



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

January 23, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC – PENR Officer

SUBJECT : **REQUEST FOR ICT EQUIPMENT FOR THE DENR-PENRO MARINDUQUE**

As part of the DENR's directions toward improving governance particularly in strengthening its internal systems and processes, innovations and improvement of its information and communications technology equipment and facilities, and support to the Quality Management System (QMS), the DENR-PENRO Marinduque included the procurement of branded and brand-new IT Equipment and licensed software in the CY 2023 Work and Financial Plan (WFP), however, no funds were allotted for the said procurement for CY 2023. Hence, this Office is respectfully requesting for any available and serviceable ICT equipment which include, desktop computer, laptop computer, document scanner, printer (laser and/or large format), UPS, and the like to be provided and transferred to this Office.

The additional IT equipment will promote efficient, effective and timely accomplishment of tasks of the employees, specifically on information systems implementation, GIS mapping and operationalization, as well as, it will help in attaining the goal of the Office in providing one-is-to-one desktop and laptop computers among employees.

Likewise, if granted, the said IT equipment will be distributed among employees who are earnestly in need.

Attached is the copy of Summary Report on the Physical Count of ICT Equipment as of December 09, 2022 for information and reference.

For consideration and approval.


IMELDA M. DIAZ



Table 1. Summary Report on the Physical Count of ICT Equipment by Type and by Status as of December 9, 2022

ICT EQUIPMENT	STATUS		DISPOSED	TOTAL
	TOTAL NUMBER OF SERVICEABLE	TOTAL NUMBER OF UNSERVICEABLE		
Desktop Computer	31	2	13	46
Laptop Computer	39	7	12	58
Printer	27	0	3	30
Document Scanner	7	0	0	7
UPS	19	1	0	20
TOTAL	123	10	28	161

Source: PENRO General Services Unit



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Table 2. Summary Report on the Physical Count of ICT Equipment by Type, by Year Acquired, and by Status as of December 9, 2022

ICT EQUIPMENT	YEAR ACQUIRED	STATUS		TOTAL
		SERVICEABLE	UNSERVICEABLE	
Desktop Computer	2011	0	0	0
	2013	0	0	0
	2015	1	1	2
	2017	9	0	9
	2019	10	1	11
	2020	5	0	5
	2021	4	0	4
	2022	2	0	2
	SUB TOTAL	31	2	33
Laptop	2011	0	2	2
	2013	3	2	5
	2014	1	0	1
	2015	2	1	3
	2017	9	1	10
	2019	12	1	13
	2020	5	0	5
	2021	4	0	4
	2022	3	0	3
	SUB TOTAL	39	7	46
Printer	2011	0	0	0
	2015	1	0	1
	2017	1	0	1
	2021	19	0	19
	2022	6	0	6
	SUB TOTAL	27	0	27
UPS	2020	5	1	6
	2021	8	0	8
	2022	6	0	6
	SUB TOTAL	19	1	20
Document Scanner	2021	6	0	6
	2022	1	0	1
	SUB TOTAL	7	0	7
	GRAN TOTAL	123	10	133

Source: PENRO General Services Unit



Table 3. Summary Report on the Physical Count of ICT Equipment by Type and by Office/Division/Section as of December 9, 2022

OFFICE/ DIVISION/ SECTION/UNIT	NUMBER OF PERSONNEL	DESKTOP	LAPTOP	PRINTER	DOCUMENT SCANNER
Office of the PENRO	2	1	4	1	0
Technical Services Division	2	2	3	1	0
Conservation and Development Section	13	9	9	3	2
Regulation and Permitting Section	15	4	6	6	2
Monitoring and Enforcement Section	9	4	2	2	1
Management Services Division	2	1	1	1	0
Administrative Section	8	3	4	4	0
Finance Section	5	3	3	2	0
Planning Section	3	2	3	4	1
Protected Management Area Office	7	2	4	3	1
GRAND TOTAL	66	31	39	27	7

Source: PENRO General Services Unit