



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-62-52
929-66-20 · 929-66-33 to 35 · 929-70-41 to 43 · 988-3367

MEMORANDUM

FOR/TO : **The Undersecretary**
Policy, Planning and International Affairs

The Director
Strategic Communication and Initiatives Service

The Director
Gender and Development Office

The Regional Executive Director
Regional Offices

The Bureau Directors
Ecosystem Research Development Bureau
Forest Management Bureau
Land Management Bureau

ATTENTION : **The Content Administrator**
Undersecretary for Policy, Planning and International Affairs
Public Information Division
Gender and Development Office
Regional Offices
Ecosystem Research Development Bureau
Forest Management Bureau
Land Management Bureau

FROM : **The Director**
Knowledge and Information Systems Service (KISS)

SUBJECT : **WordPress CMS Work Plan**

DATE : August 2, 2023

This is in reference to the WordPress CMS Training of Trainers held last July 11-14, 2023 at Makati City. The training aimed to equip the designated Content Administrator and Editor with the appropriate knowledge and skills to manage content, implement quality control and security, administer their respective websites and build capability to train other users using WordPress Content Management System (CMS).

At the end of the training, a work plan was agreed for the implementation of migration of all DENR Central Office, Regional Offices and Bureaus websites to WordPress CMS.



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In this regard, below is the implementation work plan which will be closely monitored by KISS to ensure its success.

Action	Responsible Office/Person	Target Date
1. Population of content to the migrated WordPress CMS websites from June 2023 up to current date	Central Office / Regional Office / Bureaus	August 14, 2023 - August 31, 2023
2. Deployment of websites to DICT Staging Server (90 days) <ul style="list-style-type: none">• Issuance of C Panel Credentials from DICT• Deployment of websites from DENR Staging Server to DICT Staging Server• Internal Testing of websites (KISS-ISD)• Internal VAPT of websites (KISS-NIMD/ISD)• DICT VAPT of websites• DICT websites assessment	KISS / DICT	September - November 2023
3. Deployment of websites to DICT Production Server	KISS / DICT	November 2023
4. Websites Go Live	KISS / SCIS	November 2023

If you have any questions or concerns, you can contact ISD at VOIP 1198 or email at kiss.isd@denr.gov.ph / denrkissisd@gmail.com / isd@denr.gov.ph.


ARLENE A. ROMASANTA 

cc: ATTY. ANALIZA REBUELTA - TEH, CESO I
Undersecretary for Finance, Information Systems and Climate Change