IV COMMUNICATIONS SECTION
COMMUNICATIONS AND DOCUTRAK SECTION

As the gatekeeper of communications, the Communications Section manages the inflow and outflow of documents ensuring that they are received, released, tracked properly and promptly. The following are the duties and responsibilities of the Communications Staff:

1. Manages the inflow and outflow of documents ensuring that these are received, released, and tracked properly and promptly;
2. Tracks official communications received and released through the Document Tracking System (DTS);
3. Sorts records and routes documents;
4. Responds to inquiries regarding official communications received and released by OSU;
5. Assists the SU-BOR in processing all communications that should go to the President, PAC, BOR, and various CUs; and
6. Drafts communications (e.g., letters, memorandum) for the SU-BOR.

HOW TO FACILITATE COMMUNICATIONS SENT TO OSU

Documents received by OSU come from various sources within and outside the University, such as:
A. Constituent Universities/Units;
B. Government Agencies;
C. Private Sectors (Local & Foreign); and
D. Private individuals.

The following steps pertain to the flow of communications directed to the SU-BOR or the President:

1. Once the documents are sent to OSU, the Communications staff receives and records these using the Docutrak System or DTS.
2. Documents are sorted, examined, and given a proper routing slip for the consideration and signature of the SU-BOR.
3. Documents are then sorted and recorded in the appropriate logbooks for release.
4. Release of documents is either through the OSU messengers of the Administrative section for personal delivery, via courier service to the concerned office, or through fax or email.

*The OSU only accepts those addressed to the President of the University, the members of the Board of Regents, and the Secretary of the University.
CHART 12.
SENDING COMMUNICATIONS ADDRESSED TO THE PRESIDENT
Chart 12 describes the flow of communications specifically for the President of UP.

COMMUNICATION FOR THE PRESIDENT

- Sealed Communication
- Constituent Units
- Miscellaneous (Foreign & Local)
- Stamped Confidential

Needs the Secretary’s signature?

- YES
- NO

Needs the Secretary’s signature?

- YES
- NO

Through VPs
Through VPs/Chancellors

Government Offices, Malacañang, Senate, Congress, QC Mayor

PRESIDENT

HOW TO LOG COMMUNICATIONS RECEIVED AND RELEASED
Communications received and released by the OSU Communications Section are logged electronically and manually.

1. Using the Document Tracking System (DTS)
The Docutrack System is one of the in-house software developed by UP for the efficient tracking and monitoring of documents within the University. Documents are logged into the Docutrack system and barcoded to allow users to log and track the documents.

   1. Open Docutrack System website.
   2. Go to “Add” box and click “Add document”.
   4. Click “Save As Draft” or “Finalize” if document is for immediate release.
   5. Log document in corresponding logbook for release.

2. Using the OSU Logbook
   As backup, documents are also recorded in the OSU logbooks. This is done to avoid disruption of the flow of communications under any circumstances (e.g., power failures, faulty internet connection, etc.).

HOW TO INPUT DOCUMENTS TO THE DTS (ANNEX H)

1. Open Docutrack System website.
2. Go to “Add” box and click “Add document”.
4. Click “Save As Draft” or “Finalize” if document is for immediate release.
5. Log document in corresponding logbook for release.
