



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

18 October 2019

MEMORANDUM NO. CCDP 2019- 201

TO : Deans, Directors, Heads of Units and Offices  
SUBJECT : Intraoffice Tracking of Documents

Through the Document Assessment and Tracking System (DATS), we were able to significantly improve efficiency in documents flow. Despite this useful system, however, we continue receiving complaints of delayed transactions.

In view of this, all offices are required to observe an Intraoffice Tracking of Documents effective immediately. All offices up to the level of the departments must observe this procedure. Under the Intraoffice Tracking, all personnel in an office who are involved in the process flow, must scan the barcode of the document upon receipt and upon release to the next personnel and so on, until the process is completed in the said office. The CPC is tasked to monitor and to report compliance to the Office of the Vice Chancellor for Administration.

This procedure will allow us to determine bottlenecks in offices handling the transactions so that we can institute the necessary measures to further improve our operational efficiency.

For strict compliance.

*C.D. Padilla*  
Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor

*Done  
D/whs  
11:08*