



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SOLSONA
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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 064

Series of 2019

REORGANIZATION OF THE INFORMATION SYSTEMS MANAGEMENT OFFICE (ISMO) FOR THE LINKING UP LGU OPERATIONS IN THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE

WHEREAS, the Municipality of SOLSONA, ILOCOS NORTE is one of the co-proponent agencies of the approved grant agreement on Revenue Generation and Land Administration Reforms (REGALA) Project;

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 Local Officials and Employees as a result of the Local and National Elections last May 13, 2019;

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. 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:

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| 1. ISMO Chief | - ENGR. EMILY G. BARAOIDAN
Municipal Assessor |
| 2. Network/System Administrator/
Quality/Documents manager | - MRS. CATHERINE B. BUMANGLAG
PPW II

- MR. LESTER JOHN D. MIGUEL, Assessor’s Office |
| 3. Database Administrator | - MRS. MINETTE JOY D. VICENTE
Assistant Registration Officer, MCR Office
- MR. JUMAR M. MARTIN, Assessment Clerk II
Municipal Assessor’s Office |
| 4. Network, Hardware/
Software Technician | - MR. RONALD G. ALONZO, RCC I
Municipal Treasurer’s Office
- MR. CHRISTIAN LEE CORPUZ, Admin. Aide IV
Municipal Treasurer’s Office |
| 5. Office Coordinator | - ENGR. ROSELDA P. FAHIGAL, Engineer I/
Acting Municipal Engineer |

Section 2. Functions of Individual ISMO Personnel.

A. ISMO Chief

1. Ensure the effective and efficient implementation of all organizational accountabilities of the ISMO;

2. Ensure that ISMO personnel have adequate qualifications (physical and psychological wellness) and expertise, know-how and skills on present and new technologies;
3. Supervise and manage the ISMO personnel in compliance with individual accountabilities;
4. Ensure that the concerned LGU personnel have the capacity to access and operate ICT facility of their respective offices and that concerned offices have minimal dependency on the ISMO; and
5. Ensure that ISMO services are available during office hours and on-demand and that the ICT facility function and operate at a minimal downtime the year around.

B. Network/System Administrator

1. Provide technical assistance and inputs to network and systems administration concerns/requirements and in the development and improvement of network and systems policies and protocols;
2. Implement systems and network policies and protocols;
3. Perform and conduct periodic research, review and assessment of industry standards and best practices in network and systems protocol and practices;
4. Prepare and update documentations on System/Data access rights and passwords; and
5. Ensure network and systems operation under secure environment and facilitate the conduct of periodic disaster recovery simulation with stakeholders.

C. Database Administrator

1. Provide technical assistance and inputs to database concerns/requirements and in the development and improvement of database administration and management policies and protocols;
2. Implement database administration protocols;
3. Prepare and update documentations on Data access rights and passwords and Back-up and Archive of computer data and information; and
4. Ensure data access and distribution under secure environment and participate in the conduct of periodic disaster recovery simulation with stakeholders.

D. Network, Hardware/Software Technician

1. Provide technical assistance and inputs to related network hardware and software concerns/requirements and in the development and

improvement of network, hardware and software management and maintenance policies and procedures;

2. Implement network, hardware and software policies at the user level: (i) make available network, hardware and software services and (ii) monitor and evaluate network, hardware and software use;
3. Periodic maintenance of network, hardware and software;
4. Provide technical assistance in network, hardware and software inspections for procurement purposes; and
5. Assist in maintaining on updated network, hardware and software inventory.

E. Quality/Document Manager

1. Provide technical assistance and inputs to quality assurance and documentation concerns and development and improvement of related policies and control measures;
2. Implement, monitor and evaluate quality assurance policies and control measures and conduct related training; and
3. Ensure the preparation and updating of SIMO communications, Structured Cabling and Network Design Diagram, ICT Inventory and System/Data access rights and passwords and archive of computer data and information from Database Administrator and other related offices.

F. Office Coordinator

1. Coordinate with all offices in the LGU in relation to IT activities, programs, funding and other related functions of the office.

Section 3. Funding. Funding requirements for the expenses to be incurred in the furtherance of its function shall come from the General Fund of the different offices of the LGU of Solsona, Ilocos Norte.

Section 4. 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 5. Effectivity. This Executive Order shall take effect immediately upon its approval.

Done this _____ Solsona, Ilocos Norte.

SGD
JOSEPH E. DE LARA
Municipal Mayor

