



October 31, 2023

**MEMORANDUM**

**FOR** : The OIC, Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The OIC-Chief, Planning and Management Division  
The Chief, ICT Section

**FROM** : The OIC - PENR Officer

**SUBJECT** : **SUMMARY OF ICT TECHNICAL ASSISTANCE  
REPORT FOR THE MONTH OF OCTOBER, CY 2023 OF  
DENR-PENRO MARINDUQUE**

In line with the requested IT-related technical assistance acted upon, please be informed that DENR-PENRO Marinduque has 100% satisfactory rating equivalent to Excellent adjectival satisfactory rating for the month of October, CY 2023 as shown in the table below.


**Table 1. Requested IT-Related Technical Assistance Acted Upon**

MONTH	QUALITY					For more than 3 days pls. indicate remarks/ cause	Remarks
	Excellent	Very Satisfactory	Satisfactory	Below Satisfactory	# of incidents that took more than 3 days		
October	20	0	0	0	0	None	Commonly raised issue is software installation


Likewise, as per verbal instruction from Regional Office, only those IT-related Technical Assistance (TA) on hardware and software repairs and installation should be counted and included in the report starting April, 2023.

The IT-Related Technical Assistance Acted Upon, as required by the DENR MIMAROPA Region, is encoded, submitted and can be accessed thru this Google Drive link: <https://tinyurl.com/itassistance2023>. Moreover, as per Memorandum dated April 14, 2023 from the DENR MIMAROPA Assistant Regional Director for Management Services, all signed reports and Means of Verification (MOVs) under Data Management Including Systems Development and Maintenance shall be uploaded at Google shared folder provided by the Regional ICT Unit, and can be viewed and accessed thru this link: <https://tinyurl.com/2s43ywp3>.

For information and record.

 Digitally signed by Diaz Imelda Mendoza  
**IMELDA M. DIAZ**

*"The original of this document is in digital format"*

Capitol Compound, Barangay Bangbangalon, Certified By:   
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**EDEN P. PALACIOS**  
**ADMINISTRATIVE OFFICER IV**



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