



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



**MEMORANDUM**

**FOR :** All Regional Executive Directors  
All Bureau Directors

**FROM :** The Director  
Administrative Service

**SUBJECT :** CONDUCT OF ORIENTATION ON THE DENR INFRAMAP DATA ENTRY TOOL

**DATE :** 14 May 2024

The Administrative Service, in collaboration with the Geospatial Database Office (GDO), has initiated the **DENR INFRAMAP: A Unified Infrastructure and Risk Mapping Initiative**. The project aims to gather data on all building properties owned or managed by DENR, comprehensively map said properties, and conduct thorough risk analysis. The mapped data shall be utilized for spatial analysis and visualization to derive insights that can guide decision-making processes within DENR regarding its building properties.

Related to this, and to start this initiative, a series of hybrid orientation sessions on the DENR INFRAMAP Data Collection Tool shall be conducted via Zoom in four batches, as outlined below:

Office	Date	Time
Luzon Cluster, except Regions 4B and 5	May 22, 2024	9:00 AM to 12:00 PM
Visayas Cluster, including Regions 4B and 5	May 22, 2024	1:00 PM to 4:00 PM
Mindanao Cluster	May 23, 2024	9:00 AM to 12:00 PM
All Bureaus	May 23, 2024	1:00 PM to 4:00 PM

The objectives of these sessions are as follows:

1. Introduce the DENR INFRAMAP Data Collection Tool;
2. Provide a comprehensive explanation and demonstration of the tool's usage; and
3. Facilitate immediate data collection post-demonstration.

Your respective Administrative personnel, DENR Building Construction Management Committee (DBC MC) focal persons, and Geographic Information System (GIS) Specialists are enjoined in the aforementioned hybrid orientation.

MEMO NO. 2024 - 441

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
www.denr.gov.ph

In preparation for these orientation sessions, participants/representatives are kindly requested to undertake the following tasks:

1. Download the Survey123 App, which will be utilized for filling out the Data Collection Tool (Survey Forms). Detailed installation instructions are provided in the attached document.
2. Gather the necessary data required to complete the Survey Forms. Advanced copies of the Survey Forms, including the Inventory of DENR Buildings and the Status of DENR Buildings, are attached for reference.

You are hereby requested to confirm your attendance and submit your participants/representatives details for the upcoming orientation sessions. Please submit the required information via email to [admin.od@denr.gov.ph](mailto:admin.od@denr.gov.ph) using the format: **Name/Office/Position/Email Address/Contact Number** on or before **20 May 2024 (Monday)**.

Should you have any queries or require further assistance, you may contact us on the aforementioned email address or contact Ms. Revihilda V. Cendaña or Ms. Veronica D. Regalado from the Office of the Director-Administrative Service at telephone number 02-8926-2691.

Your cooperation and support in this endeavour are greatly appreciated.

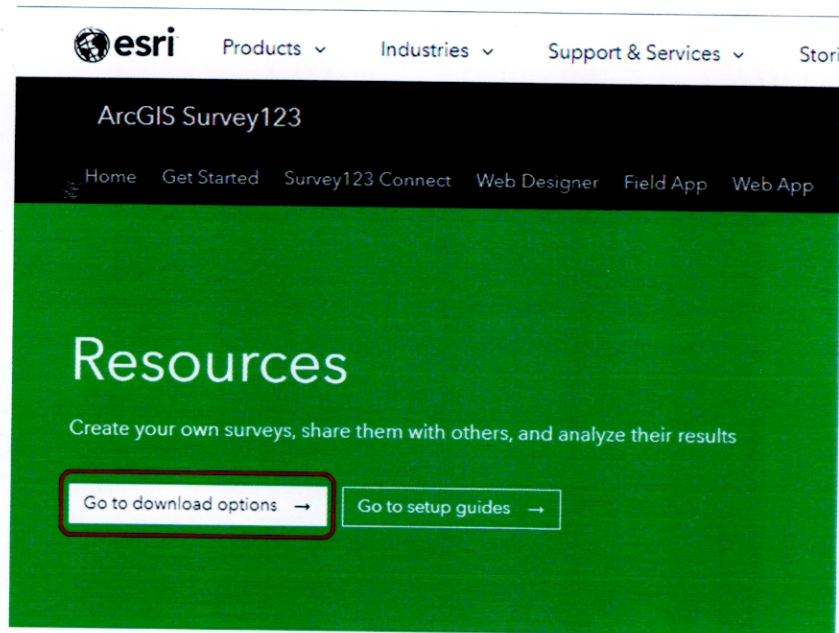


**ROLANDO R. CASTRO**

## Instructions for the Installation of Survey123 App

### A. For PC and Laptops

- Go to <https://www.esri.com/en-us/arcgis/products/survey123/resources>
- Click "Go to download options"



- Select and download the appropriate installer for your device.

### Download ArcGIS Survey123

Download installation files from Esri

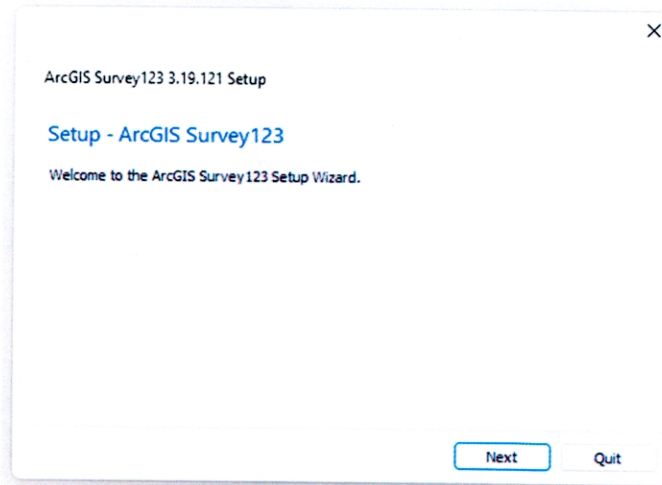
#### ArcGIS Survey123 field app

[Windows x64](#)

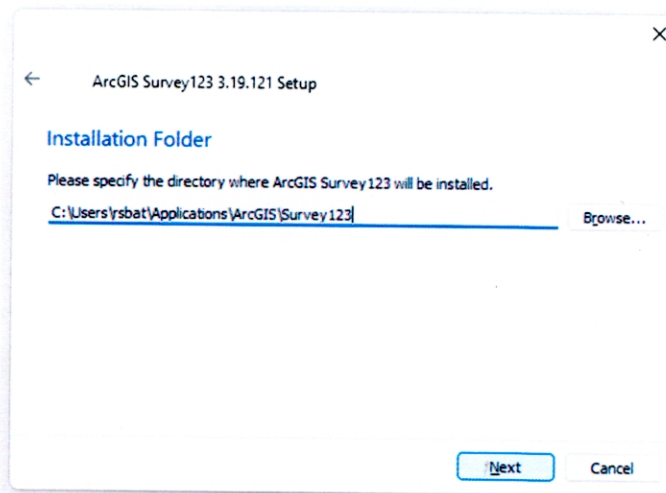
[Android Arm v8 \(64 bit\)](#)

[Android ARM v7 \(32 bit\)](#)

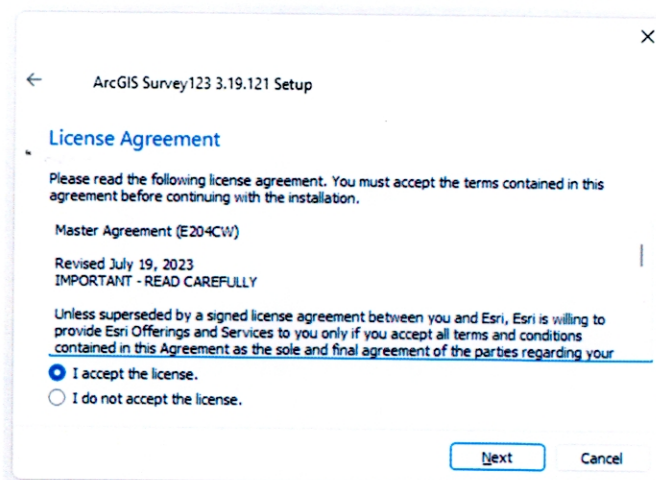
- Download the Survey 123 field app from Microsoft (consider the bit size of your computer in choosing the program installer for 64 bit and 86 bit versions).
- Open the downloaded installer to launch the Setup Wizard, click Next.



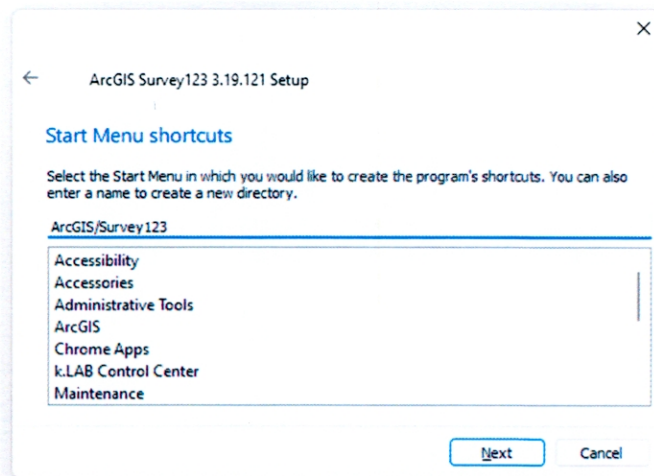
- f. Leave the Installation Folder path on default, unless you would prefer to specify a new location, then click Next.



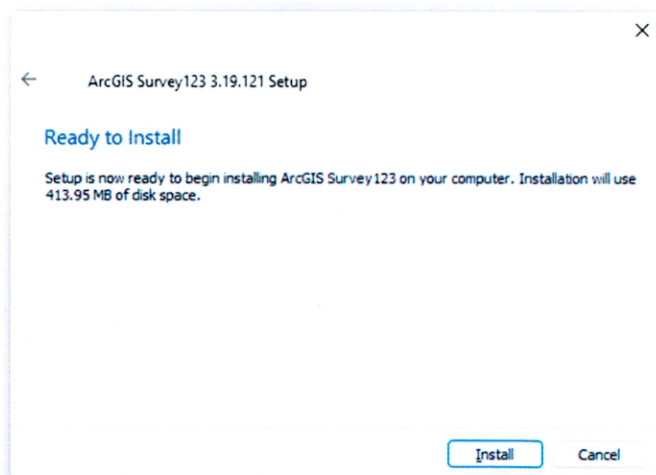
- g. Accept the license agreement, then click Next.



- h. Leave the Start Menu shortcuts on default, then click Next.



- i. You are now ready to install, click Install.



- j. Click Finish to complete the installation.

## **B. For Android devices / tablet**

- Open Play Store.
- Click "Search for apps & games" beside the three horizontal lines on the upper-left corner
- Type Survey123 and select "Survey123 for ArcGIS".
- Select Install and wait for installation to finish.

## **C. For iOS devices / tablet**

- Open App Store.
- Click "Search" on the lower-left corner.
- Click "Games, Apps, Stories and More".
- Type Survey123 and select "Survey123 for ArcGIS".
- Click "Get" and wait for installation to finish.

## Inventory of DENR Buildings

### Office Information

#### Office Level 1\*

#### Office Level 2\*

#### Region\*

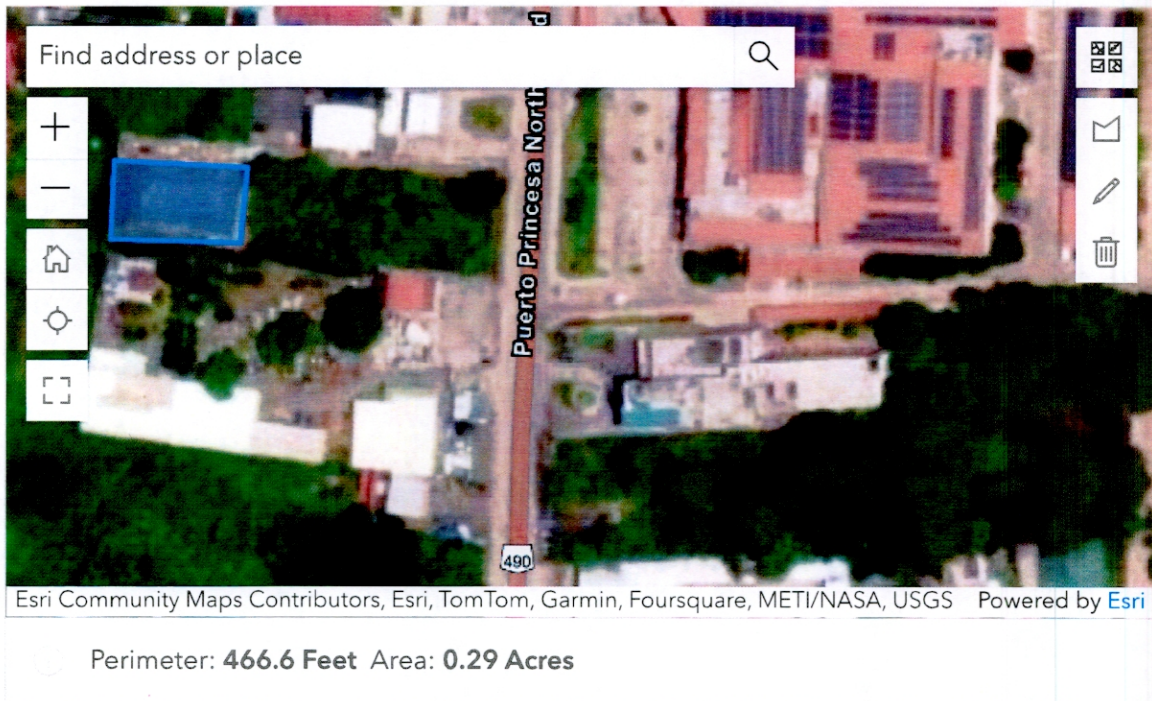
#### PENRO\*

#### CENRO\*

## Inventory of DENR Buildings

### Location Information

#### Location\*



Find address or place

Perimeter: 466.6 Feet Area: 0.29 Acres

#### Street Address

Format: Street Address, Barangay, City/Municipality

Street Address, Barangay, City/Municipality

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## Inventory of DENR Buildings

### Land Information

Total Lot Area assigned to the building (in sq. meters)\*

Registered Land Owner\*

Type of Ownership\*

Year the Land was Acquired\*

Based on title



## Inventory of DENR Buildings

### Facility Information

#### Name of the Building\*

#### Primary Purpose of Building or Facility\*

Current primary purpose of the building or facility

#### Year the Building was Constructed\*

Based on building permit or contract

#### Total Floor Area (in sq. meters)\*

#### Number of Floors (including basement and rooftop)\*

#### Maximum Number of Allowed Occupants\*

Workspace area based on DBM and DPWH Joint Circular No. 1 (ideal is 4 to 6 sq.m per person)

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## Status of DENR Buildings

### Office Information



### Location



### Office Level 1\*

### Office Level 2\*

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## Status of DENR Buildings

### Status of DENR Buildings

Current Occupancy Status\*

Occupied

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## Status of DENR Buildings

### Occupancy Information

Total Number of Permanent Employees\*

600

Total Number of Contract of Service/Casual Employees\*

400

Total Number of Occupants

1000

Total Number of Janitorial Service\*

100

Total Number of Security\*

62

Total Number of Food Providers\*

18

Total Number of Service Providers\*

200

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## Status of DENR Buildings

### Other Systems

Existent

Non-Existent

CCTV

Generator Set

*Genset: Except Movable or portable*

Materials recovery facility

Fire Exit/s

Fire Extinguisher

Fire Alarm System

*Fire Alarm System: includes Smoke detector, Heat detector, and Fire Alarm Control panel*

Fire Sprinkler System

Rainwater Collector

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Submit

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## Status of DENR Buildings

### Repair/Renovation Information

#### No. of Architectural Repair Activities

Columns, Roofs, Walls, Ceilings, Windows, Doors, Stairs, Claddings repairs done for the past 3 years

#### No. of Structural Repair Activities

Structural Integrity / Analysis, Loads repairs done for the past 3 years

#### No. of Electrical/Mechanical Repair Activities

Electrical Warnings, Air-conditioning System, Generators repairs done for the past 3 years

#### No. of Plumbing Activities

Plumbing System repairs done for the past 3 years

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