



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

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

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

**SUBJECT :** CONDUCT OF ICT INVENTORY

**DATE :** 0 / AUG 2023

The Network Infrastructure Management Division (NIMD) of the Knowledge and Information Systems Service will be conducting a physical inventory of the Department's ICT equipment. This is in line with the updating of the Department's Information Systems Strategic Plan for CY 2024-2026. The following ICT equipment will be inventoried:

<b>Hardware</b>	<b>Software</b>
Desktop Computers	Operating System
Laptop Computers	Office Productivity such as Office
External Hard Disk Drive	Video and Graphics Editing Software
Printers	Software related to Mapping or GIS
Scanners	Anti-Virus
Photography equipment and accessories such as DLSR camera, drones, etc.	

All personnel are advised to bring their mobile ICT equipment such as laptop, external hard disk drive, cameras, etc., on the schedule set per offices.

For your information and guidance.

*Arlene A. Romasanta*  
**ARLENE A. ROMASANTA**

## SCHEDULE

DATE	OFFICE
August 7, 2023 (10AM to 3PM)	<ol style="list-style-type: none"> <li>1. KISS-OD</li> <li>2. NIMD</li> <li>3. SDRMD</li> <li>4. ISD</li> </ol>
August 8, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. ELEPS</li> <li>2. LIBRARY</li> <li>3. CSC</li> </ol>
August 9, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FASPS-OD</li> <li>2. FASPS-PMD</li> <li>3. CLINIC</li> </ol>
August 10, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FASPS-PAMD</li> <li>2. FASPS-PMED</li> </ol>
August 11, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FASPS-PPD</li> <li>2. RBCO</li> <li>3. DAYCARE</li> </ol>
August 14, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OUSLA</li> <li>2. OASFO-Western Mindanao</li> </ol>
August 15, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OASFISMIC</li> <li>2. OASPPFASPS</li> </ol>
August 16, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. MBCO</li> <li>2. OASFOLV</li> </ol>
August 17, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OASLA</li> <li>2. OUSFO-Mindanao</li> </ol>
August 18, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. GDO</li> <li>2. OASOUSIES</li> </ol>
August 22, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OUSFO-LV &amp; Environment</li> <li>2. OASESWLGU</li> </ol>
August 23, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. LAS-OD</li> <li>2. LAS-InAD</li> </ol>
August 24, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. LAS-CCD</li> <li>2. LAS-LROD</li> </ol>
August 25, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. LAS-LCPMD</li> <li>2. LAS-IAD</li> </ol>

August 28, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. LAS-LPD</li> <li>2. PPS-OD</li> </ol>
August 29, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. PPS-PPD</li> <li>2. PPS-PSD</li> </ol>
August 30, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OUSOTHR</li> <li>2. PPS-PMED</li> <li>3. OUSSCLA</li> </ol>
August 31, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OSEC</li> <li>2. HEA</li> </ol>
September 1, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OUSFISCC</li> <li>2. CCS-CCMID</li> </ol>
September 4, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. CCS-OD</li> <li>2. CCS-CCITSD</li> </ol>
September 5, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OASHRSCSI</li> <li>2. SCIS-PID</li> </ol>
September 6, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. SCIS-OD</li> <li>2. SMCRD</li> </ol>
September 7, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. LLO</li> <li>2. TELECOM</li> </ol>
September 8, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. SCIS-DCD</li> <li>2. SCIS-SAEPD</li> </ol>
September 11, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. HRDS-TDD</li> <li>2. OASPPIA</li> </ol>
September 12, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. HRDS-CDD</li> <li>2. HRDS-OD</li> </ol>
September 13, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. HRDS-PERSONNEL</li> <li>2. AS-OD</li> </ol>
September 14, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. OASFO-Eastern Mindanao</li> <li>2. Cashier</li> </ol>
September 15, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FMS-Budget</li> </ol>
September 18, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FMS-Accounting</li> </ol>
September 19, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. FMS-Management</li> <li>2. FMS-OD</li> </ol>
September 20, 2023 (10AM-3PM)	<ol style="list-style-type: none"> <li>1. IAS-OD</li> <li>2. IAS-OAD</li> </ol>

September 21, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. IAS-MAD</li><li>2. COA</li></ol>
September 22, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. AS-PSMD Property</li><li>2. AS-PSMD BAC</li></ol>
September 25, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. AS-PSMD SMS</li><li>2. AS-GSD Motorpool</li></ol>
September 26, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. AS-GSD</li></ol>
September 27, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. IPC</li><li>2. QMS</li></ol>
September 28, 2023 (10AM-3PM)	<ol style="list-style-type: none"><li>1. CARP</li></ol>