



Republic of the Philippines
Province of Negros Occidental
City of San Carlos



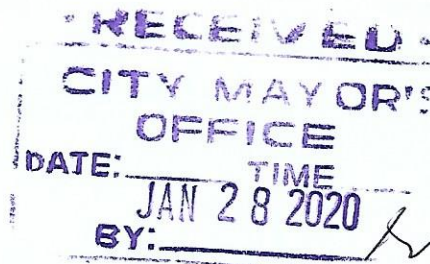
INFORMATION TECHNOLOGY AND COMPUTER SERVICES OFFICE

January 28, 2020

HON. RENATO Y. GUSTILO

City Mayor

Local Government Unit of San Carlos City



Dear Hon. Gustilo,

The city government of San Carlos thru the Information Technology and Computer Services Office (ITCSO) has implemented the Electronic Document Tracking System (eDTS) as part of its systems development project for 2019. The system aimed at enhancing records management using a technology that improves its efficiency especially in retrieving records and aids in tracking down movement of documents in and out of various government offices.

The said system was already rolled-out for "dry-run/testing" phase since June 2019 and most of its core functions are already operational. As part of the dry-run/testing phase, our office would like to conduct a forum to all users and collect their suggestions, concerns, comments and recommendations relative to their experience in using the system. Through this forum, our resident programmers can gather collective ideas and relevant information on how to further improve the system.

We will conduct the forum on Friday, January 31, 2020, two o'clock in the afternoon at the Sangguniang Panlungsod (SP) Session Hall.

Hope this merits your approval. Thank you and more power!

Very truly yours,


JOSEPH A. BINGHAY

Information Technology Officer II

Noted:


JOSEPH A. BINGHAY
ATTY. MA. CHAI DELA CRUZ GORDERO
City Government Department Head I – OHRM
Acting City Administrator

