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Department of Environment and Natural Resources
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MEMORANDUM

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

Bureau Director
Land Management Bureau
Biodiversity Management Bureau
Ecosystems Research and Development Bureau

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

SUBJECT : **IMPLEMENTATION GUIDELINES FOR THE CENTRAL OFFICE –
BASED DATA MANAGEMENT INCLUDING SYSTEMS
DEVELOPMENT AND MAINTENANCE FUNDS**

DATE : 20 APR 2023

This is in connection with the downloading of Central Office – based Data Management including Systems Development and Maintenance. The following guidelines / instructions must be considered in the implementation of identified projects:

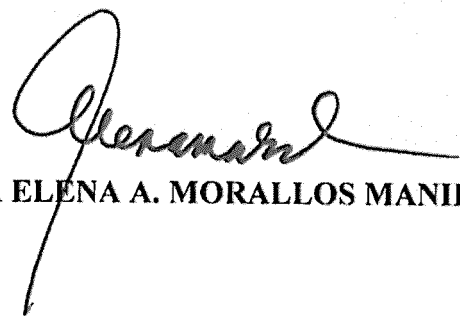
PROGRAM/PROJECT/ ACTIVITY	DEPLOYMENT ASSIGNMENT	GUIDELINES / INSTRUCTIONS
1. Procurement of ICT Equipment - Desktop Computers (CO) - Desktop Computer (MOOE) - Laptop Computers (CO)	Regional Offices PENROs CENROs	<ol style="list-style-type: none">1. Ensure that technical specifications must fit to the use or purpose of the desktop computers, to wit:<ol style="list-style-type: none">a. Capital Outlay – for technical useb. MOOE – for administrative or clerical use2. For Laptop computers, technical specifications must be mid-range which have enough processing power to run multiple applications and information Systems developed by the Department;3. Maximize the fund to acquire better specification and after sales support;4. Ensure that OEM Operating System must be included for both desktop and laptop computers;5. Distribution should be based on the result of assessment conduct by KISS last year;6. Ensure that offices affected by previous typhoons such as Yolanda,

		<p>Ulysses, Pablo, and Odette must be given priority in the distribution;</p> <p>7. Provide one (1) unit of desktop or laptop for the Regional Internal Audit Focal Person;</p> <p>8. Provide one (1) unit of laptop for the Regional Strategic Communication and Initiatives Group;</p> <p>9. Any savings incur, offices can acquire additional desktop or laptop computers or in any case offices can procure other component such as UPS; and,</p> <p>10. Submit the approved distribution list to KISS.</p>
- LAMS Server (CO)	Regional Offices	- LMB to provide guidance on the technical specifications (please see attached minimum specifications provided by LMB)
- High Capacity UPS (CO)	Regional Offices	- Load capacity must support critical servers and core network devices
2. Provision of Internet Connectivity		
	Regional Offices	<ul style="list-style-type: none"> - Ensure that acquire internet bandwidth can support the daily needs of the Regional Offices and bandwidth requirement of deployed information systems by Central Office and Bureaus; and - Submit to KISS list of subscribe internet connection per offices within the Regions jurisdiction reflecting name of ISP, bandwidth speed subscribed, monthly subscription payment, and maximum bandwidth speed the ISP can offer in the area.
	Biodiversity Management Bureau	- Ensure that acquire internet bandwidth can support the daily needs of the offices housed in the Bulwagan Ninoy Aquino.
	Ecosystems Research and Development Bureau – Research Centers	- Ensure that acquire internet bandwidth can support the daily needs of the Research Center.

		<ul style="list-style-type: none"> - Submit to KISS list of subscribed internet connection
3. Hiring of IT Technical Support	CENROs	<ul style="list-style-type: none"> - The personnel to be hired will be the counterpart of the Regional and PENRO ICT in the CENRO level; - He/she will be assigned to the Office of the CENRO and in-charge on the ICT activities in the CENROs such as: <ul style="list-style-type: none"> • Maintenance of ICT hardware and facilities in the CENRO such desktop and laptop computers, network infrastructure and CCTV system; • Installation and configuration of new ICT hardware and software • Troubleshooting of system and network related problems; • Conduct ICT inventory; • Troubleshooting of information systems deployed by Central Office or Regional Office; • Assist in the deployment of information systems - Ensure that hired personnel is a graduate of any IT related course and has sufficient work experience.

All ICT heads must ensure complete documentation of all procurement and project implementation of the funds downloaded to their respective offices. Further, this office will be conducting a monitoring and evaluation activity that will be scheduled on the second half of the year.

For your information and guidance.



MARIA ELENA A. MORALLOS MANILA *en*

cc: *The Undersecretary for Finance, Information Systems and Climate Change*
The Assistant Secretary for Finance, Information Systems and Mining Concern
The Director, Internal Audit Service

LAMS Server Specification

Item	Requirements (<i>Minimum unless otherwise specified</i>)	Expansion Options
Form Factor	Rack Mount Server	
Processors	2 Units Latest Generation Intel Xeon Processor with at least a 3.0GHz 12C	
Storage	Total Raw Capacity: <ul style="list-style-type: none"> - 24 Terabyte (TB) SAS HDD + - 960 Gigabyte (GB) SATA SSD RAID 0, 1, 5, 6, 10, 50, and 60 Write cache: 4GB	The server should support up to 40x 2.5" Hot Swappable Drive Bays. Must have 10 x 2.5" 2.4TB 10K SAS 12GB hot-swappable HDD, including 2x 2.5" 480GB SATA 6GB hot-swappable SSD installed.
Memory	256 GB Supports ECC, Single Device Data Correction (SDDC), Adaptive Double-Device Data Correction (ADDDC), and memory mirroring.	Should have at least 32 DIMM slots and scalable up to 8TB memory. The server must have at least 8 x 32 GB 3200MHz RDIMM installed.
Network	4 x 1/10Gb Base-T OCP NIC	The server must have a dedicated OCP Slot that can flexibly accommodate 1/10/25Gb and Network Adapters that can support up to 100Gbps.
Ports	Front: 1x USB 3.1 G1 (5 Gb/s) port, 1x USB 2.0 port (for local management), External diagnostics port, optional VGA port. Rear: 1x USB 3.1 G1 (5 Gb/s) ports, 1x VGA video port, 1x RJ-45 1GbE systems management port for remote management. DB-9 COM serial port (optional) Internal: 1x USB 3.1 G1 connector for operating system or license key purposes	
Power Supply	<ul style="list-style-type: none"> • Redundant Hot Swappable 750W • Supports hot-swappable redundant fans • Supports hot-swappable redundant power supplies 	
Others	<ul style="list-style-type: none"> • Support up to 8x PCIe 4.0 slots • The integrated management controller should support a web user interface for server management; remote keyboard, video, and mouse (KVM); virtual media; and administration with Virtual media support for remote KVM and CD and DVD drives. • The server should support Intelligent Platform Management Interface (IPMI) 2.0 • The server can be managed by a Cloud operation platform or a management appliance • The server should support a Command-line interface (CLI) for server management • Supports Trusted Platform Module Installed 	
Operating System	Windows Server Standard ROK (16 Cores) 2022, Additional 8 Core Licenses to license all processor cores. Windows Server 2022 CAL (5 Devices)	
Manpower	Must have 3 Professional Certified Engineers of the Proposed Brand	
Warranty	5 Years 24x7 4hrs Response with Data Retention	