



Republic of the Philippines
Province of Ilocos Norte
MUNICIPAL GOVERNMENT OF SOLSONA
Tel. No. 077-600-5517
Email: mayor.solsona@gmail.com

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 082 Series of 2020

AMENDING SECTION 1 OF EXECUTIVE ORDER NO. 061 SERIES OF 2020, 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:

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|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. ISMO Chief | - Mx. ALFONSO JEZIEL M. DE LOS REYES
Private Secretary II |
| 2. Network/System Administrator | - Mx. RONALD G. ALONZO
Revenue Collection Clerk II

- Mx. CHRISTIAN LEE CORPUZ
Revenue Collection Clerk II |
| 3. Quality/Documents Manager | - Mx. RON CHESTER CORPUZ
Office Clerk |
| 4. Database Administrator | - Mx. JUMAR M. MARTIN
Local Assessment Operations Officer I

- Mx. TRECelyn EUNICE F. PINACATE
Licensing Officer III

- ENGR. EMILY G. BARAOIDAN
Municipal Assessor

- Mx. CHRISTINA E. DELOS SANTOS
Municipal Treasurer

- Mx. CHARYMELLE O. FORONDA
Municipal Budget Officer

- Mx. JOHN REY C. LOYOLA
LDRRMO III |
| 5. Network, Hardware/Software Technician | - Mx. JUBAL JOSHUA VILLA
Office Clerk

- Mx. JONLEI KEAN PIDO
Office Clerk |
| 6. Office Coordinator | - Mx. TRECelyn EUNICE F. PINACATE
Licensing Officer III |

Section 2. Repealing Clause. Executive Order No. 061 Series of 2020 is hereby repealed.

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