



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

16 May 2023

MEMORANDUM NO. CCDP 2023-141

TO : All DATS Users
THROUGH : The Deans, Directors, Heads of Units and Offices
SUBJECT : Use of Printed DATS Barcodes

A barcode number for every DATS transaction which is essential in tracking and monitoring of documents, is generated whenever the end units encode their transactions.


It has come to our attention that the originating units either cut and paste the printed barcode on the right top portion of the documents or manually write down the barcode numbers. These are additional tasks that take up time. Further, manually written barcodes are prone to errors and are thus discouraged.

As a temporary solution, please attach the printout of DATS barcode that you generate for each transaction to the documents that you send to CPC. This will be done until the roll out of DATS version 5. **Documents without the barcode printout will be returned to the originating unit.**

A sample printout of the DATS barcode per transaction is attached for your reference. The DATS barcode printout should be attached as the first page of the transaction with the documents fastened securely in a folder to avoid losing some pages.

The one barcode policy per transaction will continue while the DATS version 4 enhancement is still on going.

For strict compliance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 