



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM ORDER
No.: 2017- 03

NOV 22 2017

TO : All Regional Directors
All PENROs

SUBJECT : **DEFINING THE ROLES AND RESPONSIBILITIES OF
HOLDERS OF ICT POSITIONS AT THE REGIONAL
AND PENR OFFICES**

In line with the automation of DENR processes and to fully implement the various systems and maintenance of network infrastructure of the DENR, the roles and responsibilities of the ICT personnel at the field offices are hereby defined as follows:

- a. Information Systems Analyst III
1. Act as the ICT Focal Person and head the Regional ICT Unit (RICTU);
 2. Coordinate all ICT related activities including maintenance of network infrastructure, systems deployment at the PENROs and CENROs and other ICT needs of the Regional Office
 3. Monitor the ICT activities at the PENROs and CENROs and determine their ICT requirements
 4. Develop a Regional Information Systems Strategic Plan (ISSP) based on the requirement of Medium-term Information & Communications Technology Harmonization Initiative (MITHI) and submit the same to the Central Office through channels
 5. Propose ICT improvement required by the DENR to improve its delivery of services
 6. Provide updated ICT reports to his/her supervisor
 7. Supervise the all ICT personnel at the Regional Offices
 8. Provide necessary inputs in the acquisition of ICT equipment to the Bids and Awards Committee through her/his supervisor
 9. Participate in the development of information systems, which maybe implemented nationwide
 10. Shall act as a resource person on ICT related matter during workshops and training programs at the national or regional level
- b. Information Systems Analyst II (Regional Office)
1. Assist the ICT focal person in determining the necessary ICT equipment and their specifications for procurement;

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2. Conduct regular inventory of ICT facilities in the Regional Offices and consolidate it with those inventories from the PENR and CENR Office;
3. Provide technical assistance to the systems owners and users in the implementation of various information systems deployed at the PENROs and CENROs;
4. Assist the DENR units in trouble shooting ICT facilities and information systems;
5. Maintain ICT facilities at the Regional Offices;
6. Assist in the development of Regional Information Systems Strategic Plan;
7. Provide updated reports on the status of ICT facilities and maintenance of information systems to the Head, RICTU;
8. Participate in the development of information systems that may be required for implementation nationwide;
9. Monitor the regional and provincial network uptime/downtime and submit report regularly to the RICTU head;
10. Shall act as a resource person on ICT related matter during workshops and training programs at the national or regional level.

c. Computer Operator II (Regional Office)

1. Assist in the maintenance of ICT facilities at the Regional Office, PENR and CENR Offices as may be required;
2. Assist in the conduct of ICT inventory at the Regional Office;
3. Provide necessary support in the deployment and maintenance of information systems at the PENR and CENR offices;
4. Assist in determining the necessary ICT facilities and their specifications.

d. Information Systems Analyst II (PENRO)

1. Coordinate all ICT related activities including, among others
 - a. maintenance of network infrastructure and computers at the PENR Office;
 - b. information systems deployment at the PENROs and CENROs;
 - c. submission of monitoring of network as required;
 - d. determining the ICT needs of the PENRO and CENROs.

2. Conduct regular inventory of ICT facilities in the PENR and CENR Offices;
 3. Participate in the deployment of information systems to the PENR and CENR Offices;
 4. Maintain ICT facilities at the PENR and CENR Offices;
- e. Computer Operator II (PENRO)
1. Assist in the maintenance of ICT facilities at the PENR and CENR Offices;
 2. Assist in the conduct of ICT inventory at the PENR Office;
 3. Provide necessary support in the deployment and maintenance of information systems at the PENR and CENR offices;
 4. Perform all other ICT related functions as may be assigned.

All Regional Directors and PENR Officers are directed to strictly adhere to the above defined duties and responsibilities of ICT personnel.

For compliance.



ROY A. CIMATU
Secretary

