



Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

January 29, 2024

**DIVISION MEMORANDUM**

No. 035, s. 2024

**IMPLEMENTATION OF PROJECT MADASIG (MAKING AVAILABLE DATA ACCESSIBILITY SYSTEM TO IMPROVE GOVERNANCE): DOCUMENTS TRACKING SYSTEM IN SUBMISSION AND ONLINE TRACKING OF DOCUMENTS**

To: **Chief Education Supervisors**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Heads of Public and Private Elementary, Secondary and Integrated Schools**  
**Division Office Personnel**  
**All Others Concerned**

1. Pursuant to DepEd Order No. 009, s. 2021 titled "**Institutionalization of Quality Management System (QMS) in the Department of Education**," the Knowledge Management Team will be **implementing the use of Project MADASIG throughout the Division of Aklan** in the tracking of documents submitted to the division office starting February 5, 2024.
2. Schools personnel who will submit documents to any office of the division office must enclose a system-generated MADASIG bar/QR code, which can be found at <https://madasig.depedaklan.online>. **Documents with no corresponding MADASIG Bar/QR Codes shall not be processed.**
3. Immediate and wide dissemination of this Memorandum is desired.

  
**FELICIANO C. BUENAFE, Jr., CESO VI**  
 Schools Division Superintendent

Enclosure: None  
 Reference: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

<b>DATA</b>	<b>EMPLOYEES</b>	<b>INFORMATION &amp; INFORMATION TECHNOLOGY</b>
<b>POLICY</b>	<b>PROJECT</b>	<b>RECORD</b>
		<b>SCHOOLS</b>

/mqf



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