



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

February 12, 2026

Division Memorandum

No. 79, s. 2026

Launch and Implementation of the Travel Authority Tracking System (TATS)

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
All School Heads
All Other Concerned

1. As part of the Schools Division Office of Sorsogon Province's continuing commitment to digital transformation under the initiative **"Going Paperless: Achieving More with Less,"** this Office is implementing innovative solutions to enhance operational efficiency, reduce paper-based transactions, and provide more responsive services to schools.

2. In line with this direction, the **Travel Authority Tracking System (TATS)** is launched as a fully online platform designed to streamline and expedite the processing of Travel Authority (TA) requests. The system aims to reduce processing time, minimize physical document handling, and ensure transparency through real-time monitoring.

3. The **Travel Authority Tracking System (TATS)** shall cover **Travel Authority requests for travels within Sorsogon Province only.** Additionally, the use of the system is **exclusive to School Heads** of all public elementary and secondary schools under the Schools Division Office of Sorsogon Province.

All authorized users shall **access the system using their official DepEd email address (@dep.ed.gov.ph).** No other email domains will be accepted for system authentication.



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4. The Travel Authority Tracking System includes the following key functions:
- Online submission of Travel Authority requests
 - Uploading of required supporting documents
 - Real-time tracking of request status (pending, compliance, approved, or disapproved)
 - Email notifications sent via the user's official DepEd email
 - A consolidated digital record of all previous TA submissions
5. The system is now ready to use. It can be accessed through the link and QR code provided below. The system link, login instruction, and orientation materials is enclosed to this memorandum.



<https://tats.depedsorsogon.com.ph/>

6. This Memorandum takes effect immediately. Full cooperation is earnestly sought to ensure the successful implementation of this system and to advance SDO Sorsogon's direction toward **digital, efficient, and paperless operations**.
7. For information, guidance, and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Travel Authority Tracking System (TATS)

- Fast and Practical
- No Physical Contact
- Real-time tracking of request status



<https://tats.deped.sorsogon.com.ph/>

Going Paperless: Achieving More with Less



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