



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPAL GOVERNMENT OF SOLSONA**  
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## **OFFICE OF THE MUNICIPAL MAYOR**

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### **EXECUTIVE ORDER NO. 061 Series of 2020**

#### **AMENDING SECTION 1 OF EXECUTIVE ORDER NO. 064 SERIES OF 2019, TITLED “REORGANIZATION OF THE INFORMATION SYSTEMS MANAGEMENT OFFICE (ISMO) FOR THE LINKING UP LGU OPERATIONS IN THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE”**

**WHEREAS**, the Chief Executive issued Executive Order No. 064, Series of 2019 dated October 1, 2019.

**WHEREAS**, the Municipality of Solsona as a co-proponent agency, the Information Systems Management Office (ISMO) shall be established to provide improved service delivery standards for greater transparency and accountability in local governance;

**WHEREAS**, one of the purposes of the ISMO is to develop a unified digital information system that will improve the quality of government services, enhance productivity in public organizations, promote transparency in official transactions and to maintain the LGU's systems of revenue generation and management of resources for better and more transparent governance and service delivery to its constituents;

**WHEREAS**, there is a need to reorganize the ISMO of Solsona, Ilocos Norte due to the change of designations and positions within the organization.

**NOW THEREFORE, I, JOSEPH E. DE LARA**, Municipal Mayor of Solsona, Ilocos Norte, by virtue of the power and authority vested in me by law, do hereby reorganize the ISMO of the Municipality of Solsona, Ilocos Norte, as follows:

**Section 1.** Section 1 of Executive Order No. 064, Series of 2019 is hereby amended and read as follows:

#### **“Section 1. Functions and Composition of the ISMO:**

A. At the minimum, the following are the key duties of the ISMO:

1. Develop and establish ICT (Information and Communication Technology) policies with partner stakeholders, implement and enforce agreed policies and facilitate continued improvement of ICT policies for the LGU. (The ICT

policy shall encompass ICT utilizations, management, protection and maintenance of the Hardware, Software, Networks, People and Data.)

2. Provide knowledge support and advise on the strategic directions of the ISSP (Information System Strategic Plan) and all related IT working documents of the LGU;
3. Coordinate, evaluate and monitor the effective use of the system, providing recommendations on related ICT implementations of the LGU;
4. Function as the "service bureau" for all ICT requirements of the LGU;
5. Conduct periodic training needs assessment (determine training requirements) and capacity building programs on all ICT related implementations;
6. Provide technical assistance in the assessment and procurement of all ICT related requirement of the LGU;
7. Prepare a periodic report on all ICT concerns and provide on-demand access to regular data/information requirements of concerned LGU officials/departments; and
8. Ensure that the ICT planning, implementation and evaluations complies with industry standards and best practices.

B. The ISMO shall be composed of the following workforce:

1. ISMO Chief - Mx. ALFONSO JEZIEL M. DE LOS REYES  
Private Secretary II
2. Network/System Administrator/  
Quality/Documents manager - ENGR. EMILY G. BARAOIDAN  
Municipal Assessor  
  
- Mx. RON CHESTER S. CORPUZ  
Office Clerk
3. Database Administrator - Mx. CHRISTIAN LEE CORPUZ  
Revenue Collection Clerk II  
  
- Mx. JUMAR M. MARTIN  
Local Assessment Operations Officer I
4. Network, Hardware/  
Software Technician - Mx. RONALD G. ALONZO, RCC II  
Municipal Treasurer's Office  
  
- Mx. AZENITH V. PASCUA  
Office Clerk
5. Office Coordinator - Mx. TRECELYN EUNICE F. PINACATE  
Licensing Officer III

**Section 2. Repealing Clause.** All Executive Orders, Rules and Regulations and other Issuances or parts thereof inconsistent with this Executive Order are hereby repealed and modified.

**Section 3. Effectivity.** This Executive Order shall take effect immediately upon its approval.

Done this \_\_\_\_\_ Solsona, Ilocos Norte.

SGD  
**JOSEPH E. DE LARA**  
Municipal Mayor