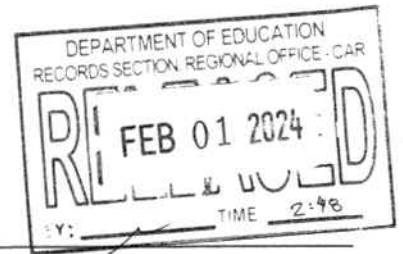




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



31 January 2024

**REGIONAL MEMORANDUM**


No. 060.2024

**UTILIZATION OF ELECTRONIC SIGNATURES THROUGH THE DOCUMENT TRACKING SYSTEM (DTS)**

To: Assistant Regional Director  
Regional Functional Division Chiefs  
Schools Division Superintendents  
All others concerned

1. In reference to **Regional Memorandum No. 276 s. 2023 "UTILIZATION OF THE DOCUMENT TRACKING SYSTEM (DTS)"** otherwise known as DocuTRACE that serves as the systematic document tracking system for the Regional Office (RO) and the Schools Division Offices (SDOs), the use of electronic signatures is highly encouraged to consistently adhere to the features of the system. It facilitates fast and efficient handling of all incoming and outgoing internal and/or external documents, reports, issuances, and others.
2. The use of electronic signatures is also pursuant to Republic Act No. 8792 which provides for the recognition and use of electronic commercial and non-commercial transactions, penalties for unlawful use thereof, and other purposes, otherwise known as, "Electronic Commerce Act of 2000" and Republic Act No. 11032, otherwise known as, Ease of Doing Business and Efficient Government Service Delivery Act of 2018.
3. Further, the electronic signing of documents through the DocuTRACE was incorporated as an enhancement of the system. Thus, electronically signed incoming and outgoing documents shall be considered official.
4. For information, guidance, and compliance of all concerned.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director 

ASD/Records/dpe/13124  
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