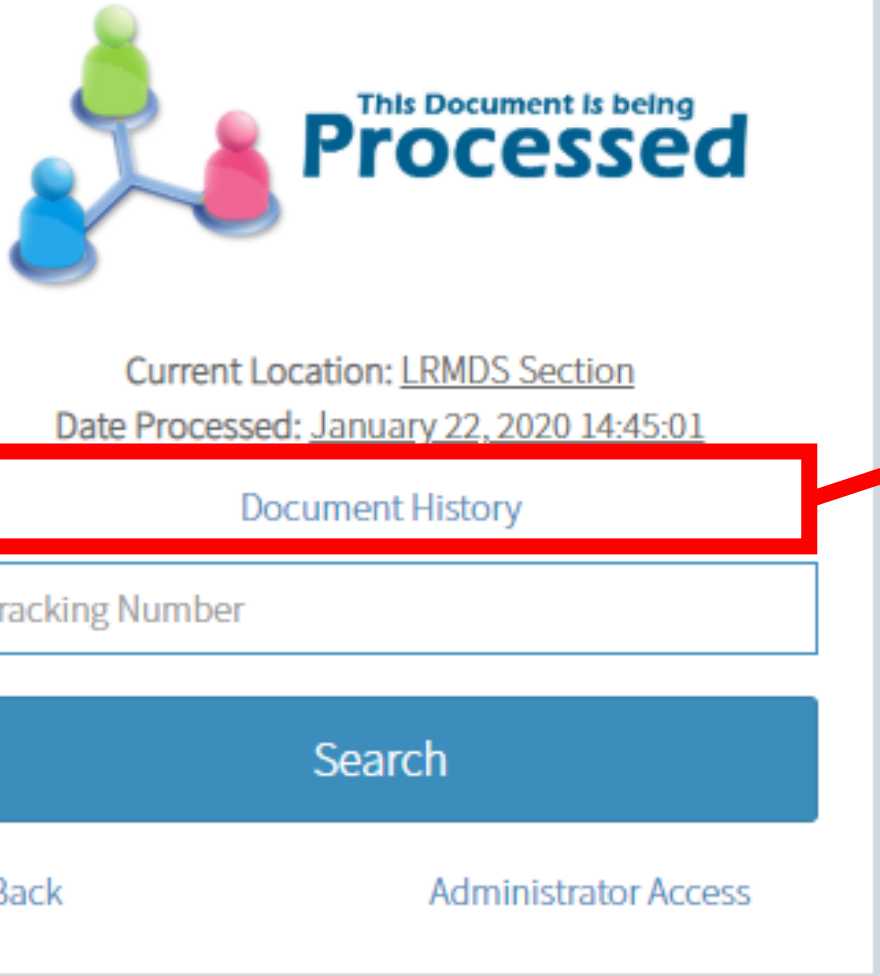
Date and Time Processed

Track Online



Reason for Holding Document

Track Online



Document History

Document History

PM

Document History

Date	Location	State
Oct 26, 2018 10:35 AM	LRMDS Section	OUT
Oct 26, 2018 08:27 AM	LRMDS Section	IN
Oct 26, 2018 08:25 AM	LRMDS Section	OUT
Mar 27, 2018 09:40 AM	LRMDS Section	IN

LEGEND: Released Documents, Documents on Hold

Close

Track your document in 4 easy steps!

The future of Project MADASIG

- **Module 1: Document Tracking System**
- **Module 2: Human Resource Information System**
  - Personnel Service Records System
  - Training Needs and Records System
- **Module 3: Personnel Financial Records System**
  - Requirements Checklist
    - Cash Advance
    - Liquidation
- **Module 4: Recruitment Records System**
  - RQA for teachers/school officials
  - Selection and Recruitment

“Automation applied to an efficient operation will magnify the efficiency.”

William Henry “Bill” Gates III

Co-Founder of Microsoft

Project

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