



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



**MEMORANDUM**

**FOR : All Regional Executive Director**

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

**SUBJECT : GUIDELINES ON THE UTILIZATION OF DOWNLOADED FUNDS UNDER DATA MANAGEMENT FOR ICT MAINTENANCE, SYSTEM DEVELOPMENT, AND VARIOUS EQUIPMENT**

**DATE : 08 AUG 2024**

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This pertains to the budget recently downloaded to each regional office under Data Management, including System Development and Maintenance. Among the downloaded funds consist of:

- MOOE: Four Hundred Seventy Thousand Pesos (Php 470,000.00)
- Capital Outlay: Five Hundred Sixty-Two Thousand Five Hundred Pesos (Php 562,500.00)

These funds are to be utilized solely for enhancing your ICT facilities and associated activities. Any modifications to the budget are strictly confined to ICT-related activities only.

Additionally, please include the procurement of one (1) laptop computer for your Human Resource Development Section (HRDS), as requested by the Assistant Secretary for Human Resources, Strategic Communication, and Sectoral Initiatives. Minimum technical specifications are attached for your guidance.

If the cost of the laptop computer is less than Php 50,000.00, please utilize the MOOE funds for its procurement. If the cost exceeds Php 50,000.00, please utilize the Capital Outlay funds.

Kindly submit to this office a copy of the approved Work and Financial Plan (WFP) and Project Procurement Management Plan for the abovementioned downloaded funds.

For your information and reference.

  
**ARLENE A. ROMASANTA**

cc : The Undersecretary, Finance, Information Systems and Climate Change  
The Assistant Secretary, Human Resources, Strategic Communication, and Sectoral Initiatives

MEMO NO. 2024 - 695

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## TECHNICAL SPECIFICATIONS

<b>Minimum Technical Specifications</b>	
<b>Operating System</b>	<b>Windows 11 Pro (64-bit) or Higher</b>
<b>Processor</b>	<b>Latest Generation Intel Core or its equivalent</b>
<b>Memory</b>	<b>16GB DDR4-3200</b>
<b>Storage</b>	<b>1TB SSD (Gen4 NVMe™ TLC M.2 SSD Storage) or higher</b>
<b>Screen/Display</b>	<b>At least 14 inch display (FHD 1920 x 1080) ( OLED 2.8 display) or higher</b>
<b>Graphics</b>	<b>Integrated Graphics</b>
<b>Audio</b>	<b>High Definition Audio with Built in mic and speakers</b>
<b>Network</b>	<b>10/100/1000 Ethernet</b>
<b>Wireless</b>	<b>Wi-Fi 6 Bluetooth® 5</b>
<b>Webcam</b>	<b>HD 720p built-in camera</b>
<b>Weight</b>	<b>At least 1.34 kg</b>
<b>Office Application</b>	<b>Latest Microsoft Office</b>