



In HRMO Staff Info

Office of the Chancellor

17 February 2015

UNIVERSITY OF THE PHILIPPINES
Manila
Human Resource Development Office
Feb 23 2015
Received by: *ju*
Title: _____

MEMORANDUM ORDER NO. CCDP 2015- 018

TO : ALL CONCERNED

SUBJECT : USE OF BARCODES ON ALL DOCUMENT TRANSACTIONS

It has come to our attention that some documents have several barcodes/transaction number attached to it. This will make tracking of these documents difficult, if not impossible. One document should just have one barcode or transaction number and only the originator will attach this to the document.

No office shall attach a different barcode to a document that already bear such. Offices must just scan the barcode or enter the transaction number upon receipt and upon release of said document. This way, a document maybe easily tracked from start to finish using the CPC-DATS application.

For compliance.

Carmencita D. Padilla

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor

CCDP/AAS/mlc

Feb 23 2015