



MEMORANDUM

FOR : The Regional Executive Director
THRU : The Assistant Regional Director for Management Service
FROM : The Chief, Planning and Management Division
SUBJECT : **REQUEST FOR SCHEDULED NETWORK MAINTENANCE**

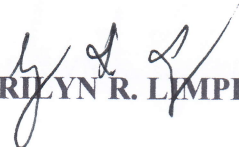
As part of our continuing effort to improve our IT services, the Regional ICT Unit along with our vendor from KISS-NIMD will be conducting a scheduled network maintenance on November 11 (Thursday) beginning at 9:00 AM onwards.

The said activity is needed to integrate the AdvanceKonek public ip to our Security Device/Firewall and enable the new VoIP configuration. This will further improve our phone communications as well as our local area network (LAN) availability.

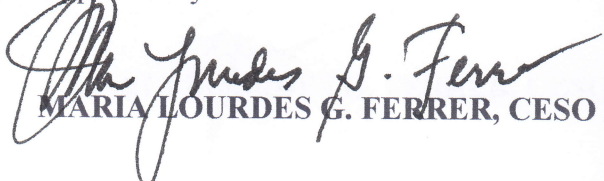
With this, we would like to request for the approval of this activity:

| Activity Details | |
|-------------------|---|
| Start Time | : November 11, 9:00 AM |
| End Time | : November 11, 5:00 PM |
| Activity Window | : 8 hours |
| Expected Downtime | : 8 hours |
| Service Impact | : No online services, but internet access inside the office won't be affected |

For your information and approval.


MARILYN R. LIMPIADA

Approved by:


MARIA LOURDES G. FERRER, CESO III

ARD MS/PMD/RICTU