



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



MEMORANDUM

FOR : **All Regional Executive Directors**
Regions 1-12, CAR, NCR, CALABARZON, MIMAROPA and CARAGA

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

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

DATE : **11 SEP 2024**

This is in connection with the downloaded funds under Data Management including Systems Development and Maintenance amounting to Php 470,000.00 and Php 562,500.00 of MOOE and Capital Outlay, respectively.

Again, this office would like to emphasize that the above mentioned downloaded funds were intended primarily for the ICT operations and maintenance of the Regional Offices including the PENROs and CENROs which includes enhancing or upgrading of ICT facilities and equipment. It is important to take note that in CY 2023, this office already downloaded funds to address the shortage of ICT equipment as well as upgrading the outdated desktop and laptop computers.

Furthermore, during the Human Resource Business Partnering Meeting held last July 29, 2024, upon the request of the Assistant Secretary for Human Resources and Sectoral Initiatives, we concurred with the procurement of one (1) Laptop for each Regional Office in support of the system roll-out of Human Resource Development Service (HRDS).

In addition, we would like to inform you that for CY 2025, this office has included in the Data Management, including Systems Development and Maintenance budget proposal, the procurement of desktop and laptop computers, as well as high-end document scanners needed for our digitization of different records, such as personnel and financial records.

Moreover, this office is currently establishing a collaborative partnership with a non-profit organization to facilitate subscriptions to satellite internet connectivity in offices facing challenges in obtaining reliable internet access.

For your information and guidance.


ARLENE A. ROMASANTA 

MEMO NO. 2024 - 827



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

AUG 08 2024

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
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

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