

MC No. 20 s, 2004

**MEMORANDUM CIRCULAR**

TO : The Deputy Administrator, Assistant Administrators,  
Department/Regional/Operations/Project Managers,  
Provincial Irrigation Engineers, Irrigation Superintendents  
Division Managers and all others concerned

FROM : The Administrator  
This Agency

SUBJECT : **Use of Bar Code in Document Monitoring**

Quoted hereunder in full for your information and guidance the Memorandum issued by the Chief of Staff, Office of the Secretary of the Department of Agriculture dated June 9, 2004.

"Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City 1100 Philippines

In line with the current effort to streamline and improve the processing and monitoring of documents at the Office of the Secretary (OSEC), we have initiated the automation of these work processes using the document tracking system called Computerized Information Tracking Organizer (CITO-dts).

The system uses the bar code as reference in searching information from the data base. All communications and documents to and from OSEC shall be assigned a computer-generated bar code which is printed on a sticker. Said sticker shall be attached at the upper right hand part of the document. However, if there is no enough space, the sticker shall be attached at the bottom part or at any available vacant space of the document (only on first page for documents with several pages).

In this regard, we would like to request that in responding to documents referred to you by OSEC, always cite in your reply the "*reference code number*" contained in the bar code, so that retrieval of document file can be correctly and easily facilitated for updating of status.

We count on your support and cooperation for the success of the above-mentioned initiative.

Thank you.

(Sgd.) RACHEL M. TITULAR"

Be guided accordingly.

  
JESUS EMMANUEL M. PARAS  
Administrator

June 17, 2004