

August 20, 2024

**DENNIS E. MORALES**

Director IV

Infostructure Management Bureau

Department of Information and Communication Technology

DICT Bldg., C.P. Garcia, Diliman, Quezon City

Dear **Dir Morales**:

Greetings!

This has reference to the utilization of GovMail Services by the Department of Science and Technology-MIMAROPA.

In this regard, may we request an increase in the storage capacity for our GovMail accounts being managed by your bureau. Our current storage allocation is nearing its limit, which poses challenges to our operational efficiency and the effective management of essential communications.

Enclosed with this letter is a detailed report on our current storage usage percentages, which underscores the necessity for additional allocation. This information should clarify the immediate need for increased storage capacity to maintain our high standards of service and communication.

For any concerns regarding this request, please contact **Mr. Tiesan Jun Ondoy** at [mis@mimaropa.dost.gov.ph](mailto:mis@mimaropa.dost.gov.ph).

We appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

**MA. JOSEFINA P. ABILAY, DBA, CESO III**

Regional Director

*"Hatid ay makabagong solusyon!"*

GovMail Accounts	Percentage of Usage
hr@mimaropa.dost.gov.ph	91%
jracobiao@mimaropa.dost.gov.ph	99%
jdvarrela@mimaropa.dost.gov.ph	85%
jeddoctor@mimaropa.dost.gov.ph	91%
jbmercado@mimaropa.dost.gov.ph	98%
kpabuenaventura@mimaropa.dost.gov.ph	84%
mrqsanico@mimaropa.dost.gov.ph	88%
pstc.marinduque@mimaropa.dost.gov.ph	87%
mis@mimaropa.dost.gov.ph	87%
nimu@mimaropa.dost.gov.ph	98%
pstc.occimindoro@mimaropa.dost.gov.ph	98%
official@mimaropa.dost.gov.ph	73%
pstc.ormindoro@mimaropa.dost.gov.ph	97%
pstc.palawan@mimaropa.dost.gov.ph	97%
procurement@mimaropa.dost.gov.ph	83%
pstc.romblon@mimaropa.dost.gov.ph	93%
stpromo@mimaropa.dost.gov.ph	89%
scholarship@mimaropa.dost.gov.ph	95%
technoup@mimaropa.dost.gov.ph	93%