



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

April 27, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR-MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The OIC-Chief, Planning and Management Division

FROM : The OIC – PENR Officer

SUBJECT : **SUBMISSION OF SUPPORTING DOCUMENTS FOR
THE PROPOSED CAPITAL OUTLAY OF THE BUDGET
PROPOSAL FOR FY 2024**

Submitted are supporting documents to further prove that the proposed Capital Outlay activities of the Budget Proposal for FY 2024 for the procurement of various branded and brand-new IT equipment and licensed software with a total budget contract amounting to Php7,565,000.00 are “*implementation ready*” for FY 2024, to wit:

- 1) Justification for the Procurement of Various Branded and Brand-New IT Equipment and Licensed Software;
- 2) IT Equipment Request Form;
- 3) Report on the Physical Count of Property, Plant and Equipment as of December 31, 2022; and
- 4) FY 2024 Equipment Proposal encoded using the prescribed Google Sheet template provided and can be viewed thru this link:
https://docs.google.com/spreadsheets/d/1ZxbBM9XNmrMZ8WX0xYlmTBaGyPxSfCPk7roZMyOudxo/edit?usp=share_link.

For consideration and approval.


IMELDA M. DIAZ