



DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR/TO : **All Central Office Officials and Employees**

FROM : **The Directors**
Administrative Service
Knowledge and Information Systems Service

SUBJECT : **UNIFIED PRINTING AND PHOTOCOPYING SERVICE**

DATE : 21 December 2023

As the contract for our current photocopying services approaches its conclusion on December 31, 2023, KISS, with its current printing services, will implement a unified and comprehensive printing and photocopying service. In consideration of this, the following activities will take place:

- December 28 to 29, 2023: Activation of existing printer devices for photocopying function. Our managed print server service provider will activate photocopying on our current printers, setting the stage for integration by configuring software and hardware settings.
- January 3 to 5: Briefing on the use of the photocopying function of the printing devices shall be done by KISS. During this period, a briefing will familiarize users with the enhanced photocopying function in the printing devices. This session guides users on updated procedures for a smooth transition and optimal use of new features, providing the knowledge to effectively utilize combined functionalities. Venue for the briefing shall be announced accordingly.

For questions or assistance, contact KISS-NIMD at VOIP 1145, Telephone no. (02) 8926-4806, and/or userservicedesk.denr.gov.ph for email.

Thank you for your understanding and cooperation.


ROLANDO R. CASTRO


ARLENE A. ROMASANTA


MEMO NO. 2023 - 1089

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