



26 January 2022

MEMORANDUM

FOR : **REGIONAL EXECUTIVE DIRECTORS**
DENR Regional Offices III, VIII, and X

DIRECTOR
Biodiversity Management Bureau

ATTENTION : **THE CHIEF**
Administrative Division

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **PILOT IMPLEMENTATION OF ENHANCED DOCUMENT ACTION TRACKING SYSTEM (EDATS) ON SELECTED DENR OFFICES**


This refers to the pilot implementation of Enhanced Document Action Tracking System (EDATS) in your respective offices on March 01, 2022.

In preparation, you are hereby requested to complete the following prerequisites:

- Identification of EDATS user/s per Action Office;
- Completion of orientation/ cascading of EDATS to selected personnel/ users;
- Completion of personnel information/ details of EDATS users particularly their specific office (sections) in the DENR Personnel Information System (DPIS); and
- Coordination with the Records Management Division (RMD) and Information Systems Division (ISD) in the DENR Central Office in the provision of user accounts.

For further questions and inquiries, please call Ms. Maribel D. Garcia or Ms. Kishia Mae F. Ibabao of RMD at Tel. Nos. (02) 8926-8079, VOIP No. 1150 or send your email to rmdd@denr.gov.ph.

For your information and compliance.


ROLANDO R. CASTRO