



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER No. 04

Series of 2022

INFORMATION TECHNOLOGY POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN

WHEREAS, Public Office is a Public Trust. It is a settled principle of law that municipal corporations are agencies of the State for the promotion and maintenance of local self-government and as such are endowed with the police powers in order to effectively accomplish and carry out the declared objects of its creation;

WHEREAS, a Local Government Unit is a political subdivision of the State which is constituted by law and possessed of substantial control over its own affairs to develop not only at its own pace and discretion but also with its own resources and assets. With its broadened powers and increased responsibilities, a local government unit must now operate on a much larger scale including more extensive operations which entail more expenses;

WHEREAS, Article One, Section 444 (b) (1) (x) of Republic Act (RA) 7160, otherwise known as the Local Government Code of 1991 directs executive officials and employees of the municipality to faithfully discharge their duties and functions as provided by law;

WHEREAS, Municipal Ordinance (MO) No. 9, Series of 2017, recognizes the importance of information and communications technology as a mechanism for more responsive local governance and ultimately mandates the creation of the Information and Communications Technology Office (ICTO) and prescribes its powers, duties and functions;

WHEREAS, Section 4 of MO 9 mandates as one of the functions of the ICTO to develop and implement ICT standards and policies;

WHEREAS, there is a need to mainstream, institutionalize and communicate IT policies and procedures in the overall process of local governance to achieve effectiveness and efficiency in public service delivery and clarify expectations among the various stakeholders;

NOW, THEREFORE, I, DR. CEZAR T. QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby mandate the institutionalization of the **INFORMATION TECHNOLOGY POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN**:

SECTION I. SCOPE AND PURPOSE. This policy shall be applicable to the Local Government Unit of Bayambang (LGU-Bayambang). Whenever applicable, it shall also apply to other entities that do business with the LGU-Bayambang where official LGU data shall be accessed, processed, and/or stored.

"Baleg ko, Pawilen ko, Aroen ko, tan Tabangan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS

April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M

April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR

Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100

SECTION II. INFORMATION SYSTEMS COMMITTEE. A committee in the Municipal Government of Bayambang to be known as the “Information Systems Committee” (ISC) is hereby reorganized.

- A. Composition. The ISC shall be composed of the Chairperson, a Vice-Chairperson and six (6) Members.

The following are hereby designated as members of the ISC:

CHAIRPERSON	: Municipal Administrator
VICE-CHAIRPERSON	: Head, Information and Communications Technology Office (ICTO)
MEMBERS	: Head, Municipal Planning and Development Office (MPDO) Head, Municipal Budget Office (MBO) Head, Human Resource Management Office (HRMO) Head, Internal Audit Unit (IAU) Head, Municipal Disaster Risk Reduction Management Office (MDRRMO) Data Protection Officer (DPO) President, Bayambang Employees’ Association (BEA)

- B. Functions. The ISC is mandated to:

1. Ensure holistic review of any proposed ICT policy, procedure, standard, program, project, or activity, including the LGU Information System Strategic Plan, prior to its endorsement/recommendation to the Mayor, considering factors such as risks, organizational context, cost-effectiveness, and sustainability, among others;
2. Formulate its own internal rules to carry out its mandate effectively and efficiently; and
3. Exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

- C. Secretariat. The ICTO shall serve as the secretariat of the ISC.

SECTION III. GENERAL PRINCIPLES. Decisions concerning ICT shall be guided by the following principles.

- A. Development-oriented and Needs-based. Acquisition and provision of LGU-provisioned ICT assets shall be based on need, as defined by the mandate of the requesting individual or office and alignment with program, project or activities with local development goals, and subject to written approval (hard copy or through online) of the Municipal Mayor.

- B. Local Development First. The LGU shall acquire information and communication technologies primarily and initially from local sources with the goal of developing local talents and resources.
- C. Strategic Approach. The LGU shall have strategic approach to ICT implementation. In addition to being development-oriented and needs-based, implementation of ICT projects, including acquisition of assets, shall consider existing ICT programs, projects, activities, and assets and the readiness of concerned offices in relation to implementation to ensure strategic goals are achieved.

Relative to this, the LGU shall develop and maintain its Information System and Strategic Plan (ISSP) as a guiding document for acquisition and implementation of ICT assets, systems, and activities.

- D. Disaster Resilient. The LGU shall implement means to ensure resiliency, to include, among others: 1. Mainstreaming of disaster resiliency in planning, budgeting, and operations; and 2. Crafting and implementation of a public service continuity plan.
- E. Official Assets for Official Work Only. All ICT assets, whether hardware, software, network, or data, among others, shall be used exclusively for official work functions. In the same manner, work-related data and communications must be accessed, processed, stored in, and transmitted using official communication channels and authorized computing devices.
- F. Ensure Organizational Learning. The LGU shall endeavor to strengthen the capacity of its own personnel to develop systems and technologies. This includes, among others, financial assistance to paid training courses, allowing LGU personnel to attend online trainings on official working hours (subject to proper pre-training coordination), and assignment of software development projects for LGU software requirements, among others.

Support to personnel shall be implemented subject to existing financial, civil service and other relevant laws, rules and regulations.

- G. Shared Responsibility. For the ICT to fully support the LGU in its development initiatives, all offices must invest time in determining their ICT requirements through 1) timely review of their strategic goals; and 2) consultation with the ICTO for appropriate ICT support.

The ICTO shall take the lead in the crafting and implementation of the ISSP while all other LGU departments and units are enjoined to participate in planning and monitoring sessions and actively collaborate for timely implementation of the activities identified therein.

Shared responsibility shall refer to recognition that all LGU personnel must adhere to legal requirements and procedures relative to ICT acquisition and procurement.

SECTION IV. MAINSTREAMING ICT. All processes and requests related thereto shall be conceptualized from an online, paperless perspective. Consideration for hard copy of documents shall be limited to compliance with legal and audit requirements. All process improvement exercises, including the implementation of the LGU Quality Management System, shall be done with reengineering for online, as far as practical and cost-effective as possible.

SECTION V. ICT ACQUISITION.

- A. Complete Planning. Acquisition of any ICT asset or implementation of any ICT project or activity shall be done after review of the ISC and approval of the Mayor. ICT projects proposed or requested after approval of the ISSP shall undergo similar review and approval process, including the updating of the ISSP as necessary.

Subject to the implementing guideline and procedure to be issued by the ICTO, factors to be considered for evaluation include responsiveness to requirements, inter-operability with existing ICT infrastructure, implementation requirements, total cost of ownership, compliance with legal and regulatory requirements, post-purchase requirements, security, reliability, and disaster resiliency, among others.

- B. Process Ownership. Offices or units requesting development or acquisition of information systems that shall be used by other offices shall be the “process owner” and be responsible for the implementation of the process, including the use of the system. Hence, process owners shall be responsible for organizing technical orientation as they are the ones who can justify the details of system.
- C. Compliance with National Issuances. All proposed ICT assets or projects shall be compliant with national policies and other issuances, including, but not limited to, the Department of Information and Communication Technology (DICT) Circular (DC) 2017-002, otherwise known as the Philippine Government’s Cloud-First Policy, as amended by DC No. 10, s. 2020; National Privacy Commission (NPC) Circular 16-01, with subject “Security of Personal Data in Government Agencies.”
- D. Upholding Public Interest. All LGU offices and committees involved in acquisition of ICT assets shall endeavor to protect the interest of the public and the LGU from liabilities or unnecessary lock-in. This includes, but is not limited to, intellectual property, licenses, and maintenance agreements.
- E. Ensuring Benefits. The ISC, through the ICTO, shall regularly assess the outcome of implementation of ICT systems vis-à-vis intended benefits or impact articulated during the planning for acquisition or implementation. As such, the proposal shall clearly articulate the intended outcome and desired change (e.g., from what to what by when).
- F. Detailed Systems Planning. Requests for in-house development of information systems shall be done via submission of a request form to be prescribed by the ICTO. Subsequent steps shall be documented in the procedure for In-house System Development. The request shall be subject to review per Item A of this Section.

SECTION VI. ICT IMPLEMENTATION AND MAINTENANCE.

- A. End-user Responsibilities.

1. Users of LGU-acquired systems or network services shall use them within their allowed use, as indicated in their license or other applicable references, and for official use only.
2. End-users are responsible for protecting data stored in their individual computers or devices.

3. End-users are not allowed to install software to LGU-owned devices on their own. Additional software or access to default provided software or network services may be requested to ICTO for approval.
4. End-users are reminded to exercise common sense in downloading or accessing of any data shared or transmitted to them.
5. End-users shall exert reasonable diligence in taking care of the device/s assigned to their custody. In case of loss, they shall notify GSO immediately for proper documentation, and the ICTO for assessment of impact of data loss.

B. ICTO Responsibilities.

1. Only authorized ICTO may install applications or software or make configuration changes to LGU-issued devices.
2. The ICTO shall conduct semestral preventive maintenance for all LGU-issued computing devices.

C. System Development. The ICTO shall endeavor to respond to the changing requirements of clients for in-house developed systems through agile project development approach. However, all requests for new or change in features shall be subject to agreement of ICTO to specifications and timelines in consideration of overall impact to other components of the system.

D. Feature Requests for In-house Developed Systems. The ICTO shall provide support to software developed in-house. End-users shall use the System Development Request Form and follow the procedure for In-house System Development.

E. Feature Requests for Acquired Systems the ICTO shall provide liaison role for systems that have been acquired through ICTO-driven acquisition. However, end-users of systems either donated or acquired by the end-user themselves are expected to coordinate with the provider of the system directly in the interest of time.

F. Request for Repair. The ICTO shall provide repair assistance for LGU-issued devices outside of warranty but contact the supplier for repair that fall within the coverage of device's warranty. Requests for repair shall be communicated via online request system unless access to said system is not feasible. Upon return of network access, the request shall be logged into the system for proper documentation.

G. Request for Installation of Printers and other Auxiliary Devices. End-users may request ICTO for installation of printers, scanners and other auxiliary devices through the online request form.

H. Audio-Visual Equipment Operation. Requests for assistance in operation of audio-visual equipment shall be done through the online request system at least one (1) full working day prior to the event. For unforeseen events, the request shall be done via phone call with the Head, ICTO or the Deputy Head, ICTO. In such cases, service ability of the ICTO shall be expected to be less than optimal.

SECTION VII. ICT DISPOSAL. All ICT assets proposed for disposal shall follow usual procedure for disposal of government assets upon ICTO clearance for erasure of LGU data.

SECTION VIII. MONITORING, EVALUATION, AND IMPROVEMENT.

- A. Client Satisfaction. The ICTO shall endeavor to satisfy requirements of its clients as documented in their requests. The ICTO shall also request client satisfaction feedback for every completed request.
- B. Benefits Assessment. As provided in Section _ (ICT Acquisition), the ISC shall conduct regular assessment of implemented systems in terms of their actual outcomes vis-à-vis intended benefits and submit recommendations to address sub-par performance.
- C. Process Improvement. The ICTO shall endeavor to improve its level of service in terms of efficiency, quality, and overall client satisfaction, as derived from feedback from quality and performance management systems.

SECTION IX. IT TECHNICAL WORKING GROUP. To assist the ICTO in implementation of ICT policies and systems, there shall be an IT Technical Working Group (IT-TWG) which shall be composed of designated personnel from each department and unit. The IT-TWG shall be presided by the Head, ICTO and shall hold regular meetings for cascading of new policies, feedback on ICT policies, and sharing of lessons learned and best practices.

SECTION X. INFORMATION SECURITY AND DISASTER RESILIENCY.

- A. Confidentiality, Integrity, and Availability. All LGU personnel are reminded to exercise due diligence in ensuring the confidentiality, integrity, and availability of LGU data and systems.

The ICTO shall implement measures to increase the awareness and appreciation of all LGU personnel in securing LGU data and systems.

- B. Ensuring Service Continuity. The LGU, through the MDRRM Committee and in collaboration with the ISC, shall craft and implement the LGU Information Security and Disaster Resiliency Plan (ISDRP). The ISDRP shall cover means and measures to mainstream information security in the conduct of regular LGU operations and promote public service continuity capabilities.

SECTION XI. HUMAN RESOURCE. The Local Government Unit of Bayambang shall pursue the competency-based recruitment, selection, and placement and training of ICTO personnel while ensuring compliance with relevant CSC guidelines and procedures.

The Head, ICTO shall determine and submit the competency requirements for the different functions and positions of ICTO to the HRMO for appropriate and timely processing.

SECTION XII. DATA PRIVACY AND DATA SHARING. The LGU-Bayambang shall ensure faithful compliance with the provisions of RA 10173 or the “Data Privacy Act of 2012”, its Implementing Rules and Regulations, and relevant issuances of the NPC on ensuring protection of the rights of data subjects while achieving efficiency through inter-operability of its systems and data.

SECTION XIII. IMPLEMENTING PROCEDURES. The Head, ICTO is hereby directed to craft the necessary rules and procedures to implement the provisions of the Executive Order. The Head, ICTO shall also review the rules and procedures on a regular basis and update it as necessary in consideration of the LGU’s work context, national policies, new technologies and risks, among others.

SECTION XIV. SANCTIONS. Any LGU employee found and proven not complying with any provision of this Executive Order shall be meted with corresponding disciplinary and/or legal action, as provided in relevant laws, rules, and regulations.


SECTION XV. SEPARABILITY CLAUSE. If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION XVI. REPEALING CLAUSE. All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

SECTION XVII. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately and will continue until amended or revoked.

Let copies of this Order be furnished to all Offices and Departments for their information and guidance.

DONE in the Municipality of Bayambang, Pangasinan, Philippines, this 3rd day of February, 2022.


DR. CEZAR T. QUIAMBAO
Municipal Mayor
