



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR NO. 002

TO : All Offices Concerned

SUBJECT : Recommendation of ICT requirements of various Offices of the Department in crafting the ISSP.

DATE : 14 March 2023

This pertains to the crafting of Information Systems Strategic Plan (ISSP) for the period of 2025 to 2027. The ISSP contains the agency's overall strategy which involves medium term planning for the Department's Information and Communications Technology (ICT) thrusts, strategies and programs for implementation.

To ensure that ICT efforts are aligned with, and prioritized in accordance to, the Department's vision, mission, goals and strategies, it will be more effective if the heads of the offices be involved as they are in the best position to know their ICT requirements. The inputs of each of the Offices/Programs/Units in the Department is needed in order to integrate their respective requirements in the ISSP that will be crafted by the ICTS on behalf of the Department.

Attached is the ISSP template for your recommended ICT needs/requirements of your Office/Program/Unit in leveraging the use of ICT in a more effective performance of your mandated functions. Please submit the filled ISSP Template and Summary of Inventory of ICT Equipment on or before 31 March 2023.

For assistance and inquiries please email ict_asd@doj.gov.ph.

For your compliance.

JESUS CRISPIN C. REMULLA
Secretary

Copy Furnished:
All concerned *

Department of Justice
CN: O202303108





DEPARTMENT OF JUSTICE

Padre Faura St., Ermita, Manila

LIST OF ICT REQUIREMENTS

OFFICE/PROGRAM/REGION: _____

Office	ICT Equipment	Total number of ICT Requirements			Remarks
		2025	2026	2027	
	Desktop Computer				
	Laptop Computer				
	Printer				
	Scanner				
	<i>Others (please specify)</i>				
	1				
	2				
	3				
	4				

PREPARED BY:

Signature over printed name



DEPARTMENT OF JUSTICE
Padre Paura St., Ermita, Manila

SUMMARY OF INVENTORY OF ICT EQUIPMENT

OFFICE/PROGRAM/REGION : _____

Office	ICT Equipment	NO. OF PERSONNEL			Total number of issued ICT Equipment	Number of Unserviceable (if any)	Remarks
		Prosecutors	STAFF				
			Organic	LGU			
	Desktop Computer						
	Laptop Computer						
	Tablet						
	Printer						
	Scanner						
	<i>Others (please specify)</i>						
	1.						
	2.						
	3.						
	4.						

PREPARED BY:

Signature over printed name