



Republic of the Philippines
Department of Environment and Natural Resources
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MAY 10 2022

SPECIAL ORDER
No. 2022 - 337

SUBJECT : CONDUCT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) INVENTORY AND NEEDS ASSESSMENT

In the interest of the service and ensuring the Department's ICT assets are accounted for, deployed, maintained, upgraded and disposed properly, an ICT and needs assessment is hereby authorized to be conducted from May to December 2022 to all Regional Offices. The following are the objectives of the activity:

1. Evaluation and Assessment of existing Regional Server Room in reference to Best Practice and International Standard;
2. Evaluation and Assessment of existing IT operations relative to QMS and EMS;
3. Software assessment (this includes office productivity, operating system, Adobe Photoshop, AutoCAD, ArcGIS software, and others necessary for the day-to-day tasks);
4. Review and Validation of Downloaded Funds and Equipment;
5. Review of significant barriers in terms of infrastructure such as:
 - a. Electricity
 - b. Internet access / connectivity
 - c. Environment
 - d. Market availability including warranty support
 - e. Business Continuity;
6. Identify Information Systems (IS) implementation gaps in terms of the following:
 - a. IS deployment
 - b. Operationalization
 - c. Reporting
 - d. Operational Process Gaps
7. Assess the workflow of the Statistical Reporting System (SRS);
8. Gather information for policy gap in terms of:
 - a. IT asset management
 - b. IT network management and security
 - c. Standard Technical Support
 - d. Implementation of DENR Control Map
 - e. IS and DB implementation, administration and maintenance activities
9. Gather information for IT training needs of the following:
 - a. Regional ICT Focal Persons
 - b. PENRO ISA
 - c. Bureau ICT Focal Persons
 - d. All employees.

The following shall be authorized to conduct the activity and participated by the following:

1. Representatives of Knowledge and Information Systems Service
 - a. Information Systems Division
 - b. Network Infrastructure Management Division
 - c. Statistics and Data Resource Management Division

2. Staff Bureaus
 - a. Chief, Policy and Planning Division
 - b. Information Technology Officers II
 - c. IT Staff
3. Regional Offices
 - a. Chief, Planning and Management Division
 - b. Information Systems Analyst III
 - c. Information Systems Analyst II
 - d. RICTU Staff/Stat Focal
4. PENROs
 - a. PENRO Planning Officer
 - b. Information Systems Analyst II
 - c. Stat Focal
5. CENROs
 - a. CENRO Designated Planning Officer
 - b. Stat Focal

The Regional Offices, and Bureau representatives are instructed to submit updated inventory of IT equipment and software vis-a-vis Report of Physical Count of Property, Plant and Equipment (RPCPPE) and provide the necessary logistics in the duration of the said activity.

All expenses to be incurred during the said activity shall be charged against the respective DENR data management funds subject to the usual accounting and auditing rules and regulations.

The Director for Knowledge and Information Systems Service is authorized to amend and reschedule the activity as exigencies of the office may warrant.

A report on the activity shall be submitted to the undersigned fifteen (15) days after the completion of the activity.

This Order takes effect on the dates specified herein.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary

Legal, Administration, Human Resources and Legislative Affairs



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