



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
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8929-66-20 · 8929-66-33 to 35 · 8929-70-41 to 43

**MEMORANDUM**

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

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

SUBJECT : **IMPLEMENTATION OF COMPLEX AND STRONG PASSWORD  
FOR THE ACTIVE DIRECTORY AND INFORMATION SYSTEM  
ACCOUNTS**

DATE : **14 OCT 2023**

In an effort to keep up with the growing risk of cyberattacks in various organizations, both public and private, we are requiring Active Directory and Information Systems accounts holders to harden their respective passwords by using a combination of the following:

- At least eight (8) characters;
- Uppercase (capital) letters (e.i A, E, R);
- Lowercase (small) letters (e.i. a, e, r);
- Numbers. (e.i. 2, 6, 7); and
- Symbols and special characters (e.i. ! @ & \*)

For example: WeL0v3@D3Nr

It is also the responsibility of every user to ensure that his/her password remains his/her personal property and not to be shared with any other individuals. The Department reserves the right to hold the user liable for damages caused by his/her failure to protect the confidentiality of his/her password in accordance with these measures. You are given until **October 20, 2023, Friday 5:00 PM**, to comply.

Should you have questions, clarifications or require assistance, you may contact KISS-NIMD at VOIP 1145, telephone no. (02)8926-4806 and/or at [itservicedesk@denr.gov.ph](mailto:itservicedesk@denr.gov.ph) for email.

For strict compliance.

Thank you for your understanding and cooperation.

  
**ARLENE A. ROMASANTA**

*Let's Go Green!*