

# DOCUMENT MANAGEMENT SYSTEM (DMS)

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QUICK GUIDE

## Foreword

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This manual will guide the user on the use of various features and functionalities available in the Department of Budget and Management (DMS) - Document Management System (DMS). It provides step by step instruction intended for use by the stakeholders and end users.

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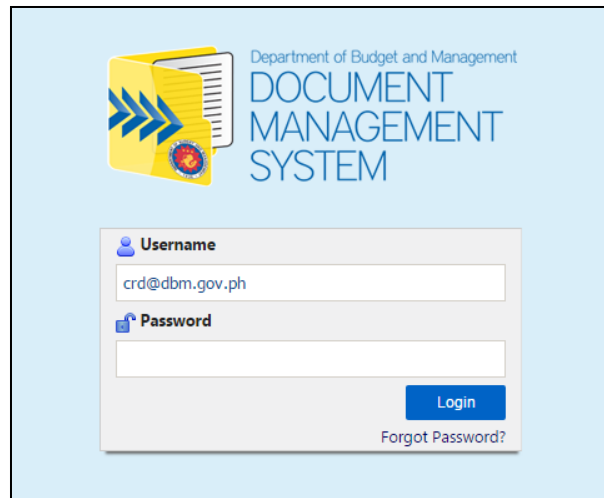
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## 1.0 GETTING STARTED

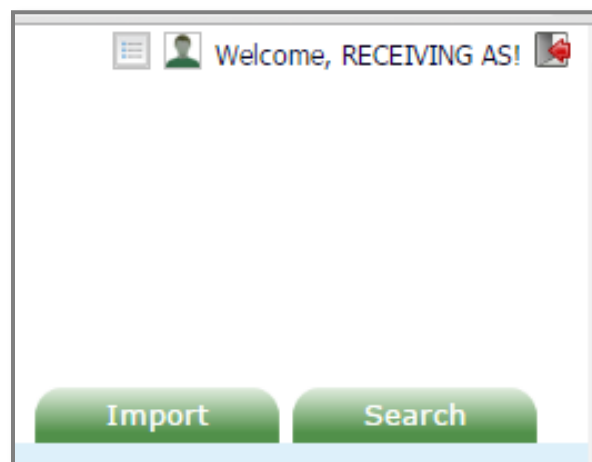
### 1.1 Log - on

- Use the web browser to access the DMS website (<http://dms.dbm.gov.ph>)
- On the login page, enter your Username and Password
- Click Login, then the DMS web interface opens at the home page.

The screenshot shows the login page of the Department of Budget and Management (DBM) Document Management System. At the top left is a logo featuring a yellow folder with blue arrows and a circular seal. To the right of the logo, the text "Department of Budget and Management" is displayed above "DOCUMENT MANAGEMENT SYSTEM". Below this, there is a login form with two input fields: "Username" containing "crd@dbm.gov.ph" and "Password" which is empty. A blue "Login" button is positioned to the right of the password field. Below the button is a link that says "Forgot Password?".

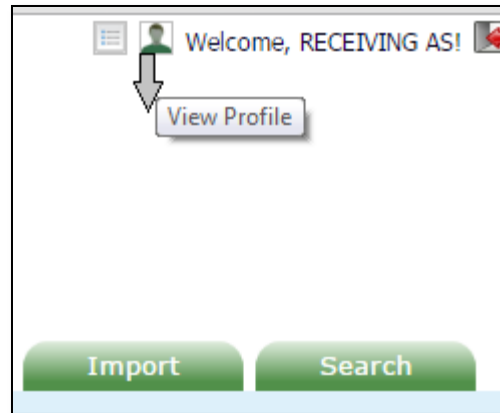
### 1.2 Log-off

- To log-off from the DMS, click the log-out button at the upper right of the homepage.



### 1.3 User Account Settings

- To update account settings, click the Profile icon, found on the topmost right part of the screen.



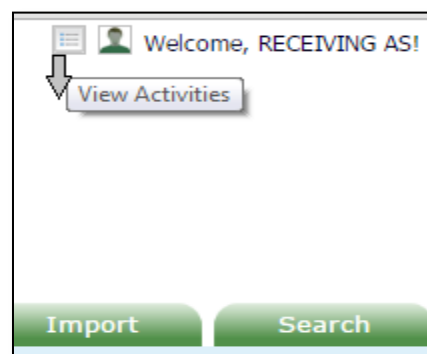
 A screenshot of the 'User Profile' form. The form has a blue header with the title 'User Profile' and a close button. It contains several input fields for user information:
 

- \* User ID: crd@dbm.gov.ph
- \* First Name: RECEIVING
- \* Last Name: AS
- Title: (empty)
- \* Email: dbm-crd@dbm.gov.ph1
- \* Role: Super User
- \* Group: Central Records Division

 There is a checkbox for 'Change Password' and a 'Save' button. On the right side, there is a 'PROFILE PICTURE' section with a placeholder image of a person. Below the image is an 'Upload Picture:' section with a 'Choose File' button and the text 'No file chosen'.

### 1.4 Recent Activities

- This is to view and monitor your recent actions/activities on your account.
- To view your recent activities, click the small list box icon on the upper right part beside the view profile icon.



Recent Activities		Row 1-20 of 2650
Today at 5:55PM	Routing by: RECEIVING AS Routed document to CRD RELEASING (SENATE - COMM. ON CIVIL SERVICE - PUBLIC HEARING ON SB NO. 2901 RE AN ACT PROVIDING FOR A COST OF LIVING ALLOWANCE (COLA) FOR ALL EMPLOYEES IN THE GOVERNMENT SECTOR)	
Today at 5:55PM	Routing by: RECEIVING AS Acknowledged (SENATE - COMM. ON CIVIL SERVICE - PUBLIC HEARING ON SB NO. 2901 RE AN ACT PROVIDING FOR A COST OF LIVING ALLOWANCE (COLA) FOR ALL EMPLOYEES IN THE GOVERNMENT SECTOR)	
Today at 5:55PM	Routing by: RECEIVING AS Routed document to Marissa Santos (OMBUDSMAN-FIO I-SUBPOENA DUCES TECUM-FF NO.C-14-0034 CLEAR & CERTIFIED TRUE COPIES SARO NO.ROCS-08-00637 & ITS CORRESPONDING NCA ETC...)	
Today at 5:54PM	Routing by: RECEIVING AS Acknowledged (OMBUDSMAN-FIO I-SUBPOENA DUCES TECUM-FF NO.C-14-0034 CLEAR & CERTIFIED TRUE COPIES SARO NO.ROCS-08-00637 & ITS CORRESPONDING NCA ETC...)	
Today at 5:51PM	Routing by: RECEIVING AS Acknowledged (DBM-ROVI-REQUEST FOR RELEASE OF FUNDS CHARGEABLE TO PENSION AND GRATUITY FUND (PGF))	
Today at 5:51PM	Routing by: RECEIVING AS Acknowledged (DBM-ROXII_SUBMISSIONG OF FY 2015 BUDGET PROPOSAL)	
Today at 5:50PM	Routing by: RECEIVING AS Acknowledged (SERVIAM CCCFI-INVITATION TO ATTEND THE SERVANT LEADERSHIP CONFERENCE IN PUBLIC SERVICE (DBM COPY))	

## 2.0 SEARCH

An important functions of DMS is the ability to efficiently and effectively find all documents uploaded and added by the users. The DMS of DBM provides a powerful search mechanism with various options for searching the documents in the system and finding its relevant content.

**2.1 Global Search** - This will search for the title, filename, index, notes, and tags.

*There are two ways to perform the Global Search:*

- **Partial Search**

- The search tool will look for a matching content word on the title, filename, index, notes and tags of all documents stored in the system.
- Tick the box beside the "Partial" located at the upper right corner of the search tab to activate partial searching.

Find a document

☒ Partial

Enter search criteria here ...



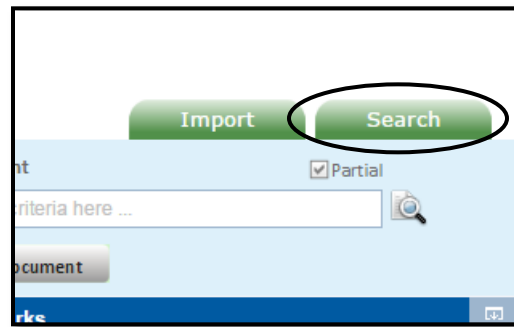
**Note:** Please make sure to always enclose the key words, with a quotation mark (") to increase the accuracy of the search result.

- **Exact Search**

- This will search for the exact word you inputted in the search box.
- Remove the check in the box beside the "Partial" by ticking the box. Enter the exact word that you want to search and enclosed it with a quotation mark (") and press enter or click the search icon.

**2.2 Advanced Search** - This search function will allow you to filter search results using the document's metadata to increase the accuracy of the search results.

- Click the **Search Tab** in the upper right corner of the DMS home page to load the *Advanced Search Page*.



- In the **Advanced Search** page, you can define single or combination search criteria. You can filter your search by:
  - a. Document Title
  - b. Last Action
  - c. Status
  - d. Type of Request
  - e. Classification
  - f. Document Type
  - g. Uploaded by
  - h. Tags
  - i. Sender
  - j. Created Date
  - k. Personnel In-Charge
  - l. Show only Purged Documents

(Note: This will show documents with Retention Period)

Advanced Search	
Document Title	<input type="text"/>
Last Action	<input type="text"/>
Status	<input type="text" value="-All-"/>
Type of Request	<input type="text"/>
Classification	<input type="text"/>
Document Type	<input type="text"/>
Uploaded By	<input type="text"/>
Tags	<input type="text"/>
Sender	<input type="text"/>
Created Date	<input type="text"/> <input type="text"/>
Personnel In-Charge	<input type="text"/>
Show Only Purged Documents	<input type="checkbox"/>
<input type="button" value="Search"/>	

## 3.0 DMS WEB INTERFACE

### 3.1 Home

Department of Budget and Management  
**DOCUMENT MANAGEMENT SYSTEM**

Home Documents Bookmarked Reports

Welcome to DMS!

**Pending Tasks** Row 1 - 2 of 2

Reference No	Subject	Date Sent	Sender	(Outgoing Action) Remarks
2015-CRD-093835N	DBM-MEMORANDUM FOR ALL BUREAU S...	[14 days ago]	DBM-ROXII HYDEE ZERRUDO	(For Appropriate Action) Please see attached file.
2015-CRD-082536	DBM ROI-REQUEST FOR INVENTORY BOXES	[2 months ago]	DBM-ROI JACQUELINE DALOPE	faa

**Documents**  
New 0 item(s) Inbox 147 item(s) Sent 284 item(s)  
Upload Document

Find a document  
Enter search criteria here ...

Upload Document

Bookmarks

Notifications 10

Copyright © 2012. Tuesday, December 08, 2015  
Session will timeout in 99:42 minute(s)

- **Pending Task Section** - This shows you incoming documents routed by other users

**Pending Tasks** Row 1 - 2 of 2

Reference No	Subject	Date Sent	Sender	(Outgoing Action) Remarks
2015-CRD-093835N	DBM-MEMORANDUM FOR ALL BUREAU S...	[14 days ago]	DBM-ROXII HYDEE ZERRUDO	(For Appropriate Action) Please see attached file.
2015-CRD-082536	DBM ROI-REQUEST FOR INVENTORY BOXES	[2 months ago]	DBM-ROI JACQUELINE DALOPE	faa

- **Document Section** - This section is divided into three parts:
  - **New** - Document(s) that you uploaded and received on that day.
  - **Inbox** - Document(s) that you uploaded and received.
  - **Sent** - Document(s) that you routed to another user.

**Documents**

New 0 item(s) Inbox 147 item(s) Sent 284 item(s)  
Upload Document

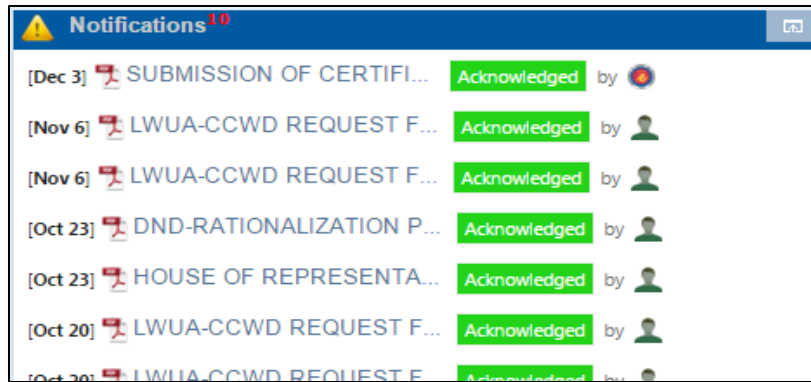
- **Bookmark** - This section shows the document(s) that you added to your favourite list.

**Bookmarks**

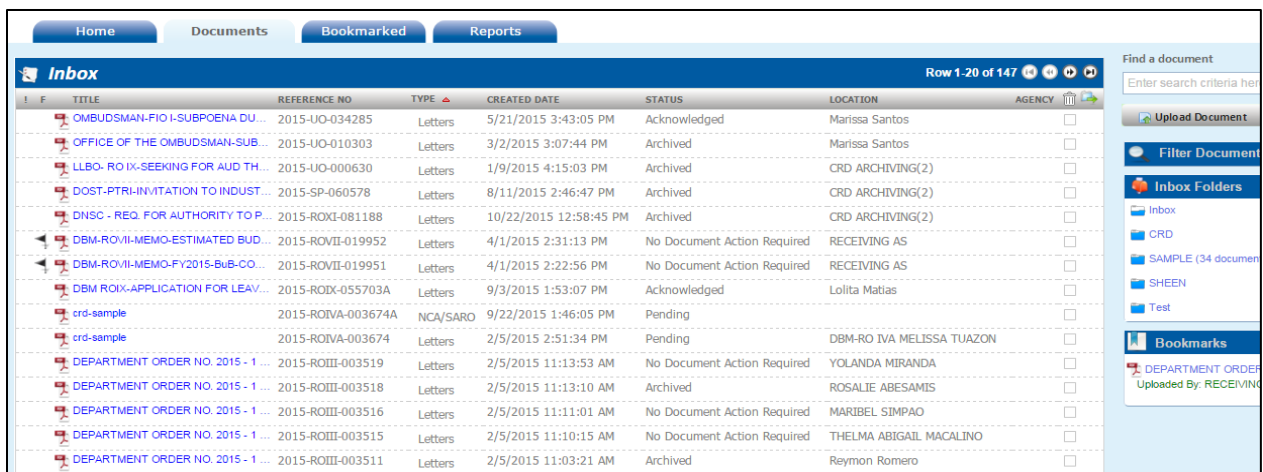
DEPARTMENT ORDER NO. 2015 - 1 - SAMPLE DOC  
Uploaded By: RECEIVING AS



- **Notification** - This section shows the status of the document(s) that you recently routed.



### 3.2 Document Tab - Shows the document(s) that you uploaded and received.



- **Create Folder** - This is to organize the documents in the Inbox. To create folder, click the plus icon found on the right part of the inbox folders.



- **Filter Documents** - This is under Document Tab where you can filter document list by:

- Document Type
- Title
- Uploaded by
- Inbox
- Sent
- Date Created

### 3.3 Bookmark Tab - Shows the document(s) that you added to your favourite list.

### 3.4 Reports Tab - This shows all the documents that you uploaded in the system. You can use these types of reports in generating documents:

#### a. Document Status Report

## b. Documents Uploaded Report

Documents Uploaded Report	
Report Criteria	
Document Type: <input type="text" value="-All-"/>	Uploaded By: <input type="text"/>
Date Uploaded: <input type="text"/> - <input type="text"/>	Office: <input type="text" value="-All-"/>
<a href="#">Preview</a>	

## c. Documents History Report

Document History Report	
Report Criteria	
Document Type: <input type="text" value="-All-"/>	Title: <input type="text"/>
Office: ADMINISTRATIVE SERVICE	Action Date: <input type="text"/> - <input type="text"/>
<a href="#">Preview</a>	

## d. Document Index Report

Document Index Report	
Report Criteria	
Document Type: <input type="text" value="Advice of Allotment"/>	Date Created: <input type="text"/> - <input type="text"/>
<a href="#">Preview</a>	
DOCUMENT INDEX	
Agency	<input type="text"/>
Appropriate Source	<input type="text"/>
Box Number	<input type="text"/>
Date Issued	<input type="text"/>
Department	<input type="text"/>
Fund Code	<input type="text"/>
Month	<input type="text"/>
Number	<input type="text"/>
Purpose	<input type="text"/>
Year	<input type="text"/>
Date Received by Agency	<input type="text"/>

## e. Group Status

Group Status Report	
Report Criteria	
Document Type: <input type="text" value="-All-"/>	Last Action: <input type="text" value="-All-"/>
Assigned Date Range: <input type="text" value="10/8/2015"/> - <input type="text" value="12/8/2015"/>	Status: <input type="text" value="-All-"/>
Received Date Range: <input type="text"/> - <input type="text"/>	Uploaded By: <input type="text"/>
Group: Central Records Division	Personnel-in-charge: <input type="text"/>
<a href="#">Preview</a>	

## f. Document Index Status Report

Document Index Status	
Report Criteria	
Bureau:	-All-
Document Type:	-All-
Indexed:	-All-
Preview	

## g. Total Amount Released per Bureau

Total Amount Released Per Bureau	
Report Criteria	
Bureau:	-All-
Document Type:	-All-
Issued Date Range:	10/8/2015 - 12/8/2015
Preview	
Show Documents with empty or invalid amount	

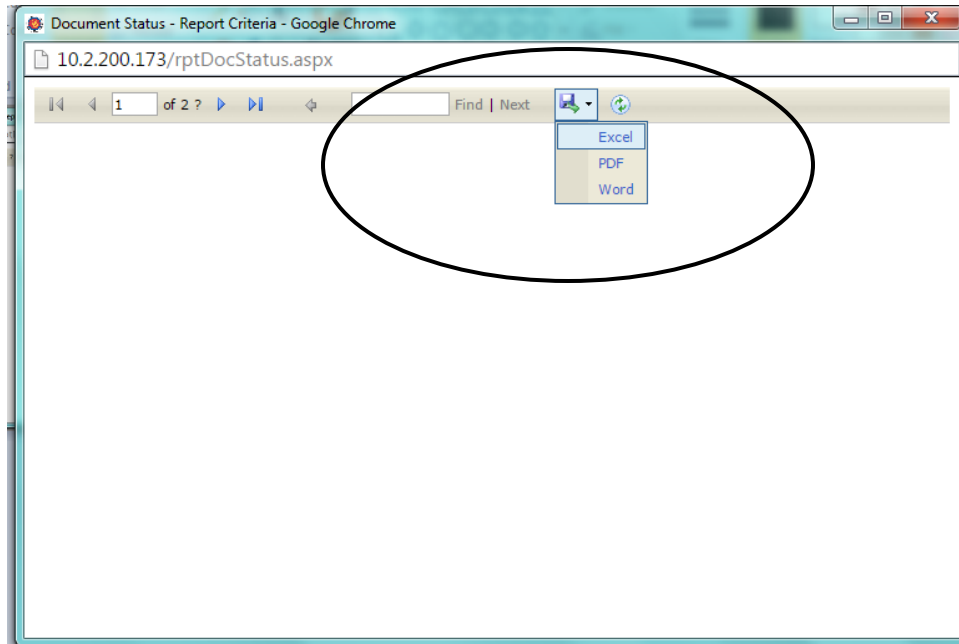
## h. Document List per User

Document List Per User Report	
Report Criteria	
Classification:	All
Received Date Range:	8/1/2015 - 11/25/2015
Select Personnel:	Search Personnel Enter Personnel Name...
Sort Option	
Column Sort:	Document No
Sort Order:	Ascending
Preview	

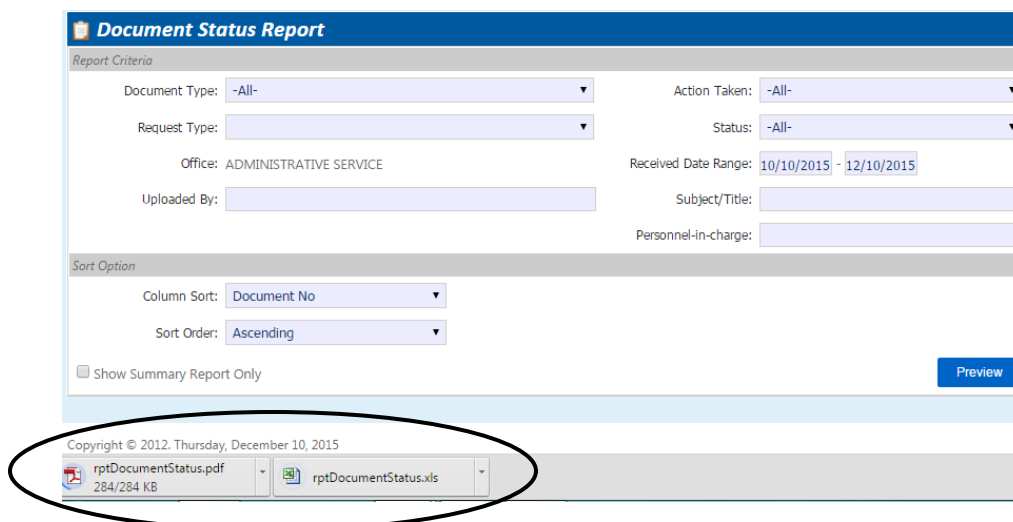
## i. Document Received Report

Document Received Report	
Report Criteria	
Received Date Range:	
Classification:	All
Sort Option	
Column Sort:	Document No
Sort Order:	Ascending
Preview	

- After clicking Preview button, the Document Report generator window will appear. Click the **Export** button on the upper part of the window and choose the format of the report that you prefer.



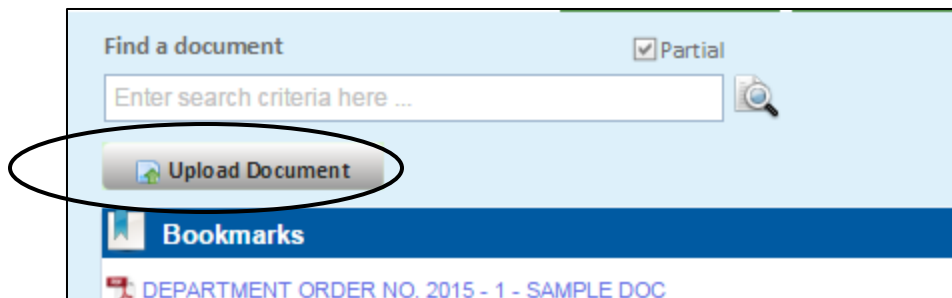
- The report will then be download from your browser. Click the downloaded file to preview.



## 4.0 UPLOADING DOCUMENT TO THE DMS

### Steps:

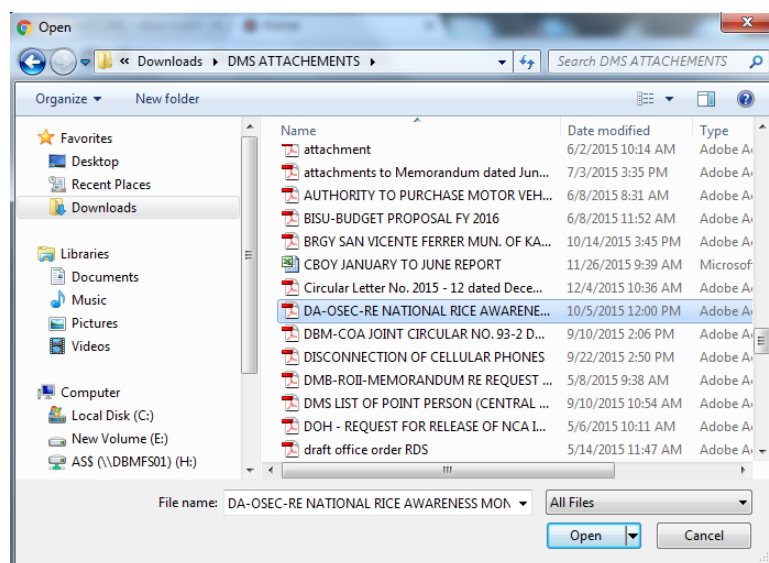
1. Click the Upload Document button.



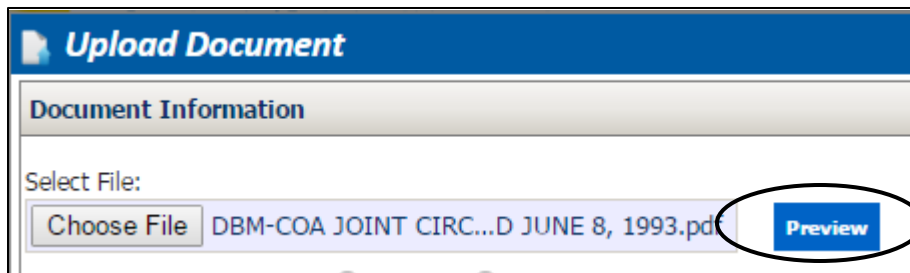
2. To select document, click **Choose File** button.

 A screenshot of the "Upload Document" form. The form is divided into two main sections: "Document Information" and "Document Preview". The "Document Information" section contains fields for "Select File:" (with a "Choose File" button), "Document Classification:" (with radio buttons for "External" and "Internal"), "Document Title:", "Document Type:", "Type of Request:", "Total No. of Copies:", "Total No. of Pages:", "Manner of Receipt:", "Sender:", "Notes:", and "Archive:". The "Document Preview" section is currently empty. Below the "Document Information" section is the "Document Routing" section, which includes a dropdown for "Office:" (set to "ADMINISTRATIVE SERVICE") and a table for "Selected User for Document Routing" with columns "User" and "Remarks".

3. The "Open Window" will display. Browse and select the document that you want to upload and click **Open** button.



4. Click the **Preview** button to view the document.



**Upload Document**

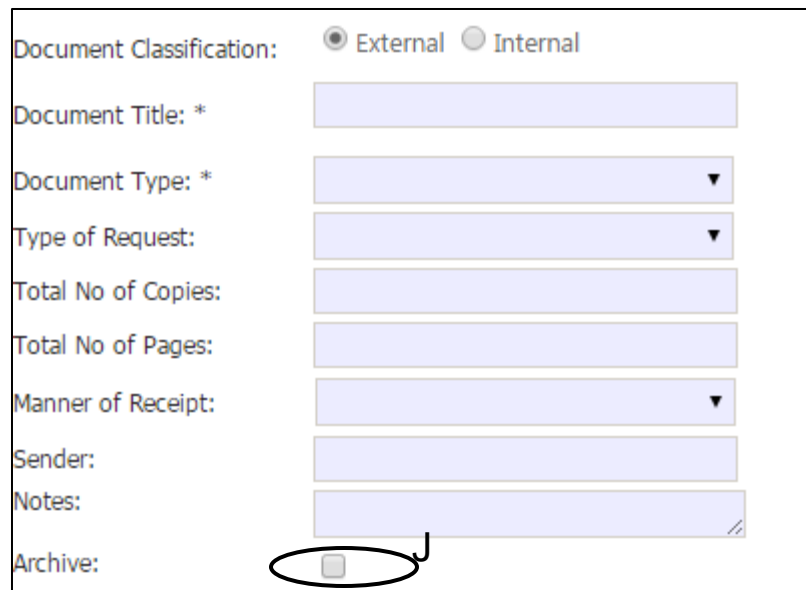
**Document Information**

Select File:

DBM-COA JOINT CIRC...D JUNE 8, 1993.pdf

5. Fill in the information on the following fields:

- |                              |   |
|------------------------------|---|
| A. Document Classification   | G. Manner of Receipt  |
| B. Document Title (required) | H. Sender   |
| C. Document Type (required)  | I. Notes  |
| D. Type of Request           | J. <i>Archive check box</i> - used to upload documents for archived directly. |
| E. Total Number of Copies    |   |
| F. Total Number of Pages     |   |



Document Classification: ☒ External ☐ Internal

Document Title: \*

Document Type: \*

Type of Request:

Total No of Copies:

Total No of Pages:

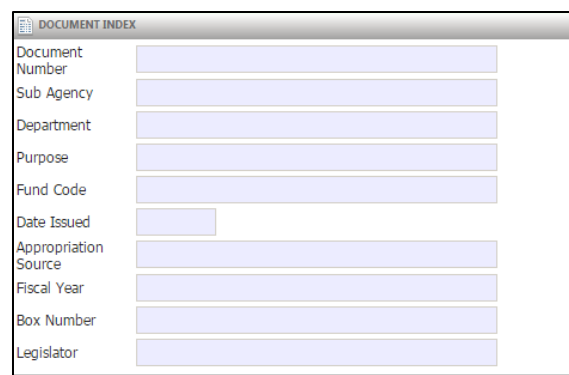
Manner of Receipt:

Sender:

Notes:

Archive: ☒

6. Complete the fields for the document index (optional).



**DOCUMENT INDEX**

Document Number

Sub Agency

Department

Purpose

Fund Code

Date Issued

Appropriation Source

Fiscal Year

Box Number

Legislator

7. In the **Document Routing Section**, select the office responsible for the document. You may select other recipient by searching the name in the user search box and tick the check box next to user to select. To delete the selected User, click the trash icon near the user name. The Remarks in optional.

Document Routing

Office: BMB-A (BMB FOR ECONOMIC I

Selected User for Document Routing		Remarks
	BMB-A Elsa Abundo eabundo@dbm.gov.ph	

Search User Enter User Name...

Copy Furnish

Search User Enter User Name...

8. You can add recipient in the **Copy Furnish Section** if you wish to cc a certain office or user.

Document Routing

Office: BMB-A (BMB FOR ECONOMIC I

Selected User for Document Routing		Remarks
	BMB-A Elsa Abundo eabundo@dbm.gov.ph	

Search User Enter User Name...

Copy Furnish

	BMB-C Teodorico Ilaga	tilaga@dbm.gov.ph
--	-----------------------	-------------------

Search User -C

9. Click the **Upload** button.

Document Routing

Office: BMB-A (BMB FOR ECONOMIC I

Selected User for Document Routing		Remarks
	BMB-A Elsa Abundo eabundo@dbm.gov.ph	FAA, PLEASE

Search User Enter User Name...

Copy Furnish

	BMB-C Teodorico Ilaga	tilaga@dbm.gov.ph
--	-----------------------	-------------------

Search User

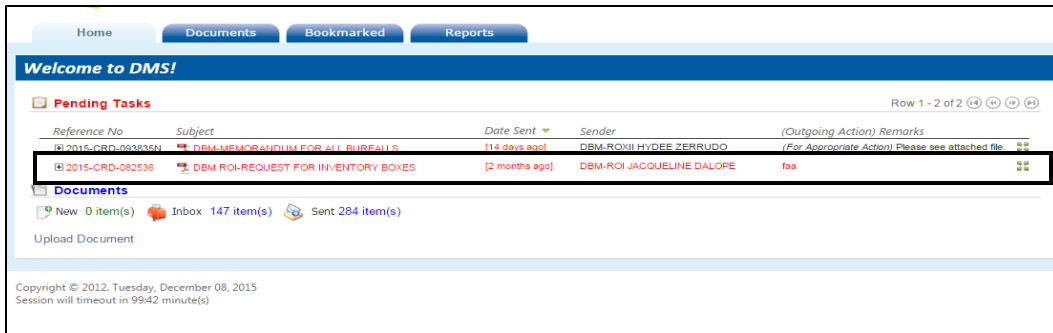
Upload



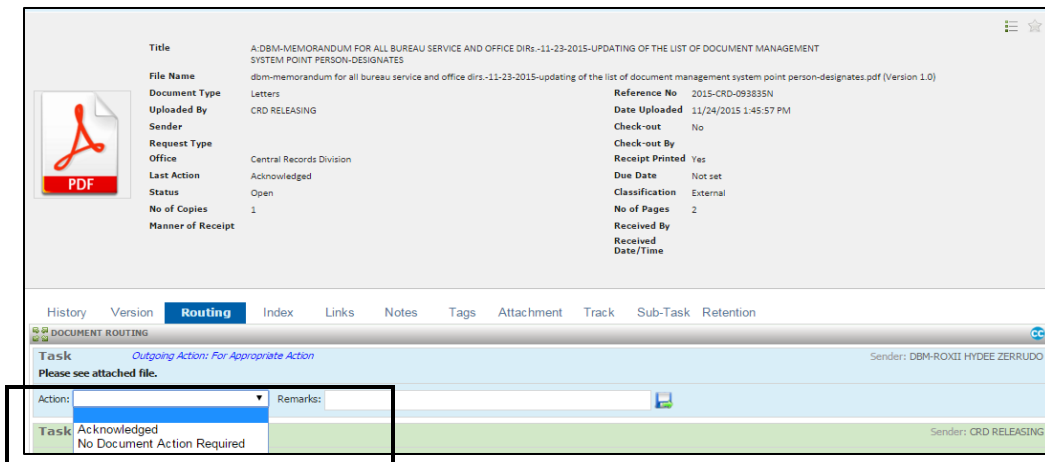
## 5.0 FEATURES OF UPLOADED DOCUMENT

### 5.1 Acknowledgement Receipt

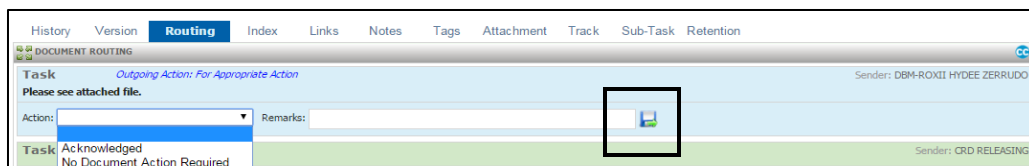
- In the home page pending task section, select the document to respond to.



- After selecting the document by clicking the document title, the system will redirect to the routing tab under the document preference page.
- Select the desired action for the document such as **Acknowledge** and **No Document Action Required**.

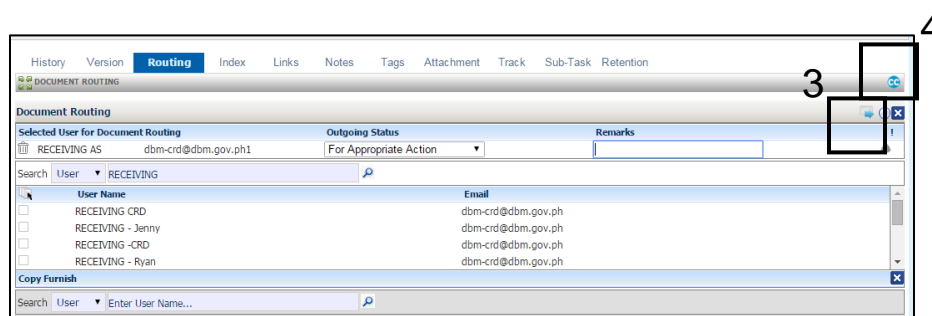


- Input remarks (optional) and click the submit icon of press enter. Once you made an action on the document, you can also route the document to another user.

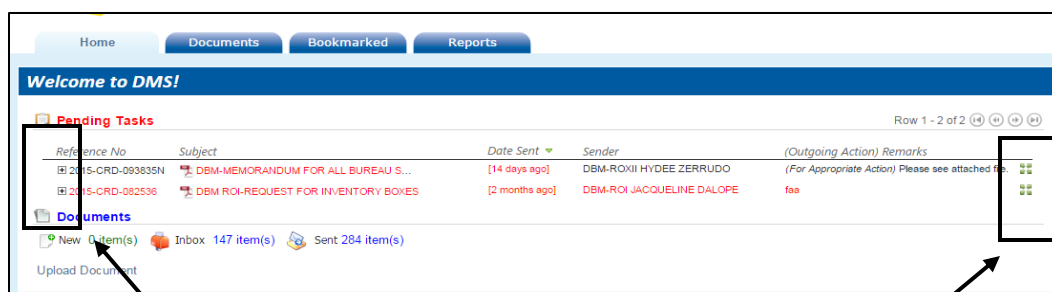


## 5.2 Document Routing

1. To route a document you previously acknowledge, go to the document preference page of the DMS.
2. Click the routing tab and click the blue icon on the top-right corner to show the document routing box.
3. Supply the user and remarks (optional), and click the route icon.
4. You can add copy furnish by clicking the blue CC icon.



## 5.3 Quick Acknowledging and Routing



Quick  
Acknowledge

Quick Route

## 5.4 Document History - This shows the specific history of a document.

The screenshot shows the 'History' tab selected in the top navigation bar. The main content area is titled 'DOCUMENT HISTORY' and displays a list of actions. The first three actions are 'Routing' by 'RECEIVING AS' and 'Marissa Santos' at 7:03 PM, with statuses 'Acknowledged' and 'Routed document to RECEIVING AS'. The fourth action is an 'Upload' by 'RECEIVING AS' at 7:00 PM, with the status 'Acknowledged'. The upload details include the file name 'DEPARTMENT ORDER NO. 2015 - 1 - GUIDELINES ON THE IMPLEMENTATION OF THE DOCUMENT MANAGEMENT SYSTEM (DMS) IN THE DBM REGIONAL OFFICES (ROs).pdf' and the note 'Routed document to Marissa Santos.' The interface also shows 'ROW 1 - 4 OF 4' and navigation icons.

## 5.5 Document Version - This shows the versioning of the uploaded file in a document.

The screenshot shows the 'Version' tab selected in the top navigation bar. The main content area is titled 'DOCUMENT VERSION' and displays 'Version 1.0' for the document 'department order no. 2015 - 1 - guidelines on the implementation of the document management system (dms) in the dbm regional offices (ros).pdf'. It indicates 'Initial Creation' and 'Uploaded By: RECEIVING AS (12/8/2015 7:00:26 PM)'.

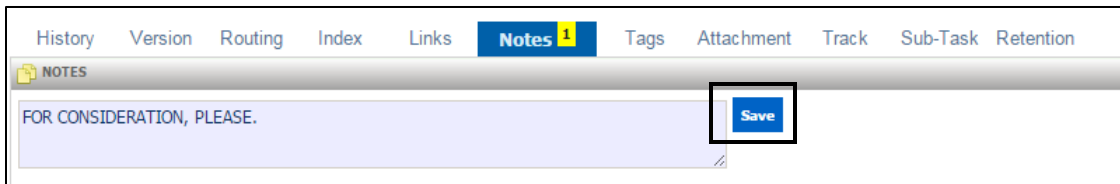
## 5.6 Document Index - This shows the index and specific information of a document. Once the document is archived, you can supply the indexes fields according to the document type.

The screenshot shows the 'Index' tab selected in the top navigation bar. The main content area is titled 'DOCUMENT INDEX' and displays a form with various fields for document indexing. The fields include: NCA Number (NCA-BMB-B-15-0006147), Date Issued (4/28/2015), SARO Number (SARO-BMB-B-15-0005096), Date Issued (4/28/2015), Department (DOLE), Sub-Agency (NLRC), Purpose (TO COVER PAYMENT OF PENSION BENEFITS OF THE RE), Legislator, Amount (NCA) (P8,703,153.00), Amount (SARO) (P8,703,153.00), Appropriation Source (PENSION AND GRATUITY FUND), Fund Code (01), Fiscal Year (2015), Box Number, CD Number, Signatory (LUZ M. CANTOR), Date Received by Agency (04/29/2015).

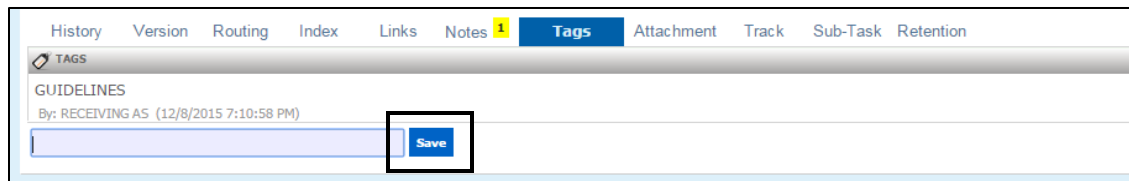
## 5.7 Document Interlink - This shows the other documents that you link to a certain document. In the link tab, input a reference no. or word and click the check box, then click Save button.

The screenshot shows the 'Links' tab selected in the top navigation bar. The main content area is titled 'DOCUMENT LINK' and displays a form for adding a link. The 'Reference' field contains '2015-AS-098744'. Below the field is a 'Save' button. The document title 'DEPARTMENT ORDER NO 2015' is visible at the bottom. The interface also shows navigation icons.

**5.8 Document Notes** - This shows the notes added by user. Input text in the textbox under notes and click the Save button.

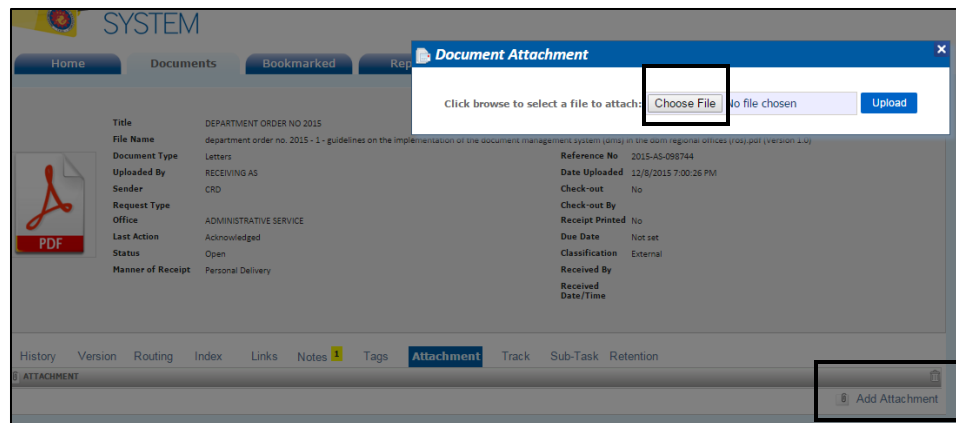


**5.9 Document Tags** - This shows the tags under a document. You can use tags for easily retrieval of documents. Input text in the textbox under tags and click Save button.

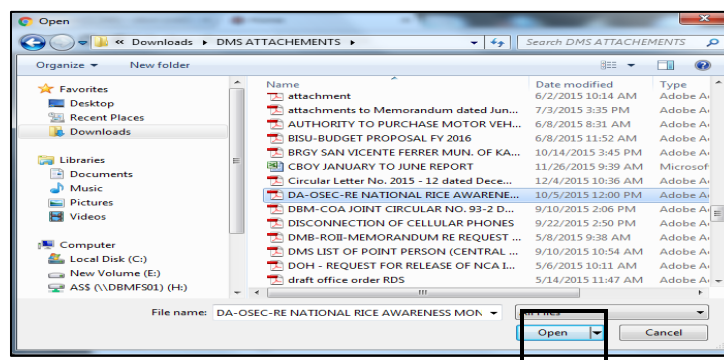


**6.0 Document Attachment** - This shows the other related document to the primary document.

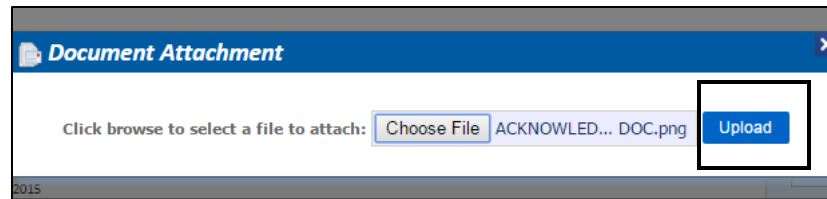
- Click the Add Attachment link button and Choose file that you want to attached.



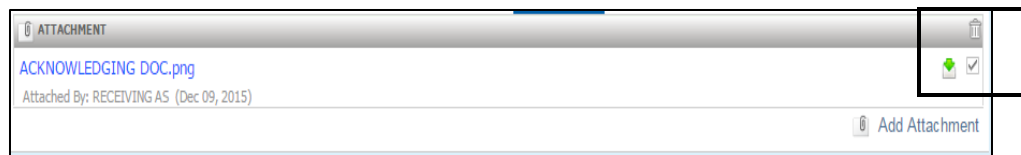
- An Open window will appear. Select the file that you want to attach, then click **Open** button.



- In the document attachment window, click **Upload** button.



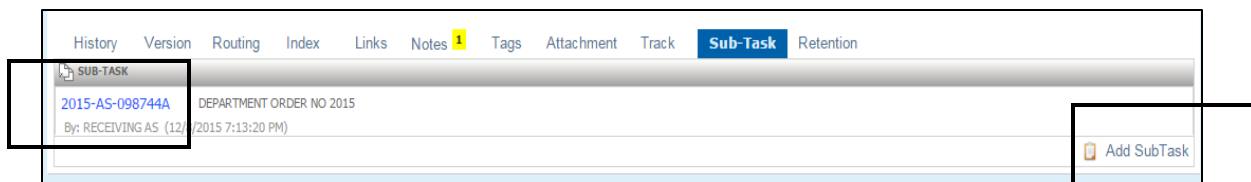
- To delete the document, check the small box on the right part and click the **Trash** icon.



**6.1 Track** - This helps you to monitor the movement of document in the system.



**6.2 Sub-Task** - This is used when the document is intended for multiple recipient. Click the **Add SubTask** link button and click the added **Reference No.** to route into another user.



**6.3 Edit Properties** - To edit the information and status of the document, click the Edit Properties found on the right part of the document preference tab and click Save button.

The screenshot shows a document properties form for 'DEPARTMENT ORDER NO 2015'. The form includes fields for Title, File Name, Document Type (set to 'Letters'), Uploaded By (RECEIVING AS), Sender (CRD), Request Type, Office (ADMINISTRATIVE SERVICE), Last Action (Acknowledged), Status (Open), and Manner of Receipt (Personal Delivery). It also displays Reference No (2015-AS-098744), Date Uploaded (12/8/2015 7:00:26 PM), Check-out status (No), Check-out By, Receipt Printed (No), Due Date, Classification (External), Received By, and Received Date/Time (12/9/2015). On the right sidebar, the 'Edit Properties' button is highlighted with a black box. At the bottom left, the 'Save' button is also highlighted with a black box.

**6.4 Share Document** - This is to share document via email.

- Click the Share document found on the right part of the document preference tab. A share document window will appear.

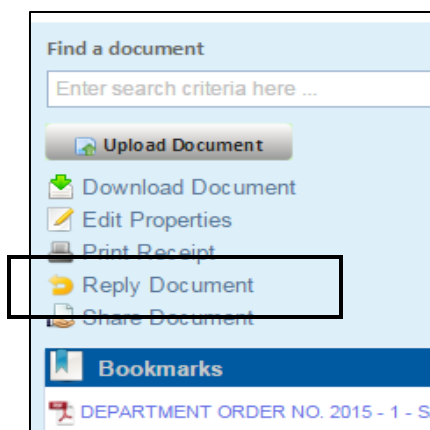
This screenshot shows a sidebar menu with options: Find a document, Upload Document, Download Document, Edit Properties, Print Receipt, Reply Document, and Share Document. The 'Share Document' button is highlighted with a black box. Below the menu is a 'Bookmarks' section showing a document titled 'DEPARTMENT ORDER NO. 2015 - 1 - S'.

- Supply the email of the recipient and message, click **Send** to share.

The 'Share Document' dialog box is shown with the following fields: From (dbm-crd@dbm.gov.ph), Recipient (empty), Subject (empty), Attachment (department order no. 2015 - 1 - guidelines on the implementation of the document management system (dms) in the dbm regional offices (ros).pdf), and Message (empty). At the bottom right, the 'Send' button is highlighted with a black box.

## 6.5 Reply Document - This is used to Return, Withdraw, and Require Additional Supporting Documents in clients/agencies.

- To generate/show reply document, click the **Reply Document** link button found on the right part of the document tab.



- The **Print Reply Document** window will appear. Click **Edit Reply Content** to edit fields and click **Save info**.

 A screenshot of a web application window titled 'Print Reply Document'. The window has a blue header bar with the title and a close button. The main content area has a light blue background with a repeating watermark of the Department of Budget and Management seal. At the top center is the official seal of the Department of Budget and Management, followed by the text 'REPUBLIC OF THE PHILIPPINES', 'DEPARTMENT OF BUDGET AND MANAGEMENT', and 'GENERAL SOLANO STREET, SAN MIGUEL, MANILA'. Below this is the title 'REPLY DOCUMENT' and the 'DMS Reference No: 2015-AS-098744'. The form contains several input fields: 'Date:', 'Client Agency:', and 'Address:'. Below these is a section titled 'Dear Sir/Madam:' followed by a line of text: 'This pertains to the request submitted to this Office dated \_\_\_\_\_ which was received on \_\_\_\_\_'. Below this is a checkbox labeled 'REQUIRE ADDITIONAL SUPPORTING DOCUMENTS'. Underneath the checkbox is a paragraph: 'In order for us to proceed with the processing of the request, may we request for submission of the following additional documents (attach additional list if necessary):'. This is followed by a list of five numbered items (1.0 to 5.0) with corresponding input lines. At the bottom of the form, there is a line of text: 'Please indicate the DMS Reference Number in the cover page/transmittal sheet and submit the same to our ADMINISTRATIVE'. At the very bottom of the window, there are two buttons: 'Save Info' and 'Edit Reply Content'.

- You can still make changes in reply document. After editing, click the **Save Reply Changes** and click **Print Reply** if you wish to print it. To view the changes that you made, click the right left arrows found on the lower right part of the print reply document window.

**Print Reply Document**

1.0  
2.0  
3.0  
4.0  
5.0

Please indicate the DMS Reference Number in the cover page/transmittal sheet and submit the same to our ADMINISTRATIVE SERVICE not later than

☐ RETURN THE DOCUMENTS TO CLIENT AGENCY CONCERNED

☐ COMPLETE ☐ PARTIAL No of Pages: \_\_\_\_\_

Based on our review, it is necessary to return the documents you have submitted due to the following reason:

☐ Deficiency In The Document Submitted  
Specifics (attach additional documents if necessary): \_\_\_\_\_

☒ Withdrawal of Request Reference: \_\_\_\_\_

Thank you. \_\_\_\_\_

Head of Bureau/Service/Office \_\_\_\_\_

**Print Reply** **Save Reply Changes** ⬅ ➡