

2018 for Cities and Municipalities



<p>LGU Name _____</p> <p>Province _____</p> <p>Region _____</p> <p>LEVEL</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div>City</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div>Municipality</div> </div> <p>CLASS</p> <div style="display: flex; justify-content: space-around;"> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div> <div>1st</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div> <div>2nd</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div> <div>3rd</div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div>4th</div> </div> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div> <div>5th</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div> <div>6th</div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div>Special</div> </div> </div> <p>Other: _____</p> <p>Number of Barangays: _____</p> <p>LGU Website: _____</p>	<p style="text-align: center;">TOTAL NUMBER OF REGISTERED BUSINESSES (As of 31 January 2018)</p> <p>NEW</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Corporation</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Cooperative</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Partnership</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Single Proprietorship</div> </div> <p>Subtotal _____</p> <p>RENEWED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Corporation</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Cooperative</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Partnership</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div>Single Proprietorship</div> </div> <p>Subtotal _____</p> <p>Total (new and renewed): _____</p>
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Full Name :

Term of office :

☐ 1st Term

☐ 2nd Term

☐ 3rd Term

- Upload copy in the online survey: <http://ereadiness.southeastasia.cloudapp.azure.com>
- Email to: bppls.surveyadmin@dict.gov.ph
- Mail to: **BPLS Team, Systems and Infrastructure Development Service
Department of Information and Communications Technology
DICT Bldg., C.P. Garcia Avenue, Diliman, Quezon City**
- Effectivity date of LRC:

Name		Email Address	
Designation		Contact Number	

PART II.A HUMAN RESOURCE CAPACITY

1. Total number of employees at your LGU:

Sex	Regular	Casual/Contractual /Job Order	Co-Terminus	TOTAL
Male employees				
Female employees				

2. Number of employees per Office:

Number	Office
	a. Information and Communications Technology (ICT) or Management Information System (MIS) Office
	b. Business Permits and Licensing Office (BPLO)
	c. Treasury Office
	d. Office of the Building Official (OBO)
	e. Sanitary/ Health Office
	f. Planning and Development Office
	g. Zoning Office
	h. Engineering Office

3. Number of personnel performing the following designated roles and their employment status:

Designation	NUMBER OF PERSONNEL			
	Regular	Casual/Contractual /Job Order	Co-terminus	Temporary
a. Information Systems Planner				
b. Information Technology Officer				
c. Database Manager and Administrator				
d. Systems Analyst / Designer				
e. Computer Programmer				
f. Network Administrator				
g. ICT Hardware Technician				
h. Webmaster				
i. Web Designer				
j. Computer Encoder				
k. Computer Operator				
l. Other ICT Position				

4. Number of trained personnel:

Course	Number of Personnel	Sub-topic of the Training/Course
a. Information System Planning (ISP)		
b. IT Management		
c. System Analysis and Design (SAD)		
d. ICT Security		
e. Networking		
f. Computer Programming	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<div><input type="checkbox"/> .Net</div> <div><input type="checkbox"/> Visual Basic</div> <div><input type="checkbox"/> Java (SE, EE)</div> <div><input type="checkbox"/> PHP</div> <div><input type="checkbox"/> HTML</div> <div><input type="checkbox"/> Perl</div> <div><input type="checkbox"/> Node JS</div> <div><input type="checkbox"/> Python</div> <div><input type="checkbox"/> Scala</div> <div><input type="checkbox"/> R</div> <div><input type="checkbox"/> Go</div> <div><input type="checkbox"/> Other: _____</div>
g. Database Administration	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<div><input type="checkbox"/> MS SQL</div> <div><input type="checkbox"/> Oracle</div> <div><input type="checkbox"/> MS Access</div> <div><input type="checkbox"/> MySQL</div> <div><input type="checkbox"/> Postgre</div> <div><input type="checkbox"/> No SQL: _____</div> <div><input type="checkbox"/> Other: _____</div>

PART II.B HUMAN RESOURCE CONTACT PERSON

Name		Email Address	
Designation		Contact Number	

PART III.A INFORMATION AND COMMUNICATIONS TECHNOLOGY ENVIRONMENT

1. HARDWARE

1.a Computing Devices. Please specify the number of **working/operational** units.

COMPUTING DEVICE	Number of Units
a. Desktop computer	
b. Laptop / Notebook / Netbook	
c. Servers:	
<i>Application server</i>	
<i>Web server</i>	
<i>Database server</i>	
<i>File server</i>	
<i>Mail server</i>	
d. Tablets	
e. Smart Phone (Official unit)	

1.b Hardware Peripherals. Please specify the number of **working/operational** units.

HARDWARE PERIPHERALS	Number of Units
a. Multi-function printer (print, scan, copy, fax)	
b. Printer	
c. Document Scanner	
d. Uninterruptible Power Supply (UPS)	
e. Generator Set	
f. Fingerprint Scanner (Biometric)	
g. Access Card Scanner	

1.c Number of Servers by Capacity and by Location

Please indicate the total number of hard disk drive/s (HDD), solid state drive/s (SSD), or serial attached SCSI (SAS) per capacity; that is/are located within your locality (In-House) or in a co-location facility (Co-Located).

CAPACITY OF STORAGE (e.g. 4TB and above, 2TB to 4TB, 2TB below)	No. of Units by LOCATION	
	IN-HOUSE	CO-LOCATED

2. SOFTWARE

Please check (✓) which of the following Operating Systems is/are installed in your workstations and servers.

2.a Operating System for Workstations (desktop and laptops)

<input type="checkbox"/> Older than Windows XP	<input type="checkbox"/> Windows 8 or 8.1	<input type="checkbox"/> Linux
<input type="checkbox"/> Windows XP	<input type="checkbox"/> Windows 10	<input type="checkbox"/> Mac OS (classic 1984-2001)
<input type="checkbox"/> Windows Vista	<input type="checkbox"/> Solaris	<input type="checkbox"/> Mac OS 2016
<input type="checkbox"/> Windows 7	<input type="checkbox"/> HP-UX	<input type="checkbox"/> Mac OS X
<input type="checkbox"/> Ubuntu		

2.b Operating System for Servers

<input type="checkbox"/> Windows 2000	<input type="checkbox"/> Solaris	<input type="checkbox"/> Mac OS X Server
<input type="checkbox"/> Windows Server 2003	<input type="checkbox"/> OpenSolaris	<input type="checkbox"/> Centos
<input type="checkbox"/> Windows Server2008	<input type="checkbox"/> HP-UX	<input type="checkbox"/> OS/2
<input type="checkbox"/> Windows Server 2012	<input type="checkbox"/> Linux	<input type="checkbox"/> IBM/ AIX
<input type="checkbox"/> Windows Server 2016	<input type="checkbox"/> FreeBSD	<input type="checkbox"/> Ubuntu
<input type="checkbox"/> Novell Netware	<input type="checkbox"/> OpenBSD	

2.c Please check (✓) which systems are already COMPUTERIZED and OPERATIONAL in your office

FRONTLINE SERVICES:

Name of System	On-Premise	Online	Electronic Payment	If online, please specify the URL
1. Barangay Micro Business Enterprises Registration System (BMBERS)				
2. Barangay Clearance System				
3. Building Construction Permitting System				
4. Treasury System				
5. Real Property Tax (RPT) System				
6. Civil Registry System				
7. Business Permits and Licensing System (BPLS)				

If yes (for question no.7 only), please check the available modules:

<input type="checkbox"/> Application
<input type="checkbox"/> Assessment
<input type="checkbox"/> Payment
<input type="checkbox"/> Endorsement
<input type="checkbox"/> Permit Issuance

If BPLS is outsourced, please specify the name of the provider: _____

Others, please specify:

8. _____

9. _____

10. _____

On-premise – services available within the locality/on the premises of the LGU only

Online – services available from the internet

URL – means universal resource locator; it is the reference or address to access the service in the internet
(e.g. www.service.gov.ph)

ADMINISTRATIVE SYSTEMS:

- ☐ Community-Based Monitoring System (CBMS)
- ☐ Human Resource Management Information System (HRMIS)
- ☐ Local Government Performance Measurement System (LGPMIS)
- ☐ Payroll System
- ☐ Personnel Information System
- ☐ Procurement System
- ☐ Project Monitoring System
- ☐ Records Management System
- ☐ Document Tracking System
- ☐ Sanggunian Information System

Others, please specify:

3. NETWORK

3.a Which of the following network resources does your LGU have?

- ☐ Intranet
 - ☐ Local Area Network (LAN)
 - ☐ Wide Area Network (WAN)
 - ☐ Virtual Private Network (VPN)
- ☐ Internet Connection

If available, please indicate your model/s of access to the internet:

 - ☐ Leased line
 - ☐ Digital Subscriber Line (DSL)
 - ☐ Mobile Data
 - ☐ Integrated Services Digital Network (ISDN)
 - ☐ Satellite
- ☐ Internet Service Provider (ISP)

Provider : _____

Bandwidth (Please specify the unit: e.g. kbps, mbps, gbps) _____

Provider : _____

Bandwidth (Please specify the unit: e.g. kbps, mbps, gbps) _____

Number of employees with access to the internet : _____

Number of employees with official e-mail address : _____

3.b Security, Disaster Recovery, and Back-up

a. Does your LGU have a protection scheme for your ICT resources?

- ☐ Yes
- ☐ No

b. If yes, what is/are the security resource/s being used by your office? *(Check all that applies.)*

- ☐ Security Policy / Guideline
- ☐ Disaster Recovery Plan
- ☐ Digital Signatures
- ☐ Encryption
- ☐ Back-up power unit (e.g. UPS, Generator)
- ☐ Hardware firewall
- ☐ Software firewall
- ☐ Subscription to a security service (e.g. anti-virus software, intrusion detection system)
- ☐ E-mail authentication software
- ☐ Off-site back-up
- ☐ Secured servers
- ☐ Storage back-up media in localities other than the operating environment

c. Does your LGU have an Information Systems Strategic Plan (ISSP) or ICT Plan?

☐
☐

Yes. Please indicate the date your ISSP/ICT plan was approved _____

No

4. CLOUD COMPUTING

4.a Cloud services provider

Name of provider: _____

Services (e.g. App Engine, App Service, AWS EC2):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Name of provider: _____

Services (e.g. App Engine, App Service, AWS EC2):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

4.b LGU Website Hosting Sites

Please specify the hosting sites the LGU website uses if applicable (e.g. Xoom, GoDaddy):

1. _____
2. _____

PART III.B ICT CONTACT PERSON

Name		Email Address	
Designation		Contact Number	

NOTED BY:

Mayor	
Signature	

VALIDATED BY:

Name of DILG Focal	
Signature	
Date	
Name of DICT Focal	
Signature	
Date	