



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



**MEMORANDUM**

**FOR :** **The Regional Executive Directors**  
Regions 1, 3, MIMAROPA, CAR, and NCR

**The Staff Bureau Directors**  
BMB, FMB, and LMB

**The Line Bureau Directors**  
EMB and MGB

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

**SUBJECT :** **PREPARATION OF THE DENR BUSINESS CONTINUITY AND  
DISASTER RECOVERY PLAN**

**DATE :** 12 0 FEB 2024

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This is in connection with the Secretary's directive to ensure the Department's operations during unforeseen events such as natural and man-made disasters, power outages, cyberattacks, and others. The KISS will develop the Department's Business Continuity and Disaster Recovery Plan (BCDR Plan) to help improve our operations resiliency.

Relative to this, we met with your ICT heads last February 16, 2024, to assess the present state of your IT operations regarding the implementation of information systems. Also, we initially identify the risk and the mitigating measures you are already implementing to help reduce the possibility or likelihood of its occurrence. Further, the following agreements were came into effect:

1. Staff Bureaus (BMB, FMB, and LMB), Line Bureaus (EMB and MGB), and Regional Offices (NCR and MIMAROPA) shall submit the Risk Management Matrix on or before February 21, 2024 (Wednesday);
2. List on-going digitization efforts in all paper records and inventory of existing IT resources such as servers and storage shall also be submitted for additional reference and inputs in the BCDR. The standard form shall be provided and consolidated by KISS;
3. Regional Offices III, I, and CAR shall be members of the Response Team.
  - First Responder includes ICT personnel of Regional Office III, PENRO Tarlac, and PENRO Pampanga
  - The second Responder includes ICT personnel of Regional Office CAR and PENRO Benguet
  - The third Responder includes ICT personnel of Regional Office I, PENRO La Union, and PENRO Pangasinan

We will keep you updated on the development concerning the BCDR. We understand that this request may require additional effort on your part. However, your contribution is vital in ensuring the Department's resilience and ability to recover quickly from any disruption. We encourage you to participate actively in this important initiative.

For your information and guidance.

  
**ARLENE A. ROMASANTA**