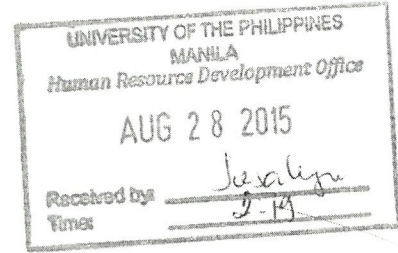




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*For HS Staff  
Info.*



24 August 2015

MEMORANDUM ORDER NO. CCDP 2015-094

TO : All Deans, Directors, and Heads of Offices

SUBJECT : REITERATION OF THE USE OF CPC-DATS IN RECEIVING AND FORWARDING OF DOCUMENTS

It has come to our attention that documents being returned to unit/office for compliance were not acknowledged as received in the CPC-Document Assessment and Tracking System (CPC-DATS).

This is to remind everyone that the CPC-DATS should always be used in receiving and forwarding of documents in every UP Manila units/offices. All CPC-DATS users should input in the system all documents received for purposes of tracking and monitoring the flow of documents.

For guidance and compliance.

*Carmencita D. Padilla*

CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor

*mahs  
adds*