**DTRAK NOTES**

RA6713 - Code of Conduct and Ethical Standards for Public Official and employee sec. 5 “ duties of public officials and employees”

* Act promply on letters and req.

Background

* Client document tracking system
* - developed MS (KMITS) in CY 2004 (AO 148.s 2004)

Online Doc. Tracking System ver 1.0

* Developed by KMITS in cy 2010
* Commonly known as Dtrak

Enhanced DTRAK ver2.0

* Developed cy 2012
* Full system implementation on jan/ 2013
* (DM 2012-0345 dated dec. 26, 2012)

Dtrak ver. 3.0

* DEv. In oct 2014-march 2015
* Full system implementation on july 12, 2015

Advantage and benefits

* Increase productivity and efficiency
* Improve workflow processes
* Eliminate misplacing of docs
* Improve doc tracking
* Enhance transparency and accountability

IMPLEMENTING GUIDELINES (DTRAK) VER. 3.0

* ONLINE AND REALTIME DOC TRACKING SYSTEM

Operational guidelines

1.all personnel of offices within the DOH (CHD) shall be req to use the dtrack

2. each user shall be given individual access log in

3. decentralized retrieval

4. all official docs. Shall be entered into the dtrak except for those which are restricted, confidential or secret ( DO no. 2008-0016 date feb 7, 2008,

5. system generated doc, control no. to be assigned for each doc.

6. each office, sec or unit shall harmonized their unique doc. Coding system to that provided by DTRAK

7. a logbook for incoming and outgoing documents shall be still maintained as back-up mechanism

8. printing of bar code shall be available by demand for selected users

9. a system generated routing slip shall be req. cover or transmittal slip

10 an RFA shall be issued to offices with overdue docs

11. the specific procedures to be followed are written in the DTRAK ver 3.0 manual of operations

Connect to dtrak

Password: DOHdtrak19

Training site:

192.168.1.122/odtis

USERNAME

AMHUFANO

PASSWORD

Zaq12wsx

NEW PASSWORD:

Heyriana01

To create a strong password