



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



MEMORANDUM

FOR : THE OIC, REGIONAL EXECUTIVE DIRECTOR
THRU : THE OIC, ARD FOR MANAGEMENT SERVICES DIVISION
FROM : THE CHIEF, RICT UNIT
SUBJECT : POST TRAVEL REPORT RE: SCOOPING AND COORDINATION ACTIVITIES WITH CENROs TALACOGON AND LORETO FOR THE ICT SERVER ROOM & HELP DESK OFFICE PROJECTS FOR CY 2025-2026



DATE : NOV 19 2025

In support of the Department's continuous ICT infrastructure modernization program and in line with the directives of the Knowledge and Information Systems Service – National Information Management Division (KISS-NIMD), the Regional ICT Technical Unit (RICTU) conducted coordination and scoping activities at CENRO Talacogon and CENRO Loreto.

The purpose of the activity was to:

1. Assess the current ICT facilities and readiness of CENROs Talacogon and Loreto for the CY 2026 Server Room and Help Desk Office enhancement.
2. Conduct technical scoping for the CY 2026 ICT infrastructure development.
3. Ensure alignment of both projects with KISS-NIMD standards and national ICT modernization guidelines.

I. Coordination Meeting and Initial Assessment at CENRO Talacogon and Loreto

The RICTU team met with the Chief, Planning Officer of PENRO Agusan del Sur, Chello Cadotdot, at CENRO Loreto to discuss the proposed ICT upgrades under the CY 2025 of PENRO ADS project implementation. The meeting covered:

- Assessment of the existing server room area, including available space, airflow, and electrical stability
- Review of network layout, cabling pathways, and existing ICT equipment
- Validation and refinement of the initial technical requirements specified by KISS-NIMD
- Agreement to finalize the Terms of Reference (TOR) and Program of Works (POW) in coordination with RICTU and the invited consultant on the 3rd week of November, 2025.

The PENRO ADS Chief, Planning Officer Chello Cadotdot, will ensure close collaboration with the RICTU for procurement activities and project implementation within the CY 2025 timelines.



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



Standard Components	PENRO Agusan Del Sur	Cost MOOE	Cost Capital Outlay	Expense Class TOTAL COST	LACS	Remarks
IT ROOM Server Room (all ISP should)	Transfer					
Dry walling and Partitioning	For extension	150,000.00		MOOE	ICT Services	
FOC (Fiber Optic Connection)	Training Center to Main building	15,000.00		MOOE	ICT Services	
Structured Cabling	N/A					to prioritize IT essential based from LAMS, GIS, ADP, LAMIS, OPIL, PERSIS, SISA, + Budget ADP & VOIP
Data Cabinet (24u) *Network Switch (POE) *Network Appliance *ISP *NVR(Switch for CCTV)	1 Data Cabinet (24u)	45,000.00		MOOE	ICT Services/Se	
Distribution Switch	2 units distribution switch		160,000.00	Capital Outlay	ICT Equipment	
Access Point	6 units	180,000.00		MOOE	Semi-expendable	
SFP Transceiver	2 pcs	50,000.00		MOOE	Semi-expendable	
Relocation Additional CCTV (16 units) Repair of existing CCTV (1m per camera)	provision of additional 16 units cctv for main building	150,000.00		MOOE	ICT Services/Se	provision of 12 channel NVR
Accession	1 5 HP Windows Type (Inverter)	45,000.00		MOOE	Office Equipment	
Access Door - Biometrics	1 set	45,000.00		MOOE	ICT Services/Se	
UPS FOR Distribution Switch	1 unit 1000VA	30,000.00		MOOE	Semi-expendable	
UPS	1 Unit 3KVA	45,000.00		MOOE	Semi-expendable	
Fire Extinguisher (HFC-236 fa)	1 Unit	35,000.00		MOOE	Office Equipment	
Electrical requirements	Yes	80,000.00		MOOE	ICT Services	standards requirement under all existing codes subject to change for installation of new equipment line with new breaker
Project Supervision and labor cost	Yes	100,000.00		MOOE	ICT Services	
TOTAL		970,000.00	160,000.00	1,130,000.00		

II. Site Inspection and Technical Scoping at CENROs Loreto and Talacogon

The team conducted a comprehensive site inspection and technical scoping at CENROs Loreto and Talacogon for the planned CY 2026 ICT Server Room and Help Desk Office Rehabilitation/Transfer and Modernization Project.

The following key technical areas were assessed:

1. Server Room Facilities

- Identification of dedicated, secure rooms suitable for server room use
- Need for fire-resistant walling, insulated ceilings, and anti-static flooring
- Evaluation of room ventilation, airflow direction, and provisions for future ICT equipment expansion

2. Power and Electrical Systems

- Requirement for independent electrical circuits dedicated for ICT devices
- Installation of UPS units with sufficient backup time based on estimated ICT load
- Necessity of electrical rewiring, circuit labeling, and load balancing for safety and stability

3. Network Infrastructure

- Upgrade to Cat6 or higher structured cabling for data reliability
- Placement and sizing of network racks, patch panels, and cable management trays
- Evaluation of fiber-optic backbone feasibility to enhance data connectivity within the building

4. Help Desk Office Setup

- Identification of ergonomic workstation areas for help desk personnel
- Provision for VoIP connectivity, multi-monitor setups, and secure workstation layout
- Adequate lighting, acoustics, and space optimization to support efficient ICT support operations



5. Cooling, Fire Protection, and Security Systems

- Requirement for precision air-conditioning units to maintain stable ICT operating temperatures
- Installation or upgrade of smoke detectors, fire alarms, and emergency shutoff systems
- Implementation of CCTV surveillance and secure access control (biometric/keycard)

6. ICT Equipment and Accessories

- Enterprise-grade server units with RAID capabilities and redundant power supplies
- Network-Attached Storage (NAS) systems for backup and disaster recovery
- Appropriately sized server racks (24U or 42U), PDUs, and KVM switches

Both offices were found to have suitable areas for ICT upgrades, with minor structural and electrical enhancements needed to comply with KISS–NIMD standards.

III. Summary and Recommendations

The scoping and coordination activities conducted in CENRO Talacogon and CENRO Loreto established a solid technical basis for the efficient implementation of the ICT Server Room and Help Desk Office Projects for CY 2026.

These activities ensure that the proposed enhancements are:

- Technically sound
- Aligned with DENR's ICT Modernization Roadmap
- Compliant with KISS–NIMD guidelines
- Ready for detailed costing, TOR drafting, and subsequent procurement

Further coordination with the Planning and Management Division (PMD), General Services Unit (GSU), and concerned CENRO personnel is recommended to finalize space layouts, technical specifications, and budget estimates.





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




For information and record.


EMMANUEL GONZALES
RICTU Staff


CLEOVIN A. SILONG
RICTU Staff


ANTHONIE PENY V. CATALAN
RICTU Staff


EUGREG E. BAPTISMA
RICTU Staff



BEVERLY MAE C. APARRE
Adm. Assistant / Planning Staff


MARIETTA L. CHUA
ISA III / Chief, RICTU

Noted by:


FOR. MARY KATHLEEN P. PO
Chief, Planning and Management Division

ATTY. CLAUDIO A. NISTAL JR.
OIC, ARD for Management Services


ELSALYN J. EVANGELIO
Chief, Administrative Division
In-charge Office of the ARD for Management Services