



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

AUG 05 1991

DENR SPECIAL ORDER

No. 689 :
Series of 1991)

SUBJECT: Authorizing MISD to conduct an Inventory of Information Technology (IT) resources in the fourteen (14) Regional Offices of the Department August 1 to 31, 1991.

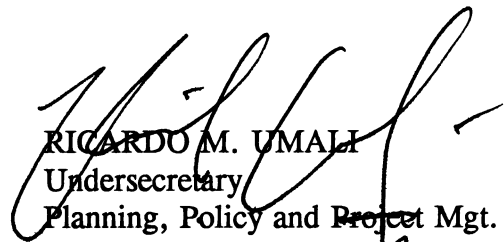
In the interest of the service and to provide accurate inventory of IT resources of the Department, the following MISD personnel are hereby authorized to carry out a physical inventory of IT hardware, software, personnel, and systems for the purpose of updating the current IT resource database and providing benchmark information for the Regional Information Systems Development Plan.

JOSE ESTEBAN C. LEIDO (overall coordinator)
JOSE MARIE BONTO
EMMANUEL MIRAFLORES
AKEMI T. UMALI
JULIUS CAESAR CASTILLO
JOSE CUSI
EDITHA VALENZUELA
ANTONIO BAUTISTA, JR.

JOSELITO MARTIN
EVELYN RASCO
SYLVIARUTAQUIO
ERLINDA CANTIL
LILY YBOA
MERVIN ALCOY
CLAIRE AMOR
JORGE BALAN

All expenses incurred in connection with this activity shall be charged against the regular funds of the Department and subject to the usual accounting and auditing rules and regulations.


This order shall take effect immediately.


RICARDO M. UMALI
Undersecretary
Planning, Policy and Project Mgt.
NR

Noted by;


ANELE MARIE VILLANUEVA
Chief, MISD

Recommending Approval:


FRANCISCA N. DAYRIT
OIC, Planning Service

Concept Paper

On

IT RESOURCES INVENTORY PLAN

I. Rationale

To support top management on decision-making and to improve organizational effectiveness, the Department has been continuously acquiring various Information Technology (IT) equipment. However, monitoring of these equipment became difficult not only due to their increasing number but to the limitations of the present system as well. The Management Information Systems Division (MISD) had previously developed an IT resources database management system using PFS File software. It was last updated in May 1991. The system focused mainly on the hardware and software used by the central office, all the bureaus, regional, provincial, community offices.

The previous inventory system had two major flaws. First, when it was designed, data on IT personnel were not given much attention. Their capabilities and needs must also be known. The personnel can only be effective if they have the proper knowledge of the equipment they are using and thereby optimizing its usefulness. Second, sending inventory forms to the different offices and have it accomplished by the respective personnel failed to achieve its desired goal. It was time consuming and oftentimes, data supplied are not complete or correct, which resulted to unreliable statistics on the available resources, inefficient equipment acquisition planning and management, and unequal equipment distribution.

Fielding monitoring teams would ensure that forms are properly accomplished. Once in the field, the teams can train specific personnel on the inventory procedures. These personnel will then serve as the linkage between the Central Office and the different offices if there is a need for updating the database.

The MISD will be undertaking a plan that would modify and update its current IT resources database management systems. A more detailed inventory process and the development of a new system will result in an efficient and effective management, distribution, and reporting of the Department's IT resources and more importantly the performance of its IT personnel.

II. Description

The proposed plan will involve the development of a baseline data on the Department's IT resources. This includes hardware, software, and peopleware. At the same time it will serve as a basis for equipment management and planning, acquisition and allocation activities, and other information requirements.

The plan would also determine the availability of training facilities at the different regional offices that would help in the planning of training courses for IT personnel of the Department. Furthermore, it is also a good opportunity to assess any issues or problems that personnel in the different offices would want to raise on any IT-related matter.

III. Objectives

The objectives of the IT resources inventory plan are the following:

- to *conduct physical inventory* of all IT-related equipment, software packages available, and computerized information systems (whether already implemented or in the development stage) in all regional, provincial, and community offices;
- to *identify issues and problems* regarding the use of the aforementioned resources;
- to look for reliable *computer service centers/suppliers* and *IT training institutions* in the respective localities;
- to *train* regional, provincial, and community office personnel on how to carry out the inventory; and
- to *design a new Inventory System* for monitoring, control, updating, and reporting of existing and new acquisition of IT-related resources.

IV. Methodology

DATA COLLECTION

The regional inventory scheme will require *five (5) weeks*. A total of *six (6) monitoring teams* will make an inventory on all *fourteen (14) regions* including the provincial, regional offices, and community offices. Each monitoring team shall be composed of *one (1) systems analyst* and *one (1) information systems researcher*. The members will be given a one (1) day briefing on data capture procedures. They will be also given instructions on how to accomplish the data capture forms before deployment to their respective *three-working-day* field assignments. Each member will be tasked to perform specific functions. They will carry out the inventory separately so as to optimize their field visits. The systems analyst will be the team leader and at the same time will verify the correctness of the data captured by the researcher.

The first day will be allotted for briefing of regional personnel on the inventory procedures. While the remaining two (2) days will be spent on the actual inventory itself. The monitoring team members will always be present during the inventory as conducted by the regional personnel. To guarantee that there will be no incident of one IT equipment being surveyed twice, a *special inventory decal* will be attached to the IT equipment. It is to be removed only when *one (1) year* has lapsed.

The National Capital Region will serve as the pilot office for testing the procedures. The entire personnel involved in the plan will conduct the inventory. The emphasis here shall not center solely on the data collected, but more importantly on the procedures and the effectiveness of the data capture forms. If necessary, modifications will be performed and the procedures re-tested. This activity will take *three (3) days*.

DATA PROCESSING

A new IT Resources database will be developed the same time as the physical inventories are under way (i.e. five weeks). The new system would require a relational database, a move away from the traditional *flat file*. The *INFORMIX Relational Database Management System* is the preferred database software.

Data entry and file build-up will commence upon the collection of data from all the offices. Time span allotted for this activity is *seven (7) working days*. Altogether, the project will cover *seven (7) weeks*.

V. Schedule

(please see attached sheet)

VI. Travelling Expenses

The following are the breakdown of financial requirement for the fourteen (14) regions by a two-man team (includes air/bus fares and per diem):

REGION	PESOS
C A R	1,410
REGION I	1,630
REGION II	1,360
REGION III	960
REGION IV	600
REGION V	4,444
REGION VI	6,132
REGION VII	10,324
REGION VIII	7,252
REGION IX	10,046
REGION X	9,354
REGION XI	11,324
REGION XII	10,406

T O T A L	75,242

VII. Expected Output

Upon completion of all activities, the following should have been accomplished:

- complete and properly accomplished inventory forms;
- established linkages (MISD-trained personnel) between the central office and the different regional, provincial, and community offices to facilitate the updating of the IT resource database;
- recommendations on the design of the IT database management system; and
- a complete database of DENR IT resources as of cut-off date.

TEAM SCHEDULE

REGION	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
NCR	: ALL TEAMS :	:	:	:	:
CAR	:	: T-B :	:	:	:
REGION I	:	:	: T-E :	:	:
REGION II	:	: T-C :	:	:	:
REGION III	:	:	:	:	: T-E :
REGION IV	:	:	:	:	: T-F :
REGION V	:	:	:	: T-C :	:
REGION VI	:	:	:	:	: T-C :
REGION VII	:	:	:	: T-A :	:
REGION VIII	:	: T-A :	:	:	:
REGION IX	:	:	: T-D :	:	:
REGION X	:	:	:	: T-G :	:
REGION XI	:	:	:	: T-B :	:
REGION XII	:	:	:	:	: T-G :

TEAM MEMBERS:

- TEAM A (T-A) : JOSE ESTEBAN C. LEIDO, JOSELITO MARTIN
- TEAM B (T-B) : AKEMI T. UMALI, SYLVIA RUTAQUIO
- TEAM C (T-C) : ANTONIO BAUTISTA, JR., JOSE CUSI
- TEAM D (T-D) : JORGE BALAN, JULIUS CAESAR CASTILLO
- TEAM E (T-E) : EVELYN RASCO, ERLINDA CANTIL
- TEAM F (T-F) : LILY YBOA, CLAIRE AMOR
- TEAM G (T-G) : MERVIN ALCOY, EDITHA VALENZUELA

SCHEDULE OF ACTIVITIES

ACTIVITY	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7
BRIEFING ON INVENTORY PROCEDURES	X						
PILOT TESTING (NCR)	XXX						
PHYSICAL INVENTORY	XX						
DATABASE PROGRAMMING	XX						
DATA ENTRY						XXXXXXXXXXXXXXXXXX	

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Management Information Systems Division
IT Resources Inventory

DATE (MM/DD/YY):

OFFICE CODE:			
EQUIPMENT CODE:		ARTICLE:	
SERIAL NO.:		PROPERTY NO.:	
ACQUISITION COST:		DATE PURCHASED/DELIVERED:	
FUNDING SOURCE:	GOP, (F)oreign assisted	NATURE OF ACQUISITION:	(D)onated, (P)urchase, (L)ease purchase
M.R. ISSUED TO:		TAX ACCOUNT NO.:	
DATE ISSUED:			
DESCRIPTION			
BRAND/MODEL:			
TECHNICAL SPECIFICATIONS:			
REMARKS:			
.....			
EQUIPMENT STATUS			
STATUS CODE:			
REMARKS:			CONDUCTED BY:

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 Management Information Systems Division
 IT Resources Inventory
 Software Packages and other Computerized Information Systems

DATE (MM/DD/YY):

OFFICE CODE:

SOFTWARE PACKAGES

WORD PROCESSOR	DBASE MANAGER	SPREADSHEET	GRAPHICS	INTEGRATED S/W	UTILITIES	LANGUAGE PROC.	OTHERS (Specify)

COMPUTERIZED INFORMATION SYSTEMS

SYSTEM NAME	DESCRIPTION/ OBJECTIVES	DEVELOPED BY (MANPOWER REQUIREMENT)	STATUS	IT ENVIRONMENT		MANUAL/S DOCUMENTATION	BUDGET
				S/W (D/S)	H/W		

itrf3

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Management Information Systems Division
IT Resources Inventory
IT Personnel Survey Form

DATE (MM/DD/YY):

OFFICE CODE:

NAME	POSITION/TITLE	DIVISION/UNIT	DUTIES/FUNCTIONS	TRAININGS/SEMINARS ATTENDED

