MEMORANDUM

FOR	:	All Regional Director
		The Directors Ecosystem Research Development Bureau (ERDB) Biodiversity Management Bureau (BMB) Land Management Bureau (LMB)
FROM	:	The Director Knowledge and Information Systems Service
SUBJECT	:	**REQUEST FOR FILLUP OF THE INVENTORY OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ASSETS AND INFRASTRUCTURE FORM**
DATE	:	1 March 2021

In anticipation of the upcoming ICT planning workshop to be held this March 2021, we would like to request your good office in filling up the ICT Assets and Infrastructure Form which will be the basis on the assessment of state of ICT on your respective offices.

Please accomplish the attached form and send them to nimd@denr.gov.ph on or before 05 March 2021, Friday.

Should you have questions and clarifications, you may contact Mr. Eugene de Guzman of the KISS-NIMD at VOIP 1143 or 8926-4806.

For your information.

MARIA ELENA A. MORALLOS MANILA

cc : The Undersecretary
Finance, Information Systems and Climate Change

The Assistant Secretary
Finance, Information Systems and Mining Concerns

MEMO NO. 2021 - 183

Let's Go Green!

	Knowledge and Information Systems Service (KISS)	Page No.	Page **1** of **6**
	Network Infrastructure Management Division (NIMD)	Revision No.	0
	INVENTORY OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ASSETS AND INFRASTRUCTURE	Effectivity	2/26/2021

Office Name[1]	
ICT Office	
Name of Respondent (ICT Focal Person)	
Position/Designation	
Contact Number	
Email Address	

1 Regional or Bureau Name

1. NETWORK INFRASTRUCTURE

1.1 Information

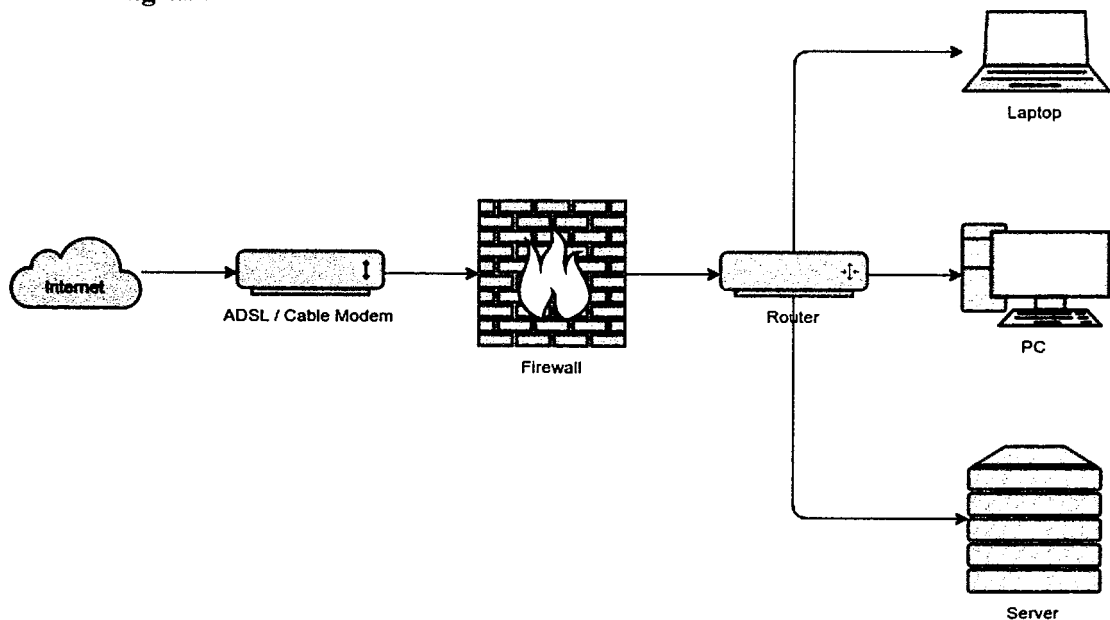| QUESTIONS	YES OR NO
1.3.1 Does your office have a Local Area Network (LAN)?	
1.3.2 Does your office have an Intranet?	
1.3.3 Does your office have a Virtual Private Network (VPN)?	
1.3.4 Does your office have a Private Automatic Branch Exchange (PABX or PBX)?	
1.3.5 If yes, what is the PBX set up? (Check your answers) ☐ Hosted PBX ☐ On-premise PBX ☐ Others, Please Specify _____	
1.3.6 Is remote access utilized?	
1.3.7 If YES, how many users have remote access?	
1.3.8 Type of remote access? ☐ VPN ☐ Windows Remote Desktop ☐ Third-party Remote desktop Software (Anydesk, Teamviewer etc.) ☐ Others, please specify _____	
1.3.9 Is your office connected to the Internet?	
1.3.10 What is your office mode/s of access to the Internet? (Check all items that are applicable) ☐ DSL ☐ Cable ☐ Leased line[1] _____ ☐ Satellite ☐ Others, please specify _____	
1.3.11 Internet Service Provider/s (ISP)[2] ISP Bandwidth Cost per month 1. _____ _____ _____ 2. _____ _____ _____	
1.3.12 How many employees have access to the Internet in the office?	
1.3.13 How many employees have their own official e-mail address (@denr.gov.ph)?	
1.3.14 Does your office have a web site?	
1.3.15 If YES, what is the URL of your web site?	

1 Indicate if Fiber or Copper

2 If more than one, indicate primary or secondary

1.2 **Number of Network devices**

TYPES	Total Number of Functioning Units		
	OWNED	**LEASED**	**DONATION**
Network Security (Firewall)			
Switch			
Router			
Bridge			
Modem			
Repeaters			
Wireless Access Point			
Others, please specify _____			

1.3 Network Diagram[3]

ADSL / Cable Modem Firewall Router Laptop PC Server

3 Replace sample image or Use separate sheet

2. SECURITY, DISASTER RECOVERY & BACK-UP	
QUESTIONS	**YES OR NO**
2.1 Does your office have a security/ protection scheme for your ICT data/resources?	
2.2 If YES, what is/ are the measure/s being used by your office? (Check all items that are applicable) ☐ Security Policy, Guideline, and Procedure ☐ Regular security training of employees ☐ Back-up power unit (e.g. UPS, Generator) ☐ Disaster Recovery Plan ☐ Encryption ☐ Digital Signatures ☐ Hardware Firewall ☐ Off-site back-up	

☐ Software Firewall	☐ Storage of back-up media in off-site
☐ Anti-virus/Anti-Malware Software	☐ Restricted Data Center or Computer Room
☐ Intrusion Detection System	☐ Others, please specify_____
☐ Prevention Detection System	

3. DATA ARCHIVING

	QUESTIONS	YES OR NO
3.2	Does your office have a data archiving or backup system?	
3.3	If YES, what type of system does your office use? ☐ Manual ☐ Electronic ☐ Both/ Combination	
3.4	If ELECTRONIC data archiving is being utilized, what is the mode? ☐ Conventional ☐ Cloud	
3.5	If CONVENTIONAL mode, what is the medium of storage of the archived data? ☐ Tape ☐ Hard Disk ☐ External Hard Drive ☐ Optical disks (e.g. CD-ROM, DVD) ☐ Others, please specify _____	
3.6	What information is archived by your office electronically? (Check all items that are applicable) ☐ Annual Reports ☐ Unprocessed/ Raw data ☐ Public Forms ☐ Journal Entries ☐ Letters, Memo, ☐ Others, please specify Communications, etc. _____ ☐ Business transactions	

4. SPECIAL SOLUTIONS AND OTHER SERVICES

Special Solution Package	Use or Purpose	Date of Implementation	Acquisition / Maintenance Cost
Biometric System			
CCTV System			
Cloud Computing			
Others, please specify _____			

5. OTHER ICT HARDWARE OR EQUIPMENT

5.1 Number of computing devices and peripherals

TYPES	Total Number of Functioning Units		
	OWNED	LEASED	DONATION
Servers			

TYPES	Total Number of Functioning Units		
	OWNED	LEASED	DONATION
SAN /NAS Storage			
Desktop PC			
Laptop/Notebook/Netbook PC			
Mobile Phone (incl. smart phones)			
Tablet PC			
Multi-function printer (print, copy, scan, etc.)			
Printer only			
Scanner			
Digital Camera (Include DSLR, if any)			
Smart Card Reader			
External Hard Drive			
UPS			
Generator Set			
Others, please specify_____			

6. SOFTWARE

6.2 Operating system

6.2.1 Operating System for Servers

Operating System	Lifetime license?	If not, write the year of expiration

6.2.2 Operating System for Workstations (Desktop or Laptop)

Operating System	Lifetime license?	If not, write the year of expiration

6.3 Office Productivity Software

Software/ Application Package	Lifetime license?	If not, write the year of expiration

6.4 Database Software

Software/ Application Package	Lifetime license?	If not, write the year of expiration

6.5 Geographical Information System (GIS) Software

Software/ Application Package	Lifetime license?	If not, write the year of expiration

6.6 Other Software

Software/ Application Package	Lifetime license?	If not, write the year of expiration

7. ICT PROJECTS

7.1 Details of Projects[4]

Project Name / Description	Period (MM/DD/YYYY)		Actual Cost	Status[5]
	Start Date	End Date		

4 Excluding of Information Systems (IS)

5 Ongoing; Finish

7.1 Issues encountered in the implementation of ICT projects *(Check all items that are applicable)*

☐ No budget or insufficient budget
☐ Delay in the release of projects funds
☐ Opposition/reluctance/non-participation of stakeholders
☐ Lack of support by management
☐ Difficulty in recruiting and/or retaining IT personnel
☐ Low level of IT skills among employees
☐ Problems in procurement
☐ Problems with vendors
☐ No dedicated team to support the projects
☐ Not used or seldom used by intended users

☐ Others, please specify_____

9. THIRD-PARTY ICT SERVICE PROVIDERS

9.1 Details of Existing Service Provider[6]

Name of Third Party	Brief Description of Service

6 Excluding of Information Systems (IS)

Accomplished by: (Authorized ICT Officer)

Signature over Printed Name _____

Designation/ Position _____

Date _____