



October 03, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The In-Charge, Planning and Management Division
The Chief, ICT Section

FROM : The In-Charge, Office of the PENR Officer

SUBJECT : **INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) EQUIPMENT PREVENTIVE
MAINTENANCE REPORT FOR THE THIRD
QUARTER, CY 2022 OF DENR-PENRO MARINDUQUE**

In line with the quality objective of the Information and Communications Technology (ICT) Unit of the DENR-PENRO Marinduque which is to monitor and maintain the Office-owned ICT equipment according to its functionality and lifespan, the ICT Unit has accomplished its ICT Equipment Preventive Maintenance activities as of Second Quarter, CY 2022 in accordance with the approved ICT Equipment Preventive Maintenance Plan which started on March 23, 2022.

Likewise, no regular maintenance activities done for the said ICT Equipment for the Third Quarter, CY 2022.

For information and record.

"For and in the absence of the OIC - PENR Officer"

JOYBERT F. MIJARES
Senior Forest Management Specialist
In-Charge, Office of the PENRO