



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



MEMORANDUM

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

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

SUBJECT : **CONDUCT OF PREVENTIVE MAINTENANCE OF
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
EQUIPMENT**

DATE : 19 NOV 2024

The Network Infrastructure Management Division (NIMD) of the Knowledge and Information Systems Service will conduct preventive maintenance of the Department's ICT equipment. This aims to decrease equipment downtime, and reduce the number of major repairs for better conservation and increase life expectancy of ICT assets. During the preventive maintenance, activities that will be done are as follows:

1. Computer physical checkup
2. Updating of Operating System and Anti-Virus
3. Check connection to Active Directory
4. Remove unnecessary applications
5. Check printer sharing for each division

All personnel are advised to back up their files before their scheduled date/s of maintenance. Attached herewith is the schedule per Office/Division/Section/Unit. Such activity is in connection to the implementation of Quality Management System (QMS) and Environmental Management System (EMS).

For your information and guidance.


ARLENE A. ROMASANTA

MEMO NO. 2024 - 1034

PREVENTIVE MAINTENANCE SCHEDULE	
Climate Change Service (CCS) - Office of the Director - Climate Change Mainstreaming and Integration Division - Climate Change Information and Technical Support Division Field Operation Group (FOG) - Stakeholders Management and Conflict Resolution Division	December 09-13, 2024
Strategic Communication and Initiatives Service (SCIS) - Office of the Director - Development Communication Division - Public Information Division - Strategic Alliance and Environmental Partnership Division Strategy Management and Organizational Transformation Office (SMOTO) - Office of the Director - Career Development Division Legislative Liaison Office (LLO)	December 16-20, 2024
Administrative Service (AS) - Telecom Human Resource Development Service (HRDS) - Office of the Director - Training and Development Division - Personnel Division Administrative Service (AS) - Office of the Director	January 06-10, 2025
Administrative Service (AS) - Cashier Financial Management Service (FMS) - Office of the Director - Budget Division - Management Division	January 13-17, 2025
Financial Management Division (FMS) - Accounting Division Internal Audit Service (IAS) - Office of the Director - Operation Audit Division	January 20-24, 2025

- Management Audit Division	
Administrative Service (AS) - Records Management Division - General Service Division - Property and Supply Management Division Other Offices - QMS - Library - Hostel - Clinic	January 27-31, 2025
Foreign Assisted and Special Projects Service - Office of the Director - Project Accounts Management Division - Project Monitoring and Evaluation Division - Project Preparation Division - Project Management Division River Basin Control Office (RBCO) Other Offices - ELEPS - CARP	February 03-07, 2024
Legal Affairs Service (LAS) - Office of the Director - Internal Affairs Division - Claims and Conflict Division - Investigation and Arbitration Division - Litigation and Prosecution Division - Legal Research and Opinion Division - Legal Crisis Prevention and Management Division	February 10-14, 2025
Policy and Planning Service (PPS) - Office of the Director - Planning and Programming Division - Policy Studies Division - Program Monitoring and Evaluation Division Knowledge and Information Systems Service (KISS) - Office of the Director - Information Systems Division	February 17-21, 2025

<ul style="list-style-type: none"> - Statistics and Data Resource Management Division - Network Infrastructure Management Division 	
<p>Office of the Secretary (OSEC) Office of the Head Executive Assistant (OHEA) Office of the Undersecretaries (OUSEC) Office of the Assistant Secretaries (OASEC)</p>	<p>February 24-28, 2025</p>