



Republic of the Philippines
Department of Environment and Natural Resources
Document Action Tracking System
Document Routing Slip

Document No: DENRCO - KISS OD-2022-000098 **Print Date:** Monday, September 12, 2022

Sender: Manila, Maria Elena M.

Address: KISS - Office of the Director
Visayas Avenue, Diliman, Quezon City

Subject: MEMO DTD 09/12/2022 CONDUCT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) INVENTORY AND NEEDS ASSESSMENT

Addressee(s): AS - Records Management Division (DENRCO - AS RMD)

CC Addressee(s):

Date/Time Received: 09/12/2022 09:07:00 AM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	09/12/2022 09:02:46 AM	DENRCO - KISS OD		

KISS OD 452-1190



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA

THRU : The Chief
Planning and Management Division

ATTN : The Regional ICT Focal Person

FROM : The Director
Knowledge and Information Systems Service

SUBJECT : **CONDUCT OF INFORMATION AND COMMUNICATION
TECHNOLOGY (ICT) INVENTORY AND NEEDS
ASSESSMENT**

DATE : September 9, 2022

This is in connection with the activity mentioned above; the following are the activities to be undertaken in your Region. In addition to the inventory activity, the team will also be looking at the following aspects:

1. Evaluation and Assessment of existing Server Room in reference to Best practices and International Standard;
2. Evaluation and Assessment of existing IT operations relative to QMS and EMS;
3. Software assessment (this includes Office productivity, operating system, and other proprietary software such as adobe photoshop, AutoCad, and others, necessary for the day-to-day activities;
4. Review and Validation of Downloaded Funds and Equipment;
5. Review of significant barriers in terms of infrastructure such as:
 - a. Electricity
 - b. Internet access / connectivity
 - c. Environment
 - d. Market availability, including warranty support
 - e. Business Continuity;
6. Identify Information Systems (IS) implementation gaps in terms of the following:
 - a. IS deployment
 - b. Operationalization
 - c. Reporting
 - d. Operation Process Gaps
7. Assess the Workflow of the Statistical Reporting System (SRS);

8. Gather information for policy gaps in terms of:
 - a. IT asset management
 - b. IT network management and security
 - c. Standard Technical Support
 - d. Implementation of DENR Control Map
 - e. IS and DB implementation, administration, and maintenance activities
9. Gather information for IT training needs of the following:
 - a. ICT Focal Persons / Data Managers
 - b. All employees.

A total of 8 personnel of the Knowledge and Information Systems Service shall be conducting the activity, which is scheduled as follows:

Palawan – Sept 18 – 23, 2022

Romblon & Marinduque – Sept. 26 – 30, 2022

Oriental & Occidental Mindoro – Oct. 3 – 6, 2022

Regional Office – October 12 – 13, 2022

And they will be interacting with the following personnel in your office:

Regional Office

1. Chief, Planning and Management Division
2. Information Systems Analyst III
3. Information Systems Analyst II
4. RICTU Staff / Stat Focal Person
5. Information Systems Focal Persons
6. Control Map Focal Person

PENROs

1. PENRO Planning Officer
2. Information Systems Analyst II
3. Stat Focal Person
4. Information Systems Focal Persons
5. Control Map Focal Person

CENROs

1. CENRO Designated Planning Officer
2. Stat Focal Person
3. Information Systems Focal Persons
4. Control Map Focal Person

The data and information gathered in this activity will help us determine the current state of ICT operations in the Regional and Field Offices. Further, it will help us to come up with an ICT plan that is more responsive to the needs of every office in order for us to cope with the current trends in doing business and to improve our delivery of services.

For your information and appropriate action, please

MARIA ELENA A. MORALLOS-MANILA