



March 7, 2016

DOH-CAR OFFICE PERSONNEL ORDER
No. 2016- 37

SUBJECT: Designation of DOH-CAR Personnel to be held Responsible for the Implementation of Document Tracking Information System (DTRAK) at the DOHCAR Office.

The DOH, through Knowledge Management Information Service, had developed a client-based Document Tracking Information System called Online Document Tracking Information System or DTRAK which ran on a networked environment with implementing guideline embodied in Administrative Order No. 148 s., 2008 dated May 21, 2004. This client based system is an online and real-time document tracking system for the use of the central office, regional offices and government DOH hospitals. The system aims to increase productivity and efficiency, improve workflow processes, eliminate misplacing of documents and improve tracking of documents giving importance to transparency and accountability.

To provide efficient and effective tracking of all incoming and out-going documents of the DOHCAR offices the following personnel are designated to implement the DTRAK with their respective functions:

System Administrator: MS. CAROLINE MAMARADLO, Computer Maintenance
Technologist III

Functions:

1. Maintain the DTRAK database server, issue access to users at assigned level of security, revise/update the system's Library, maintain back-up files, and authenticate audit trails and system integrity.
2. Responsible in maintaining the DTRAK and in setting-up standards for its application in coordination with all offices.
3. Providing training and technical assistance to identified personnel and offices in the DOH CAR Office in DTRAK.
4. Respond to all concerns and issues regarding the use of DTRAK

Alternate System Administrator: MR. RONEL JOEN MARQUEZ, Admin. Assistant V

Functions:

1. The alternate System Administrator shall provide assistance to the System Administrator in performing the functions of a System Administrator.



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tangguyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a *geographic area such as the Cordillera*.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.

2. The alternate System Administrator shall assume the functions of the System Administrator in case the latter is absent or on official travel.

Action Officers/End-users:

Action Officers/End-users	Division/Cluster/Section
Dr. Jennifer Joyce R. Pira, Medical Officer III	Health Emergency Management Section
Desiree Bulalin, Admin. Assistant III	Office of the Regional Director
Carmencita Sanchez, Admin. Assistant III	Office of the Asst. Regional Director
Martha Bania-ao, Legal Asst. II	Legal Section
Diana Palangchao, Planning Officer II	Planning Section
Christine Dirige, Statistician II	Statistics Section
Benelyne Balag-ey, HEPO II	Health Promotion Section
Engr. Gaudencio Tiwing	DMO IV
Esther Mara Bantales, Admin. Aide IV	Management Support Section
Siena Veronica Judan, Admin. Asst. III	Human Resources Management Development Section
Gerry Almacen, Admin. Asst. III	Cash Section
Darlene Aniwasal, Librarian I	Records Section
Marcial Ramos, Admin. Asst. III	Gen. Services & Transport Section
Michael Orofino, Admin. Asst. II	Supply & Warehouse Section
Noeline Rovels Lardizabal, Dorm Manager I	Regional Training Center & Dormitory
Irene Oyawon, Admin Asst. V	Accounting Section
Emmanuel Cocal, Admin. Asst. II	Budget Section
Regelyn Oyammi, Admin. Asst. III	Procurement Team
Ma. Christine Puguon, Admin. Asst. III	BAC Secretariat
Charisse Teodely Apelado, Admin. Asst. III	Regulation, Enforcement & Licensing Division
Loida Ramos, Admin. Asst. III	Regulation, Enforcement & Licensing Division
Rosita Levasty, Admin. Asst. III	Public Assistance Desk
Ana Lisa Atioan, Admin. Asst. III	Local Health Support Division
Mary Joyce Pojas, Health Program Researcher	Men & Women's Health Cluster
Cherrie Caluza, Sr. Health Program Officer	Child & Adolescent Cluster
Roldan Liwaliw, Med. Tech. II	Infectious Disease Cluster
Victoria Malicdan, Nurse III	RESU
Angeline F. Milo, DMO III	Health Facility Cluster
Anna Elaine Cayad-an, Health Program Researcher	Non-Communicable Disease Cluster

Functions:

1. Posting of entries and taking actions required in the DTRAK as the official document tracking information system.
2. A system generated routing slip shall be required as cover or transmittal document from one office to another.
3. Assume responsibility on the veracity of the content posted.
4. All previous transactions should be received and actions taken be posted to inactivate the past transactions.
5. Report to ICT Section all issues and concerns relating to DTRAK for system monitoring and improvement.

The Division Chiefs and Cluster Heads shall be held accountable for the monitoring of compliance with the above functions.

All other previous issuances inconsistent herewith are hereby rescinded. This order shall take effect immediately.


LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV