



November 24, 2021

**MEMORANDUM CIRCULAR NO. 10**  
Series of 2021

**T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICE/UNITS  
dDRC, Assistant dDRC and Clerks.**

**R E: Document Tracking System of the Management Information System**

This is to reiterate the mandatory implementation of the OVPAF Memorandum Circular no. 11 Series of 2020 requiring all Receiving/releasing clerks (Regular/ Casual/ JO) to use the Document Tracking System.

With this regard, OVPAF together with the MIS team will conduct a refresher Orientation of the Document Tracking systems flow and functionalities, on November 26, 2021 ; 9:00 am via Google Meet.

Link: [meet.google.com/pkm-fvpj-qka](https://meet.google.com/pkm-fvpj-qka)

For queries, you can contact the Management Information System (MIS) Office using VOIP number: 1096 or send an email at [hmis.admin@vsu.edu.ph](mailto:hmis.admin@vsu.edu.ph).

For your information and guidance.

**DANIEL LESLIE S. TAN**

Vice President for Administration and Finance