



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.

The logo consists of the letters 'P' and 'M' in a bold, sans-serif font. The 'P' is thin and black, while the 'M' is thick and black. They are positioned side-by-side within a white circular background that has a small rectangular tab extending from its right edge.

PM

A dark blue chevron pointing to the right, containing the text 'Create barcode' in white.

Create
barcode

A dark blue chevron pointing to the right, containing the text 'Attach to document' in white.

Attach to
document

A dark blue chevron pointing to the right, containing the text 'Submit to Division Office' in white.

Submit to
Division
Office

A dark blue chevron pointing to the right, containing the text 'Track Online' in white.

Track
Online

Track your document in
4 easy steps!

The logo consists of the letters 'P' and 'M' in a bold, sans-serif font. The 'P' is black and the 'M' is white, both set against a white circular background that has a small rectangular tab extending to the right.A horizontal sequence of four chevron-shaped arrows pointing to the right. The first arrow is red and contains the text 'Create barcode'. The subsequent three arrows are dark blue and contain the text 'Attach to document', 'Submit to Division Office', and 'Track Online' respectively.

Create
barcode

Attach to
document

Submit to
Division
Office

Track
Online

Track your document in
4 easy steps!

Create Barcode

PM



madasig.depedaklan.org

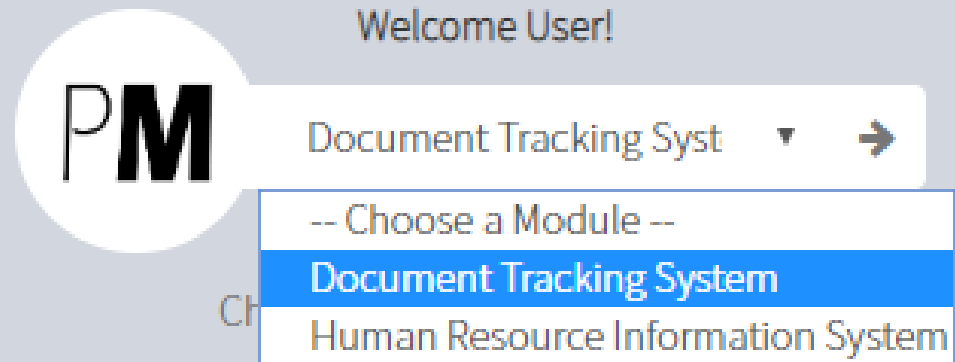
Open your browser and go to
<http://madasig.depedaklan.org>

Create Barcode

PM

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

Project MADASIG



A Continuous Improvement (CI) Project

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All rights reserved.

Create Barcode

PM

Click

**Submit a
Document**

Project MADASIG: Document Tracking System allows easy submission and tracking of documents. Choose from the options below that corresponds to your transaction.

 Track a Document

 Submit a Document

Administrator Access

Create Barcode

PM

Enter the
document
details and
click **Submit**

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

Enter the details of your document for fast processing and easy tracking.

Document Type ▼

Full name 

School/District/Organization 

Particulars (Subject, Purpose, etc.) 

Submit

[<< Back](#)

[Administrator Access](#)

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PM

A horizontal sequence of four chevron-shaped arrows pointing to the right. The first, third, and fourth arrows are dark blue, while the second arrow is red. Each arrow contains white text representing a step in a process.

Create
barcode

Attach to
document

Submit to
Division
Office

Track
Online

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.

A white circle containing the letters 'P' and 'M' in a stylized font. The 'P' is thin and the 'M' is bold. A horizontal line extends from the right side of the circle.

PM

A horizontal sequence of four chevron-shaped boxes pointing to the right. The first, second, and fourth boxes are dark blue, while the third box is red. Each box contains a step in the process.

Create
barcode

Attach to
document

Submit to
Division
Office

Track
Online

Track your document in
4 easy steps!

Submit to Division Office

PM



Submit the document to the Division Office for scanning

The logo consists of the letters 'P' and 'M' in a bold, sans-serif font. The 'P' is black, and the 'M' is white. They are positioned inside a white circle that has a horizontal line extending from its right side.A dark blue chevron pointing to the right, containing the text 'Create barcode' in white.

Create
barcode

A dark blue chevron pointing to the right, containing the text 'Attach to document' in white.

Attach to
document

A dark blue chevron pointing to the right, containing the text 'Submit to Division Office' in white.

Submit to
Division
Office

A red chevron pointing to the right, containing the text 'Track Online' in white.

Track
Online

Track your document in
4 easy steps!

Track Online

PM



madasig.depedaklan.org

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

Track Online

PM

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

Project MADASIG

Welcome User!

PM

Document Tracking Syst ▾ ➔

-- Choose a Module --

Document Tracking System

Human Resource Information System

A Continuous Improvement (CI) Project

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Track Online

PM

Click
**Track a
Document**

Project MADASIG: Document Tracking System allows easy submission and tracking of documents. Choose from the options below that corresponds to your transaction.

 Track a Document

 Submit a Document

[Administrator Access](#)

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

PM

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



This Document is being
Processed

Current Location: [LRMDS Section](#)
Date Processed: [January 22, 2020 14:45:01](#)

[Document History](#)

[<< Back](#) [Administrator Access](#)

Track Online

PM



**Document
Status**

Current Location: LRMDS Section

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

Document History

| Tracking Number

Search

<< Back

Administrator Access

Document Status

PM



This Document is
Inactive



This Document is being
Processed



This Document is
On Hold



This Document is
Released

Track Online

PM



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

PM



This Document is being
Processed

Current Location: LMDS Section

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

Document History

Tracking Number

Search

<< Back

Administrator Access

Date and
Time
Processed

Track Online

PM



This Document is
On Hold

Current Location: LRMDS Section
Date Held: January 22, 2020 14:49:59

Reason/s:
Submit attachment memo

Document History

Tracking Number

Reason for
Holding
Document

Track Online

PM



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

**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

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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



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