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MEMORANDUM CIRCULAR No. 001 *P*
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SUBJECT : Full Implementation of the Administrative Information Systems


In the interest of the service and in line with NAMRIA's Quality Management System, all concerned NAMRIA personnel are hereby directed to fully implement the following administrative information systems:

- Client Request Management System (CRMS)
- Daily Journal Information System (DJIS)
- Knowledge Management System (KMS)

The CRMS shall harmonize and facilitate all internal and external client requests being used by all personnel, frontline service units including MSOs and ICSUs in NAMRIA. The DJIS shall record all activities of all personnel on a daily basis. The KMS shall provide all personnel a facility to share and access information and knowledge materials. All information system are accessible via www.namria.gov.ph/isportal.aspx.

The Geospatial Systems Development Division shall maintain the abovementioned systems and provide technical assistance to end users as part of NAMRIA's continual improvement process.

This order shall take effect immediately.


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Administrator