



MEMORANDUM

TO : All Division Chief
All Chief of Staff/ Representative from Offices of
Undersecretaries, Assistant Secretaries, and Directors
DENR Central Office
All Chief, Administrative Division
Bureaus and Regional Offices

FROM : The Undersecretary
Legal and Administration

SUBJECT : CONDUCT OF STAKEHOLDER'S CONSULTATION ON THE
PROPOSED DENR MEMORANDUM CIRCULAR (DMC)
ENTITLED: "GUIDELINES IN THE IMPLEMENTATION OF THE
ENHANCED DOCUMENT ACTION TRACKING SYSTEM
(EDATS), DENR CLIENT DOCUMENT TRACKING SYSTEM
(DCDTS), AND RECORDS MANAGEMENT INFORMATION
SYSTEM (RMIS)

DATE : **SEP 25 2024**

This pertains to the proposed DENR Memorandum Circular (DMC) of the Records Management Division (RMD) in coordination with the Knowledge and Information Systems Service entitled: "Guidelines in the Implementation of the Enhanced Document Action Tracking System (EDATS), DENR Client Document Tracking System (DCDTS), and Records Management Information System (RMIS).

In order to discuss and deliberate on the draft DMC, you are hereby instructed to attend the stakeholder's consultation on September 26, 2024 at 1:00 pm via Zoom through the following link:

Meeting ID : 956 0566 3620
Passcode : 737620

Please confirm your attendance to the RMD through this QR Code:



For strict compliance.


ATTY. ERNESTO D. ADOBO, JR., CESO I

MEMO NO. 2024 - 861