

Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

Document Routing Slip

P-2022-77851 **Document Number:**

Date Endocded: 13-Jan-2022

Sender:

MARY JUNE F. MAYPA

Address:

Calapan, Oriental Mindoro

Subject:

MEMO DTD. JAN. 03, 2022 -RE: SUBMISSION OF ACCOMPLISHMENT REPORT OF PROVINCIAL ICT UNIT FOR THE 4TH QUARTER OF CY 2021

Addressee:

Office of the Regional Executive Director

Attachment(s):

Memorandum; 5 pages

Urgent:

No; received by Records - Robert

Date Received:

13-Jan-2022

		RO	UTING AND A	CTION INFORMATION
FROM	DATE RECEIVED	FOR/TO	DATE RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
RECORDS	2022-01-13	PMD	2022-01-13	Date: 2022-01-13 Status: OUT From: rtpanti Message: Memorandum forwarded for your information and appropriate action
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Republic of the Philippines DENR MIMAROPA RECORDS SECTION Department of Environment and Natural Resources MIMAROPA Region

Provincial Environment and Natural Resources Office

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13 JAN 2022



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January 03, 2022

MEMORANDUM

FOR

The Regional Executive Director

Roxas Blvd., Ermita, Manila

FROM

The PENR Officer

PENRO Calapan City, Or. Mindoro

SUBJECT

SUBMISSION OF ACCOMPLISHMENT REPORT OF

PROVINCIAL ICT UNIT FOR THE 4th QUARTER OF

CY 2021

Respectfully submitted herewith are the 4th quarterly accomplishments of ICT Unit of PENRO Oriental Mindoro for CY 2021 on the following activities:

- 1. Maintenance of Network Infrastructure;
- 2. Maintenance of Functional Information Systems;
- 3. Maintenance of Functional Databases; and
- 4. Technical assistance to Offices on matters related to Information Technology.

For her information and record.

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Instru	Instructions:
>	Indicate the name of existing systems/applications developed within your office
8	Maintenance
	B.1 - Indicate the maintenance activity taken by your office (Note: Keep record of activity taken such as screen shot, etc. for reference during validation)
	B.3 - Indicate other maintenance activity that is not included in the activities dropdown
ဂ	Problems Encountered
	C.1 - Describe the problems encountered (Note: Keep record of announcement/advisory, screen shot of error message, etc. for reference during validation)
Γ	
	C.3 - You may indicate other comments, notes, references, etc.
0	Action taken
	D.1 - Describe the action taken by your office (Note: Keep record of recommendation given, patch files used, updates used, etc for reference during validation)
Γ	D.3 - You may indicate other comments, notes, references, etc.

	Office/ Region/Bureau	Region 4B							
	IS Database Maintenance Monitoring for the Quarter 4th Quarter (October - December)	4th Quarter (October	- December)			 2021			
	Central Office Implemented System								
			(B) Ma	(B) Maintenance		(C) Problems Encountered	untered		(D) Action Taken
8	(A) System/Application	(B.1) Activities	(B.2) Date / Period	(B.3	(B.3) Remarks	(C.1) Description	(C.2) Date / Period	(C.3) Remarks	(D.1) (D.2) Date / Description Period
	C4 - 2021								
	ORIENTAL MINDORO								
1	Land Administration and Management System (LAMS) Database Backup	Database Backup	End of Quarter					no problems encountered	
2	eBudget System	Database Backup	End of Quarter					no problems encountered	
3	Electronic National Government Accounting System (ENGAS)	Database Backup	End of Quarter					no problems encountered	

RONALDO L. SVAREZ Information Systems Analyst II Prepared by:

A Indicate the name of existing systems/applications developed within your office
B Indicate the name of the office/s using the Information System (S)
C Indicate the name of the office/s using the Information System (S)
C Indicate if the system is Operational (Yes/No); if No, specify the problems encountered (E).
D 1- Indicate the maintenance activity taken by your office (Note: Keep record of activity taken such as screen shot, etc. for reference during validation)
D 2- Indicate the maintenance activity that is not included in the activity taken such as screen shot, etc. for reference during validation)
D 3- Indicate other maintenance activity that is not included in the activities dropdown
E 11- Describe the problems encountered
E 1- Indicate the date when the problem was encountered
E 2- Indicate the date when the problem was encountered
E 3- You may indicate other comments, notes, references, etc.

F 1- Conscribe the action taken by your office (Note: Keep record of recommendation given, patch files used, etc for reference during validation)
F 2- Indicate the date when the action was taken
F 3- You may indicate other comments, notes, references, etc.

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7	Office/ Region/Bureau	Region 4B				_						
	IS Maintenance Monitoring for the Quarter A	4th Quarter (October - December)	ember)		2021							
	Central Office Implemented System											
		(B) System/Application	(C)		(D) Maintenance		(€) Prob	(E) Problems Encountered	ě	(F	F) Action Taken	
₹.	(A) System/Application		System/Application Operational?	(D.1) Activities	(D.2) Date /	(D.3) Remarks	(E.1)	(E.2) Date /	(E.3)	(F.1) Description		(F.3) Remarks
	Q4 - 2021											
	ORIENTAL MINDORO											
	Enhanced Forestry Information System (eFIS)	MES/Planning Section/TSD/Office of the PENRO	Yes			data entry activity only		e 2	no problems encountered			
N	Electronic National Government Accounting System (ENGAS)	Accounting	Yes	Technical Assistance	October- December 2021	data entry activity only		e 7	no problems encountered			
ű	eBudget System	Budget	Yes	Technical Assistance	October- December 2021	data entry activity only		6 3	no problems encountered			
4	Land Administration and Management System (LAMS)	RPS	Yes	Technical Assistance	October- December 2021	data entry activity only		0 7	no problems encountered			

RONAL Q L. SUAREZ Information Systems Analyst II

Republic of the Philippines

Deparment of Environment and Natural Resources

MIMAROPA Region

Provincial Environment and Natural Resources Office Suqui, Calapan City, Oriental Mindoro

IT-RELATED TECHNICAL ASSISTANCE for the 4th Quarter of CY 2021

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	Date/Time	Office	Work Description	Output	Date/Time Released	Action Staff	Remarks
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	10/21/2021	CENRO-Socorro	Repair of printer (EPSON L360)	Repaired 1 unit of printer for CENRO- Socorro	10/21/2021 4:00 PM	JAY WILHELM ZEUS LOURD KAIBIGAN	
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Prepared by:

RONALDO L. SWAREZ

Information System's Analyst ii

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Planning and Management Division (PMD) PENRO Information and Communication Technology Unit

SERVICE REQUEST FORM (SRF)

Page No.	.we
Revision I	10

Page 1
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Effectivity

04/01/2021

Reminder: Please complete this form and submit it at the <u>PENRO Planning Section</u> or email a scanned copy to penroormindoro@gmail.com. Once processed, a Technical Support Representative will contact you to schedule service.

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Planning and Wanagement Division (PMD) PENRO Information and Communication Technology Unit

Page No. Revision No. Page **1**

SERVICE REQUEST FORM (SRF)

Effectivity

04/01/2021

Reminder: Please complete this form and submit it at the <u>PENRO Planning Section</u> or email a scanned copy to penroormindoro@gmail.com. Once processed, a Technical Support Representative will contact you to schedule service.

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