



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

Document Routing Slip

Document Number: I-2022-78216 **Date Endocded:** 21-Jan-2022

Sender: ADMINISTRATIVE DIVISION/RECORDS

Address: ADMIN

Subject: MEMORANDUM DTD 21JAN22 re: REQUEST FOR STANDARD REGION-WIDE DOCUMENT TRACKING SYSTEM

Addressee: Planning and Management Division

Attachment(s): Memorandum; MEMORANDUM DTD 21JAN22 re: REQUEST FOR STANDARD REGION-WIDE DOCUMENT TRACKING SYSTEM

Urgent: No; received by ADMINISTRATIVE DIVISION/OFFICE OF THE CHIEF

Date Received: 21-Jan-2022

ROUTING AND ACTION INFORMATION				
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
AD	2022-01-21	Planning and Management Division	2022-01-21	Date: 2022-01-21 Status: OUT From: csgagan Message: Respectfully forwarded for your appropriate action.
AD	2022-01-21 1-24-22	PMD Admin	2022-01-21 1-24-22	IN Pls coordinate w/ Admin re: request for standardized DATS for the whole region. ✓



MEMORANDUM

FOR : The Chief, Planning and Management Division

FROM : The Chief, Administrative Division

SUBJECT : **REQUEST FOR STANDARD REGION-WIDE DOCUMENT TRACKING SYSTEM**

DATE : **JAN 21 2022**

The Document Action Tracking System (DATS) is an electronic web-based system which allows the user to create, record and search documents and designed to automate the tracking/monitoring of various documents to help and strengthen the Agency's thrust in providing prompt service to the public. It will also give the Management timely and accurate information needed in decision-making.

However, it has been observed that the region and provincial offices have their own DATS designed and programmed by the respective Information System Analyst of each office.

In preparation to the adoption of Quality Management System (QMS) and for us to have a systematic and standard approach on the creation, transmittal, searching, and tracking of documents and to lessen the case of missing documents, we would like to request your good office to have/create standard document tracking system which will be implemented in all offices within DENR MIMAROPA.

For your consideration.

Rosario C. Gumatico
ROSARIO C. GUMATICO

ARD-MS/AD/RS