



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

May 29, 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 POSTING OF NOTICE OF JOB HIRING**

In compliance with the Memorandum No. 2023-372 dated April 25, 2023 signed by DENR Secretary Maria Antonia Yulo Loyzaga, respectfully requesting to post the attached Notice of Job Hiring to the official Facebook page of the DENR MIMAROPA Region, as well as to the official website of DENR-PENRO Marinduque for the information of the public.

Likewise, this Office is requesting that the said Notice of Job Hiring be shared across Facebook pages, groups and profiles.

Attached are the duly signed Notice of Job Hiring, Request for Hiring, and approved FY 2023 Work and Financial Plan for your reference.

For your kind consideration and approval, please.


IMELDA M. DIAZ



NOTICE OF HIRING

The DENR – PENRO Marinduque is in need of **ONE (1) IT TECHNICAL SUPPORT** to be assigned in this Office.

Employment Status : Contract of Service
Duration : July – December 2023

DESIRED QUALIFICATIONS


- College degree relevant to the job
- Basic Programming Knowledge
- Knowledge in maintaining system – hardware, software and peripheral

FUNCTIONS

- Maintenance of ICT hardware and facilities such as desktop and laptop computers, network infrastructure and CCTV system
- Installation and configuration of new ICT hardware and software
- Troubleshooting of system and network related problems
- Conduct ICT inventory
- Troubleshooting of information systems
- Assist in the deployment of information systems

Work Experience : None required

Interested individuals are required to submit an application letter addressed to Imelda M. Diaz, OIC - PENR Officer together with his/her completely filled-out and updated Personal Data Sheet (PDS) and School Records (Diploma and Transcript of Records) to the DENR-PENRO Marinduque, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque or email via penromarinduque@denr.gov.ph.


JHONNA LIZA S. MEDENILLA
Planning Officer II/
In-Charge, Office of the MSD



May 29, 2023

MEMORANDUM

FOR : The OIC – PENR Officer
THRU : The In-Charge, Management Services Division
ATTENTION : The Chief, Administrative Section
FROM : The In-Charge, Planning Section
SUBJECT : **REQUEST FOR HIRING OF CONTRACT OF SERVICE OF ONE (1) IT TECHNICAL SUPPORT FROM JULY TO DECEMBER, CY 2023**

In accordance with the approved FY 2023 Work and Financial Plan (WFP) of the DENR – Knowledge and Information Systems Service (KISS) for Hiring of IT Personnel, the hiring of one (1) IT Technical Support under Data Management including Systems Development and Maintenance of Support to Operations with a total allotment of Ninety Thousand Pesos (Php90,000.00) is authorized, chargeable against Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-444.


The IT Technical Support shall perform the duties and functions as follows:

- Maintenance of ICT hardware and facilities such as desktop and laptop computers, network infrastructure and CCTV system
- Installation and configuration of new ICT hardware and software
- Troubleshooting of system and network related problems
- Conduct ICT inventory
- Troubleshooting of information systems
- Assist in the deployment of information systems; and
- Perform other needed IT technical support as requested by the supervisor or client.

In this regard, it is hereby requested to hire and post Notice of Hiring of the one (1) Contractual IT Technical Support from July to December, C.Y. 2023 at the DENR-PENRO Marinduque.

Attached are the approved FY 2023 Work and Financial Plan and approved Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-444 for your reference.

For your consideration and approval.


JHONNA LIZA S. MEDENILLA



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR : **THE REGIONAL EXECUTIVE DIRECTOR**
DENR – Region 4-B
Roxas Boulevard, Manila

FROM : **THE OIC DIRECTOR**
Financial and Management Service

SUBJECT : **RELEASE OF ALLOTMENT INTENDED FOR THE ICT
MAINTENANCE OF THE REGION**

DATE : 22 May 2023

We are issuing **Sub-Allotment Advice (SAA) No. CO-R4B-101-2023-05-444** of even date in the amount of **TWO MILLION FIVE HUNDRED THOUSAND PESOS ONLY (Php2,500,000.00)** to cover the release of allotment intended for the ICT Maintenance of the Region as per Memorandum dated 08 February 2023 from the Director, Knowledge and Information Systems Service and in accordance with the approved Work and Financial Plan (WFP).

This release is chargeable against Data Management including Systems Development and Maintenance (200000100001000) as authorized under the FY 2023 General Appropriations Act (GAA) R.A. 11936.

It is understood that the allotment herein released shall be used solely for the purpose indicated. Disbursements therefrom shall be in accordance with the existing budgeting, accounting, and auditing rules and regulations.

For your information and guidance.

IMELDA R. DELA CRUZ



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

SUB-ALLOTMENT ADVICE
FOR FISCAL YEAR 2023

SAA No.: CO-R4B-101-2023-05-444

DATE: May 22, 2023

DEPARTMENT: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	CODE 10	FUND CODE 01 101 101
AGENCY: OFFICE OF THE SECRETARY	CODE: 001	APPROPRIATION SOURCE
LOCALITY/REGIONS: DENR - MIMAROPA Roxas Blvd., Manila	CODE: 03 00017	R.A. 11936 FY 2023 GAA
RESPONSIBILITY CENTER:	10-001-01-00000-03-02-M	

PURPOSE:

To cover the release of allotment intended for the ICT Maintenance of the Region as per Memorandum dated 08 February 2023 from the Director, Knowledge and Information Systems Service and in accordance with the approved Work and Financial Plan (WFP).

PREXC	PARTICULARS	ALLOTMENT OBJECT CODE	AMOUNT
200000100001000	Data Management including Systems Development and Maintenance		
	MOOE		
	Travelling Expenses - Local	50201010-00	94,000.00
	Training Expenses	50202010-02	21,000.00
	Semi-Expendable Information and Communications Technology Equipment	50203210-03	1,334,000.00
	Other Supplies and Materials Expenses	50203990-00	10,000.00
	Internet Subscription Expenses	50205030-00	340,000.00
	Other Professional Services	50211990-00	556,000.00
	Other Subscription Expenses	50299070-99	145,000.00
	TOTAL		PHP 2,500,000.00

AMOUNT IN WORDS:

*** TWO MILLION FIVE HUNDRED THOUSAND PESOS ONLY ***

NOTES:

The allotment herein released is:

- Valid for obligations until December 31, 2024.
- In accordance with NBC No. 590, Guidelines on the Release of Funds for FY 2023 dated January 3, 2023 issued by the Department of Budget and Management (DBM).
- Intended for the purpose indicated and disbursements therefrom shall be in accordance with the existing budgeting, accounting and auditing rules and regulations.

PREPARED BY:

LILIA P. SAROCA

OIC, Assistant Division Chief
Budget Division

APPROVED BY:

IMELDA R. DELA CRUZ

OIC Director
Financial and Management Service



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Department of Environment and Natural Resources
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MEMORANDUM

FOR : The Regional Executive Directors
DENR - MIMAROPA, Regions 1, 7, 10, and 11

FROM : The OIC - Director
Policy and Planning Service

SUBJECT : COPY OF THE APPROVED FY 2023 WORK AND FINANCIAL
PLANS FOR DATA MANAGEMENT INCLUDING SYSTEMS
DEVELOPMENT AND MAINTENANCE UNDER THE
CENTRAL OFFICE-BASED FUND (COBF) OF DENR -
REGIONAL OFFICES

DATE : 24 MAY 2023

We are respectfully providing you a copy of the approved FY 2023 Work and Financial Plans (WFPs) of DENR - MIMAROPA, Regions 1, 7, 10, and 11 for Data Management including Systems Development and maintenance under COBF amounting to Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00) per Region.

For information and record.


CHERYL LOISE T. LEAL

Department of Environment and Natural Resources
FY 2023 Physical and Financial Plan
Central Office Based Fund
(In Thousand Pesos)

Agency/Bureau: DENR REGION MIMAROPA

PROGRAM / ACTIVITY /PROJECT	Unit cost	PERFORMANCE INDICATORS	REGIONAL OFFICE/ PROVINCE/ MUNICIPALITY	FY 2022 Accomplishment		FY 2023 Physical Performance / Targets					Exp. Class	FY 2023 Financial Performance/Targets				
				Physical	Financial	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL
						Estimate	Estimate	Estimate	Estimate			Estimate	Estimate	Estimate	Estimate	
Data Management including Systems Development and Maintenance			REGIONAL TOTAL								MOOE		553	1,659	288	2,500
			Regional Office										494	74	63	631
			PROV'L TOTAL										59	1,585	225	1,869
			Marinduque										10	215	45	270
			Occidental Mdo										12	255	45	312
			Oriental Mdo										12	255	45	312
			Palawan										15	645	45	705
			Romblon										10	215	45	270
1. Network Infrastructure Maintenance			REGIONAL TOTAL								MOOE		459	1,215		1,674
			Regional Office										459			459
			PROV'L TOTAL											1,215		1,215
			Marinduque											105		105
			Occidental Mdo											210		210
			Oriental Mdo											210		210
			Palawan											520		520
			Romblon											170		170
a. Acquisition of internet connectivity subscription		Internet connectivity subscription acquired (no.)	PROV'L TOTAL								MOOE			340		340
			Occidental Mdo											100		100
			Palawan				8	8	8	8				170		170
			Romblon											70		70
b. Repair and maintenance of ICT equipment and network infrastructure		ICT facilities/network infrastructure/equipment repaired and maintained (no.)	REGIONAL TOTAL			13	150	13	13	150	MOOE		459	875		1,334
		- Procurement of the following:	Regional Office										459			459
		- POE Switch					5			5			94			94
		- LAN, Server					13			13			40			40
		- Room, CCTV, etc.)					5			5			45			45
		- Monitor					2			2			6			6
		- Static mat					2			2			2			2
		- VGA cable (25ft)					4			4			3			3
		- Powersupply (PSU)														

PROGRAM / ACTIVITY /PROJECT	Unit cost	PERFORMANCE INDICATORS	REGIONAL OFFICE/ PROVINCE/ MUNICIPALITY	FY 2022 Accomplishment		FY 2023 Physical Performance / Targets					Exp. Class	FY 2023 Financial Performance/Targets				
				Physical	Financial	Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL
						Estimate	Estimate	Estimate	Estimate			Estimate	Estimate	Estimate	Estimate	
		- Case					1			1			4			4
		- Displayport cable (2m)					4			4			2			2
		- HDMI cable (2m)					4			4			2			2
		- HDMI cable (25ft)					2			2			3			3
		- MS Office					15			15			78			78
		- Wifi dongle 5G					25			25			38			38
		- Flash drive, 32GB					19			19			19			19
		- Mouse and keyboard					5			5			3			3
		- Extension Wire					4			4			6			6
		- SSD 480GB					26			26			65			65
		- Laptop					1			1			49			49
		PROV'L TOTAL				13	13	13	13	13				875		875
		Marinduque				1	1	1	1	1				105		105
		Occidental Mdo				1	1	1	1	1				110		110
		Oriental Mdo				3	3	3	3	3				210		210
		Palawan				7	7	7	7	7				350		350
		Romblon				1	1	1	1	1				100		100
2. Statistical Activities Conducted			Regional Office								MOOE		20	21		41
		Training on Basic Statistics attended	Regional Office				2			1	MOOE			21		21
		Client Satisfaction Survey	Regional Office				2				MOOE		20			20
3. Maintenance and Updating of Information Systems		100% information systems and databases maintained and updated	REG'L TOTAL								MOOE			145		145
			Reg'l Office													
			PROV'L TOTAL											145		145
			Marinduque											65		65
			Palawan											80		80
4. Coordination/ linkages/ attendance to learning events/ Workshop on ICT & other Statistical concerns		Training/Workshop/Meeting on ICT and other Statistical concerns attended (no.)	REG'L TOTAL								MOOE		74		10	84
			Reg'l Office										15		10	25
			PROV'L TOTAL										59			59
			Marinduque										10			10
			Occidental Mdo										12			12
			Oriental Mdo										12			12
			Palawan										15			15
			Romblon										10			10

