

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
DAVAO CITY

Ref. No. CMO-2018-001

MEMORANDUM

TO : **ALL DEPARTMENT HEADS CONCERNED**
City Assessor's Office
City Civil Registrar's Office
City Engineer's Office
City General Services Office
City Information Technology Center
Human Resource Mgt. Office
Sangguniang Panlungsod
All of this City

DATE : **JANUARY 26, 2018**

SUBJECT : **MEETING ON THE CITY RECORD
MANAGEMENT SYSTEM (CRMS)**

Please direct your respective **Administrative Officers, Records Officers** and **Scanning Operators** to attend a meeting with the City Archives and Records Center (CARC) and the Infinitecare Technology Solutions, Inc. (ITSI), developer of our City Records Management System (CRMS), on **February 1, 2018 (Thursday)** starting at **8:30 in the morning** at the **CRMS Hub, G. Torres St., Ecoland** (infront of the Ecoland Terminal).

You are to bring the following for the simulation of the digitization process:

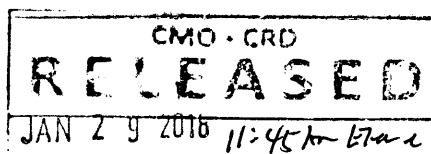
1. Laptop
2. Sample documents intended for scanning (original copies)
3. Proposed Metadata Structure
4. Extension wire

Come on time and do not send representatives.

For strict compliance.

By the authority of the City Mayor
per Executive Order No. 6 dated
August 1, 2016:


ATTY. ZULEIKA T. LOPEZ
City Administrator *m*



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