



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-62-52
929-66-20 · 929-66-33 to 35 · 929-70-41 to 43 · 755-3330

MEMORANDUM

FOR : Office of the Secretary
Document Management and Operations Support
Office of the Undersecretary for Legal and Administration
Office of the Undersecretary for Policy, Planning and International Affairs
Office of the Undersecretary for Field Operations – Mindanao
Office of the Undersecretary for Field Operations - Luzon, Visayas and Environment
Administrative Service
Internal Audit Service
Legal Service
Foreign Assisted and Special Concerns Service
Records Management Division
Personnel Division
Accounting Division
Budget Division
Training and Development Division
Statistics and Data Resource Management Division

FROM : The Director
Knowledge and Information Systems Service

SUBJECT : **Document Tracking System Pilot Testing**

DATE : October 24, 2023

As agreed during the training on the use of the Document Tracking System (Doctracks) conducted last October 23-24, 2023, the designated users from your office will be given one (1) month, from October 25 - November 25, 2023 to thoroughly test the system's functionality while simultaneously using the existing Enhanced Document and Action Tracking System (EDATS).

In order to appropriately document and handle issues/comments and recommendations throughout the pilot testing period, please follow the guidelines below:

1. Open any kind of browser. However, for Google Chrome browser, open Incognito Mode.

2. Go to <http://doctracks-pilot.denr.gov.ph> to access the Document Tracking System.
3. Registered system testers must log issues/comments and recommendations by scanning the DocTracks Test Sheet or using the link: <https://bitly.ws/YfRS>.



4. The responses will be the basis of our assessment on both the concluded activity and the performance of the system.
5. Ten (10) entries per office are the minimum number of documents that should be entered into the Document Tracking System. A total of 150 documents - combination of incoming, outgoing and internal documents for the one (1) month actual pilot testing.
6. Mark the routing slip generated by EDATS using a highlighter as an identifier that the document is inputted in the Doctracks.

For further information or questions, kindly coordinate the matter with our staff, Ms. Klarisse C. Angeles of Information Systems Division, KISS at (02)8926-0507 or email at kcangeles@denr.gov.ph.

Arlene A. Romasanta

ARLENE A. ROMASANTA