

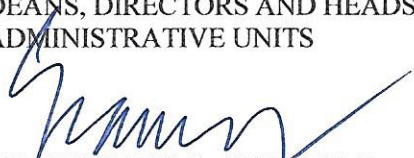



OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 19-292

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

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

SUBJECT : End User Training on Document Tracking System (DTS)

DATE : 26 February 2019

The Office of the Vice Chancellor for Academic Affairs (OVCAA) will be fully adopting the Document Tracking System (DTS) in processing papers by 1 April 2019.

In view of this, the Office of the Vice Chancellor for Academic Affairs would like to invite **One (1) representative** from each academic and administrative unit to participate in the End User Training on Document Tracking System.

The Document Tracking System (DTS) training aims to orient and guide members of the academic, administrative and research staff on the application and process of document tracking system in University of the Philippines Diliman.

The training will take place at **Room 213, Vidal Tan Hall, Quirino Cnr. Velasquez St.** Two sessions will be conducted per day with one and a half (1.5) hours per session. Each representatives is requested to choose from the schedule below:

DATE	TIME
8 March 2019	MORNING SESSION : 09:00 AM – 10:30 AM
	AFTERNOON SESSION: 01:30 PM – 03:00 PM

Aside from OVCAA staff, representative from the Information Technology Development Center will also facilitate the event.

Kindly confirm your attendance by answering the following URL: <http://bit.ly/DTSOT>

Please note that the form is restricted to users in University of the Philippines and trusted domains. Kindly use your UP email account (@up.edu.ph) to sign up. Additionally, each session can accommodate a **maximum of twenty five (25) participants** only slots are on a ‘first come first serve’ basis. Please reserve and confirm your slots on or before 4 March 2019 (Monday).

For any questions or clarifications regarding the form, please feel free to contact OVCAA at 9818500 local 2585 and look for Chris.

Thank you very much.