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Department of Environment and Natural Resources  
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MEMORANDUM ORDER

NOV 14 2002

No. 2002- 12

SUBJECT. **Implementing cost-saving measures through the reuse / recycling of used computer parts, accessories and other IT equipment**

In the interest of the service and (a) in line with national government cost-saving initiatives due to severe budgetary constraints. (b) to comply with government directives on Information technology (E-Commerce Act, GISP), necessitating individuals / offices within agencies to have equitable access to computers and the Internet, (c) to provide computer access to DENR offices with no capital outlay for the purpose. and (d) to benefit from free open source software that runs even on old, considered-obsolete computers, the following measures shall be implemented to reuse / recommission computer parts and other IT equipment

**1. Definition of Terms**

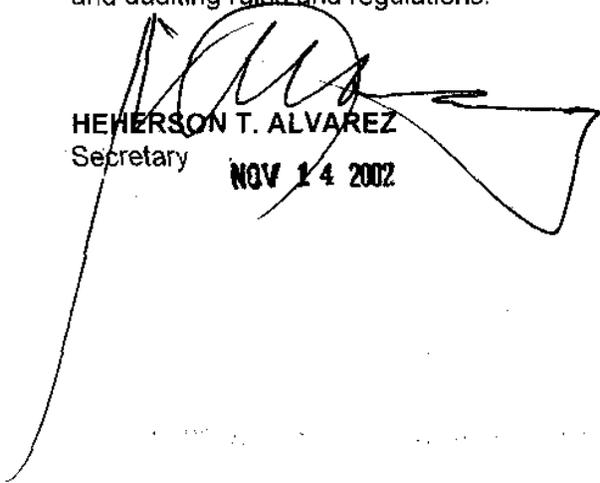
- a. "GSD / unit" pertains to the General Services Division (at the Central Office) and to the division, section or unit within each office primarily responsible for asset record-keeping and management
- b. "MIS unit" refers to the MISD (at the Central Office) and to the division, section or unit within each office primarily responsible for providing computer-related technical support
- c. computer "parts", "components" or "peripherals" refer to individual computer hardware components that are interchangeable and replaceable to restore or enhance the performance of a computing device. Examples include, but not limited to, video / audio cards, motherboards, CPUs, hard drives and memory chips
- d. "End-user" pertains to the office / office representative making the computer upgrade or repair service request

**2 Before pre-inspection of computer upgrading / repair service requests**

- a. The end-user or GSD / unit shall notify the MIS unit concerned of the upgrading / repair service request
- b. The MIS unit concerned shall issue a certification indicating what specific computer parts (e.g CPU, motherboard, hard driver, audio / video cards, monitors, etc.) are for upgrading / replacement but still operational and what are unserviceable (for disposition)

- c The MIS unit shall conduct **physical** inspection and keep a **detailed** inventory of Individual computer parts identified in (a) indicating the **unique identifier/s** (e.g. serial no.), distinguishing characteristics, manufacture date, MR accountability, among others
  - d. **Certification** issued in (a) shall be an **integral** part of, and a **basis** for, the corresponding Request for **Pre-Repair** Inspection Issued by the Inspection Acceptance Committee
  - e Henceforth, no computer upgrading request shall be approved without said **certification**
- 3 **Before end-user surrenders computer equipment / parts user to be certified / turned over as waste material**
- a End-user shall turn-over the equipment / part to the MIS unit concerned.
  - b MIS unit shall (1) conduct the **appropriate** tests on the used equipment / part to **determine** usability, (2) act as custodian of the usable components, **responsible** for its proper storage, record-keeping, subsequent reuse or redistribution, (3) Implement relevant procedure for proper accountability and transparency, in accordance with accounting and **auditing** rules and **regulations**
  - c Parts **determined** to be Irreparably damaged or **unserviceable** shall be turned over to the GSD / Unit for proper disposition

This Order shall take effect **immediate** and may be amended to attain further **efficiencies** in the use of **existing** equipment and parts, subject to existing accounting and auditing rules and regulations.

  
HEHERSON T. ALVAREZ  
Secretary

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