Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 26, 2026

OFFICE MEMORANDUM
FD-2026- 561

FINANCIAL DOCUMENT INTEGRATED TRACKING SYSTEM (FIND IT SYSTEM) COMPLIANCE AND DOCUMENTATION TRAIL REQUIREMENTS

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, reminds all end-users to complete and update the required information in the **End-User tab** of the **FinD IT System** for all the **Registries (PR, PO and DV)**. Complete details are essential for proper identification, monitoring, and tracking of documents throughout the processing cycle.

2. All offices involved in the routing and processing of documents must ensure that a complete and accurate trail is maintained for all claims submitted to the Finance Division. Every office that receives, reviews, processes, endorses, or forwards a document must properly record its receipt, release, and corresponding actions, including the dates and the offices or personnel involved, as applicable. **No blank entries** shall be left in the document tracking log, indicate **'N/A'** for items that are not applicable.

3. Maintaining complete and updated logs is crucial to ensure document **traceability**, **accountability**, and **transparency**. These records enable concerned personnel to determine the current location and status of claims, identify the last office that handled a document, monitor pending transactions, and promptly address delays or discrepancies. Claims with **incomplete or insufficient** documentation logs **may be returned** to the concerned office for completion and correction before further processing.

4. All concerned are enjoined to ensure that the corresponding tracking records in the FinD IT System are consistently updated to facilitate efficient document monitoring and timely processing of claims.

5. For guidance and reference.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

FD-AS-JGNC

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL O
RELEASED
561
By: 10-29-26

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph