



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



MEMORANDUM

**FOR : All Regional Executive Directors
All Bureau Directors**

**ATTN. : The Chiefs
Administrative Division
Planning and Management Division**

**FROM : The Director
Administration Service**

**SUBJECT : REQUEST FOR SUBMISSION OF NAMES OF PARTICIPANTS
FOR THE RE-ORIENTATION OF THE ENHANCED DOCUMENT
ACTION TRACKING SYSTEM (EDATS) AND RECORDS
MANAGEMENT INFORMATION SYSTEM (RMIS)**

DATE : OCT 03 2024

This refers to the forthcoming conduct of Re-orientation of the Enhanced Document Action Tracking System (EDATS) and Records Management Information System (RMIS) to be held on November 12-15, 2024 in Metro Manila.

In order to verify in the DENR Personnel Information System (DPIS), finalize the drafting of the Special Order, and create individual log-in accounts, please submit the complete names of your designated participants (preferably permanent personnel) as follows:

1. Receiving/ Releasing Staff, Records Unit;
2. Chief, Records Unit;
3. Information Systems Analyst III
4. Chief, Administrative Division

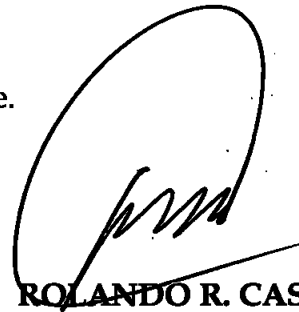
Kindly fill out the form through this link <https://shorturl.at/Gmchl> or through the QR Code below not later than October 08, 2024 for proper consolidation.



MEMO-NO. 2024 - 886

Should you have any concerns or inquiries, you may contact Ms. Maribel D. Garcia or Ms. Kishia Mae F. Ibabao of RMD at Tel. Nos. (02) 8926-8079 or VOIP No. 1150/1153.

For your information and immediate compliance.



ROLANDO R. CASTRO