



Republic of the Philippines

Department of Environment and Natural Resources, Region X

Puntod, Cagayan de Oro City

E-mail add: r10@denr.gov.ph Mobile No.: 0956-637-7631

MEMORANDUM

FOR : OIC, Regional Executive Director
Department of Environment and Natural Resources
MIMAROPA Region

FROM : Regional Executive Director

DATE : November 28, 2023

SUBJECT : **ADOPTION OF AVAILABLE INFORMATION SYSTEMS**

RECEIVED FOR MAILING

Date: _____ Time: 10:41 AM

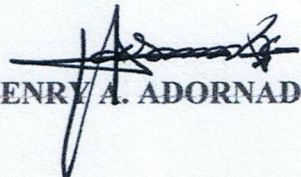
Records Unit, DENR 10

By: JOHN STEVE S. JIMAYAN 11/28/2023

We acknowledge the intention and effort requesting the adoption of some locally developed Information Systems that have been successfully implemented in this office per your memorandum dated November 13, 2023.

In this regard, it is our pleasure that you may set a scheduled meeting and even invite our Information Systems Analysts to discuss in details and demonstrate the said requested information systems. This could also be the ideal setting to discuss particular issues, gain a deeper comprehension and investigate the feasibility of integration within our existing infrastructure that align with our organizational goals.

For information and record.


HENRY A. ADORNADO, Ph.D.



MEMORANDUM

FOR : REGIONAL EXECUTIVE DIRECTOR
DENR, Region 10

FROM : THE OIC, REGIONAL EXECUTIVE DIRECTOR

SUBJECT : REQUEST TO ADOPT AVAILABLE INFORMATION SYSTEMS

DATE : NOV 13 2023

RECEIVED
Date: 11/20/23 Time: 2:11
Records Unit, DENR 10
By: [Signature]

In line with the digitalization and improvement of our operations, we are seeking your permission for us to adopt the available information systems that have been successfully implemented in your office. We believe that the systems utilized by your team would significantly benefit our operations and contribute to the overall efficiency and productivity of our office.

Having reviewed the impact of your systems, we are particularly interested in the following information systems:

Name of System	Description
1. Project Monitoring System	An electronic reporting system of physical accomplishment and financial performance. The system generates BED Form 1 and BED Form 2.
2. Property Inventory and Tagging System	It is a database build-up of plants, properties and equipment. It generates a QR Code for each record that is attached to the equipment. The encrypted data can be read by any open source QR Code reader or scanner. The system generates the Appendix 73 that is annually submitted to the Commission on Audit.
3. Supplies and Materials Stock System	This system holds information on purchases and distribution of supplies and materials. The Stock on Hand feature facilitates better decision for purchases.
4. Document Monitoring System (DMS)	The system records the time and motion of incoming and internal documents. It automates the process of accessing, searching, and editing of documents. Key features of the system include document storage, report generation responsive to SPMS requirements and third-party integration
5. Travel Order Electronic System	Online filling of travel order for endorsement and approval. Using Application Programming Interface, approved travel orders are automatically reflected in the Employee Official Locator System.

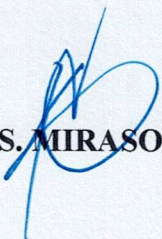
To ensure that these processes are conducted securely and efficiently, we are committed to adhering to any necessary protocols and security measures as may be advised by your IT team. We are also willing to sign any non-disclosure agreements to ensure protection of sensitive information. These systems shall be used strictly for the intended purposes and will not be shared without prior authorization from your office.

As such, we would like to request for your assistance on this matter as our project timeline depends on the timely acquisition of the said information systems.

Should you require further information or clarification, please do not hesitate to contact the following staff from the Regional ICT Unit of DENR-MIMAROPA:

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Viber/Messenger Account	DENRMAR	Liza Cabrera
Voip Number	2711	2711

For your consideration, please.


FELIX S. MIRASOL, JR., CESO IV

ARD MS/PMD/RICtu



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