



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

31 August 2021

MEMORANDUM NO. CCDP 2021-312

TO : The Deans, Directors, Heads of Units and Offices

ATTENTION : All CPC-DATS Users

SUBJECT : Implementation of the DATSv4 Electronic Transaction (UPM DATS)

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The Information Management Systems (IMS) Office, in coordination with the Central Point of Communications (CPC), has developed an upgraded version of the CPC - Document Assessment and Tracking System or the DATS v4. Transactions that are being processed online or through email can now be encrypted in the DATS v4 for better security and efficiency in digitizing, accessing and tracking of electronic documents. This will enable the offices/units/colleges to monitor, record and retrieve these transactions as necessary.

Testing has been running for the past several months. It is now time to fully implement this enhanced document tracking system.

Starting September 16, 2021, CPC will no longer accept physical documents of transactions classified to be processed electronically through the DATSv4 (Please see Table 1). Such transactions should be uploaded in the DATS for them to be processed.

Please be reminded that any document involving disbursement of funds needs to be submitted in hard copy bearing wet signature of approving officers. List of these transactions that cannot be processed electronically will be released later.

For guidance, IMS has provided the following link:

- <http://dats4dev.upm.edu.ph> to access the DATS v4 using your ADS login account

Please see attached guidelines on how to use the new version or visit the link below:

- [https://drive.google.com/drive/folders/1DXtAKipGLqACniKq-k8e4My891UP\\_Ieg?usp=sharing](https://drive.google.com/drive/folders/1DXtAKipGLqACniKq-k8e4My891UP_Ieg?usp=sharing)

For compliance

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