



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**FOR :** **Regional Executive Directors**  
CAR, NCR, Region 1-13  
  
**Staff Bureau Directors**  
FMB, BMB, ERDB and LMB

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

**SUBJECT :** **CONDUCT OF INFORMATION AND COMMUNICATION  
TECHNOLOGY (ICT) INVENTORY AND NEEDS  
ASSESSMENT**

**DATE :** **MAR 23 2022**

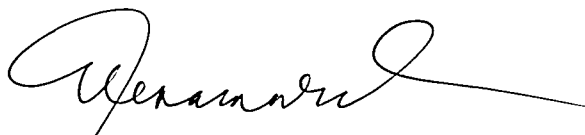

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ICT asset management is the process of ensuring the Department's ICT assets are accounted for, deployed, maintained, upgraded and disposed properly. It is an important part of the DENR's strategy on improving ICT facilities and resources. This involves gathering detailed hardware and software inventory information which is necessary in ICT planning and acquisitions. Further, it also helps in maximizing the value of the ICT assets and minimizing incremental risks and related costs of maintaining ICT infrastructure.

In this regard, personnel from Network Infrastructure Management Division (NIMD) of Knowledge and Information Systems Service (KISS) will be conducting an inventory of all ICT equipment of the Staff Bureaus, Regional and Field Offices, regardless of source of funding. In addition, they will also be assessing your ICT needs to help in determining the assistance that the Central Office can provide in order for you to have a robust ICT infrastructure.

Further, we request your full cooperation by providing an updated ICT inventory of all of your respective offices to be submitted to the NIMD before your schedule (attached herewith is the tentative schedule).


For your information and guidance.

  
**MARIA ELENA A. MORALLOS MANILA**  


## TENTATIVE SCHEDULE OF ICT INVENTORY

Inventory Team	Regions	Tentative Schedule
<p>Team 1 Team Leader: Nizethal Aducal-Matias</p> <p>Members:</p> <ol style="list-style-type: none"> <li>1. Grazawaski Mallillin</li> <li>2. Jovan Luciano</li> <li>3. Jhona Mae Dela Cruz</li> <li>4. Christopher Atienza</li> </ol>	<p>Region 8 Region 4A / ERDB Region 5 CAR Region 10 FMB</p>	<p>April 18-22, 2022 May 30-June 3, 2022 June 20-24, 2022 July 11-15, 2022 August 1-5, 2022 August 22-23</p>
<p>Team 2 Team Leader: Enielbert Estefanio</p> <p>Members:</p> <ol style="list-style-type: none"> <li>1. Ronnel Vigil</li> <li>2. Christian Casingal</li> <li>3. Hannah Joyce Espanol</li> <li>4. Reginald Sambajon</li> </ol>	<p>Region 13 Region 1 Region 3 Region 12 Region 6 NCR LMB</p>	<p>May 9-13, 2022 June 13-17, 2022 July 4-8, 2022 July 25-29, 2022 August 15-19, 2022 August 25-26, 2022 August 29-30, 2022</p>
<p>Team 3 Team Leader: Eugene de Guzman</p> <p>Members:</p> <ol style="list-style-type: none"> <li>1. Michael Pagulayan</li> <li>2. Iavan Segui</li> <li>3. Gil Angelo Mondroy</li> <li>4. Julius Caesar Castillo</li> </ol>	<p>Region 7 Region 2 Region 4B Region 9 Region 11 BMB</p>	<p>May 2-6, 2022 June 6-10, 2022 June 27 – July 1, 2022 July 18-22, 2022 August 8-12, 2022 August 24-25, 2022</p>

APPROVED BY:

  
**ELIZAR S. CANTUBA**  
 Chief, Network Infrastructure Management Division