



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-62-52
929-66-20 · 929-66-33 to 35 · 929-70-41 to 43

MEMORANDUM

FOR : **Regional Executive Directors**
Regions 1-13, NCR and CAR

Bureau Directors
Land Management Bureau
Biodiversity Management Bureau
Forest Management Bureau
Ecosystems research and Development Bureau

FROM : **The Director**
Knowledge and Information Systems Service

SUBJECT : **SUBMISSION OF NETWORK DOCUMENTATION**

DATE : 09 FEB 2023

In line with the preparation of Information Systems Strategic Plan for CY 2024-2026 and Budget Call for the CY 2024 Budget Proposal, we would to request for the submission of Network Infrastructure Documentation which includes:

1. Current Network Diagram (Topology / Logical connection);
2. Building / Floor Plans (to scale, with identified location of network equipment, server room and/or data cabinets);
3. As-built plan for the Structured Cabling;
4. Server Room Floor Layout;
5. In-Rack/Data Cabinet Equipment Layout;
6. Hardware Inventory (servers and network) (see included Hardware Inventory Form);
7. Server Room /Data Cabinet Inventory;
8. Ground Vicinity Map (Map with identified location of buildings);
9. Internet Services (current service provider, bandwidth, type of connectivity, monthly subscription and other available ISP within the area); and,
10. As built Electrical Layout (covering server room only).

These documents will help us in the ICT planning required in the acquisition of IT equipment, software and services necessary to support the Departmentwide ICT operations. Also, it will provide us necessary information to identify the appropriate technology or innovation that can be implemented to further improved your ICT operations.

Further, we also request for the list of critical information systems and its process flow following the attached form. This will be used in the planning and scoping of the Disaster Recovery Site or redundant office of the Department located at New Clark City in Capas, Tarlac.

MEMO NO. 2023 - 99

Let's Go Green!

Deadline of submission will be **on February 17, 2023 (Friday)**. For any queries and clarifications, kindly coordinate with the Network Infrastructure Management Division (NIMD).

For your information and guidance.

A handwritten signature in black ink, appearing to read 'M. A. Morillos Manila', with a long horizontal stroke extending to the right.

MARIA ELENA A. MORALLOS MANILA mu

173 JYJBU



Republic of the Philippines
Department of Environment and Natural Resources
Document Action Tracking System
Document Routing Slip

Document No: DENRCO - KISS NIMD-2023-000028 **Print Date:** Thursday, February 09, 2023
Sender: Matias, Nizethal A.
Address: KISS - Network Infrastructure Management Division
Visayas Avenue, Diliman, QC
Subject: MEMO DTD 02/09/2023 SUBMISSION OF NETWORK DOCUMENTATION

Addressee(s): AS - Records Management Division (DENRCO - AS RMD)
CC Addressee(s):
Date/Time Received: 02/09/2023 07:35:00 AM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	02/09/2023 07:35:45 AM	DENRCO - KISS NIMD		
DENRCO - KISS NIMD		DENRCO - KISS OD	02/09/2023 07:36:59 AM	

NIMD RECORDS FOR RELEASE THRU EMAIL PO. THANK YOU. HAN

Anna 2/10/23 RJ 12:01 Mas No 2023

NIMD-34-65 KISS OD 182/209