



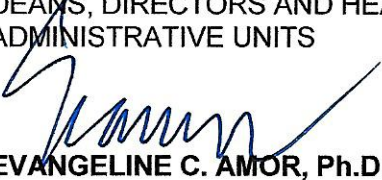
**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

**UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY**

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE 981-8500 LOCAL: 2583
FAX: (632) 928-5107
E-MAIL: ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA-ECA 19-405

TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC AND
ADMINISTRATIVE UNITS

FROM : 
EVANGELINE C. AMOR, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Strict Compliance on Document Tracking System Usage

DATE : 24 July 2019

The Document Tracking System (DTS) of the University of the Philippines (UP) is an information system capable of tracking trail and history of documents created within UP offices. The DTS logs time and trace the movements of registered documents from the originating and receiving office/personnel. This online information system include file attachments, revisions, remarks and e-mail notifications to help eliminate phone calls and excessive queries while processing documents.

The use of Document Tracking System (DTS) is in accordance with **MEMORANDUM NO. MLT-18-195** issued by the Office of the Chancellor dated September 11, 2018.

In this connection, the Office of the Vice Chancellor for Academic Affairs will only accept files or documents registered in the Document Tracking System effective on **1 August 2019**.

For any questions or clarifications regarding the Document Tracking System extended training and operations, please feel free to contact OVCAA at 9818500 local 2585 and look for Mr. Christopher Coballes.

For strict implementation and compliance.

Thank you very much.