



MEMORANDUM ORDER NO: 072
Series of 2024

TO: MANAGEMENT INFORMATION SYSTEM (MIS) SECTION
This Ministry

**SUBJECT: IMMEDIATE IMPLEMENTATION OF THE DOCUMENT TRACKER
WITH BARCODE SYSTEM**

DATE: June 14, 2024

1. To enhance the ministry's document management processes, and improve tracking efficiency, the Management Information System (MIS) Section is hereby directed to immediately implement the **Document Tracker with Barcode System** across all relevant divisions and or sections.
2. The objective of this issuance is to enhance the accuracy of document processing and tracking, reduce time spent on manual document data entry, and improve overall operational efficiency and data integrity.
3. The Management Information System (MIS) Section, shall:
 - a. Conduct a comprehensive assessment to identify all documents that will be included in the tracking system.
 - b. Procure the necessary hardware (barcode scanners, printers, etc.) and software required for the system.
 - c. Develop and roll out the Document Tracker with Barcode System according to the assessment.
 - d. Ensure all relevant documents are tagged with barcodes.
 - e. Provide comprehensive orientation and training to all relevant staff on how to use the Document Tracker with Barcode System effectively.

- f. Develop user manuals and support documentation to assist with the transition.
 - g. Establish a system for ongoing monitoring and evaluation of the Document Tracker with Barcode System's performance.
 - h. Address any issues and challenges promptly to ensure smooth operation.
4. Your prompt action and cooperation in implementing this system are necessary for the improvement of the ministry's document management processes.

For information, guidance, and strict compliance.



ENGR. AIDA M. SILONGAN, MAPDS
Minister



Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
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