



MEMORANDUM

Order No. **083**

Series of 2024

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TO: : **ALL CONCERNED PERSONNEL**
This Ministry

SUBJECT : **DRY RUN OF DOCUMENT TRACKING SYSTEM**

DATE : **AUGUST 2, 2024**

1. In preparation for the full implementation of the Document Tracking System (DTS) on September 2024 within the ministry, we will be conducting a dry run for the whole month of August 2024 to ensure that all processes are functioning correctly and to provide an opportunity for staff to familiarize themselves with the system.
2. The dry run aims to test system functionality for improvement before the official launch, allowing staff to practice using DTS and understand its features and workflows, and collect feedback from users to make necessary adjustments and enhancements.
3. Anent this, each center/division/section/unit of the ministry, are encouraged not to accept any documents without barcode numbers and must ensure to scan them when received.
4. Access the website **barmmprojects.com/dts** and input your HRMIS username and password.
5. To provide your feedback, kindly access **bit.ly/DTSDryRun**
6. If you have queries regarding the DTS implementation and other technical assistance, please contact **Mr. Al-Rhasid Panasang**, MIS Head, through messenger or you can visit the MIS office.
7. For information and strict compliance.

ENGR. AIDA M. SILONGAN, MAPDS
Minister

