



UNIVERSITY OF THE PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT



Advisory - Availability of DRS Tracer

November 22, 2021

To UP Users,

We are glad to inform you that the DRS Tracer is now available for use (i.e. starting today, November 22, 2021).

The DRS Tracer allows users to trace or track their documents being processed in our Document Routing System (DRS), even if they are not registered in the DRS itself. The requirements for accessing the DRS Tracer are: 1) UP Mail Account (for authentication), and 2) DRS Tracking Number.

Using the DRS Tracking Numbers assigned to the documents, the DRS Tracer will allow staff to see which UP office/unit their documents currently are at. Thus, the status of documents can be tracked.

You can access the DRS Tracer at <https://drstracer.up.edu.ph> and the User's Guide is available here: [DRS Tracer User Guide](#).

Should you have any technical questions or concerns regarding the DRS Tracer, kindly contact us through the UP System ICT Support at <https://ictsupport.up.edu.ph/>.

For fast and efficient processing of documents (either softcopies or hardcopies), we highly encourage everyone to use the University's Document Routing System (DRS).

Thank you and please always be safe.