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Republic of the Philippines
Province of Bukidnon
MUNICIPALITY OF MANOLO FORTICH
OFFICE OF THE SANGGUNIANG BAYAN
E-mail: sb@manoloortich.gov.ph

Bukidnon Environment & Natural Resources Office

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DATE: _____ TIME: _____

EXCERPT FROM THE MINUTES OF THE 42nd REGULAR SESSION OF THE 19th SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD AT SANGGUNIANG BAYAN SESSION HALL ON OCTOBER 21, 2021

DATE: PRESENT

HON. MIGUEL D. DEMATA

HON. JUANITO I. QUIÑO
HON. REYNALDO L. BAGAYAS, JR.
HON. RAUL S. MIÑOZA
HON. ELIEZER S. ONAHON
HON. WARLEO A. GOAYAN
HON. JOY L. CORDOVEZ
HON. CHRISTY L. SALABE
HON. ALBERTO B. TINOY
HON. ALEX D. PAYANGGA
HON. JOHN ANTHONY G. LEYSON

Presiding Officer
Municipal Vice Mayor
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
IP Mandatory Rep.
Temporary Majority Floor Leader
SK Federation Representative

ABSENT:

HON. NELSON S. BINAYAO

Liga ng mga Brgy. Representative
- Excuse

ORDINANCE NO. 2021-1544
(42nd Regular Session)

AN ORDINANCE CREATING THE MANAGEMENT INFORMATION SYSTEMS OFFICE, DEFINING ITS FUNCTIONS AND INITIALLY APPROPRIATING FUNDS FOR ITS PLANTILLA POSITIONS.

WHEREAS, the Municipality of Manolo Fortich is embarking on a departmental re-engineering of organization, functions and staffing. The re-engineering is envisioned to advance the capability of the LGU to support the next five (5) years in terms of operational productivity, administrative demand, legal compliance, technological upgrading and ultimately provide better public service;

WHEREAS, there is a need to create the MIS Office to facilitate the compliance of the Municipality of Manolo Fortich to the R.A. No. 8792 "E-commerce Law of 2000", RA 9485 "Anti-Red Tape Act of 2007", RA 10173 "Data Privacy Act of 2012" and the Republic Act No. 11032 "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", and their respective Implementing Rules and Regulations, Issuances;

WHEREAS, the creation of the MIS will require a new organizational composition and new staff with adequate qualification and skill set to cover major aspect of the ICT and performance of specific functions. The new MIS organization shall be approved as a whole, and shall have a complete roster of key roles to be performed. The positions and designations to be filled or vacant depending on the need and or available budget specified by the Mayor;

NOW THEREFORE

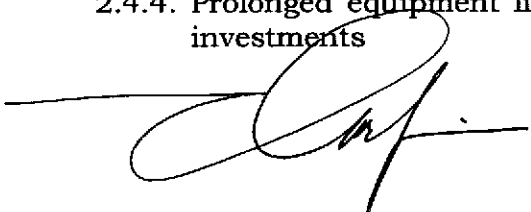
BE IT ORDAINED by the Sangguniang Bayan of Manolo Fortich, Bukidnon in session that;

SECTION 1. TITLE – This Ordinance shall be known as the AN ORDINANCE CREATING THE MANAGEMENT INFORMATION SYSTEMS OFFICE, DEFINING ITS FUNCTIONS AND INITIALLY APPROPRIATING FUNDS FOR ITS PLANTILLA POSITIONS.

This office shall be officially called the Management Information System Office (MISO) and act as an independent Department. The Head of the MIS is directly reporting and accountable to the Municipal Mayor. Its main role to provide technical support and or advisory to the specific office intending to procure or adopt an ICT for the said office operations. The type of advisory or technical input from MIS may cover but not limited to the interoperability, compatibility, data security, modernity of software technology being procured or adopted by the LGU offices. Likewise, the MIS is expected to provide services to offices in day-to-day operation, activities or events or projects with ICT component;

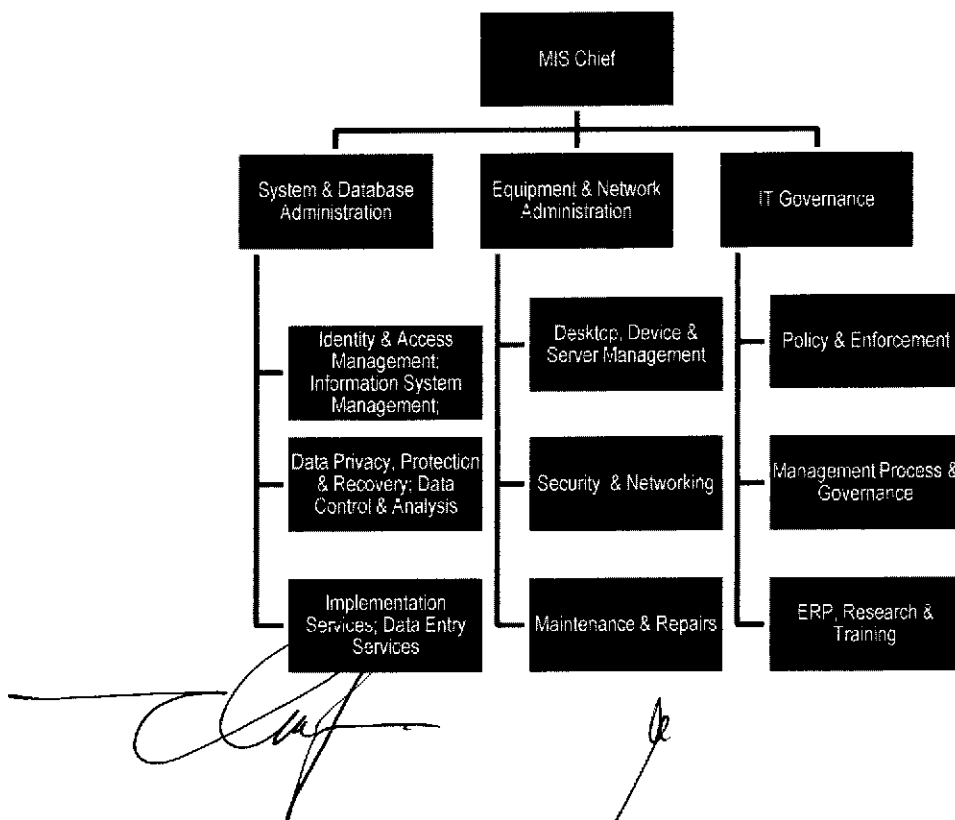
SECTION 2. DECLARED POLICIES – The Management Information System Office (MIS) adopts and declares the following main policies:

- 2.1. To comply with laws and its implementing rules and regulations, legal issuances and applicable industry generally accepted standards;
- 2.2. To develop and continuously improve ICT policies, systems and procedure, protocols, process improvement, documentations and other related standards;
- 2.3. To give unbiased inputs or services to LGU offices being the primary clients, to work in harmony with the client office personnel, and deliver the service requirement promptly on time;
- 2.4. To ensure and facilitate the following expected benefit of creating (or strengthening) of the MIS Office;
 - 2.4.1. Reliable and secure data access and retrieval
 - 2.4.2. Optimum protection of confidential and sensitive government and taxpayer information
 - 2.4.3. Consistent and responsive computing services for all offices
 - 2.4.4. Prolonged equipment life and service, therefore preventing unnecessary investments



- 2.4.5. Effective protection from computer virus, malware and similar destructive algorithms
 - 2.4.6. Improve operational and employee productivity
 - 2.4.7. Efficient and effective public service delivery through a reliable ICT support services.
- 2.5. To closely coordinate with the concern national agencies, developmental partners, non-government organizations, and other stakeholders in promoting the LGU missions, objectives, programs and projects.
- 2.6. To conduct regular planning, policy development, facilitate personnel development and technology transfer, technology monitoring and evaluation, security, (preventive) maintenance and technology documentation, for the MIS office and its client the LGU offices;
- 2.7. To cater primarily clients from the LGU offices (Department/Divisions/Sections/Unit). The MIS shall coordinate with other offices regarding any initiatives having Information and Communication Technology (ICT) component. The MIS shall provide services by giving technical inputs to the equipment specifications, general features, inter-operability and or compatibility with existing ICT technologies, sustainability and business continuity contingencies. Likewise, the MIS shall provide service to internal or outsourced initiatives or project having ICT component. Note that the process owner and authority still resides with the LGU offices (as End-User) in determining the specific application software functionalities, features, data sets, processing requirement or formula, document formats and or equipment output;

SECTION 3. ORGANIZATION AND STAFFING PATTERN – The MIS Office shall operate and headed by a Government Department Head to be assisted by an Assistant Department Head. It shall be composed of four (4) Sections detailed in the Organizational Structure with the corresponding Plantilla Items and Functions:



POSITION TITLE	Salary Grade	Quantity of Position Title
Municipal Government Department Head I	24	
Municipal Government Assistant Department Head I	22	1
Administrative Assistant II (Clerk IV)	8	1
Administrative Aide IV (Clerk II)	4	1
System & Database Administration		
Information Technology Officer I	19	1
Information System Analyst II	16	1
Computer Programmer I	11	1
Computer Operator IV	14	1
Administrative Aide VI (Data Entry Machine Operator I)	6	1
Equipment & Network		
Computer Maintenance Technologies III	17	1
Computer Operator IV	14	1
Administrative Aide VI (Data Entry Machine Operator I)	6	1
Information Technology Governance		
Information Technology Officer I	19	1
Computer Operator IV	14	1
Information System Researcher I	10	1
Administrative Assistant II (Data Controller II)	8	1
TOTAL		15

SECTION 4. FUNCTIONS – To effectively and efficiently carry out its duties and responsibilities as a service center for all other offices, the MIS shall have the following functions.

- 4.1. Research, formulation and coordinate with the different offices on the appropriate information and communications technology (ICT) initiatives in the development of the LGU (Short, Medium and or Long Term) Information Systems Strategic Plan (or Framework) (ISSP or ISSF) to form part of the LGU (Medium and or Long Term) Development Plan.
- 4.2. Formulate ICT policies and guidelines, implement and enforce, and conduct regular evaluation and continuous improvement. This shall include the Disaster Recovery Plan, MIS office duties and responsibilities, MIS personnel job description and other documentations.
- 4.3. Provide organizational services in the direction, (optimum) utilization and sustainability of the ICT facility of the LGU.




- 4.4. Provide technical support service in the management of departmental or organizational ICT projects or initiatives. Monitor and evaluate the implementation, give recommendations and other advisory to the department or organizational head.
- 4.5. Provide preventive maintenance, troubleshooting and repair services for all ICT hardware technology, installation and configuration of software technology, data build-up and database administration, ICT asset protection and security, and the reliability and accessibility of the ICT infrastructure in general.
- 4.6. Provide technical input in the ICT procurement, supplier/contractor agreement, assist and facilitate the compliance of all parties, with the primary consideration of protecting the LGU data and investment in general.
- 4.7. Ensure compliance to the ICT industry generally accepted standards and best practices, such as but not limited to, software engineering, software process improvement, systems and data integration, compatibility and interoperability and ICT asset management.
- 4.8. Formulate ICT related capability training for concern LGU personnel, supervise the supplier/contractor related trainings, and ensure the complete and well documented technology transfer activities of the LGU.
- 4.9. Implement the Data Privacy Policies of the LGU in relation to the Data Privacy Act of 2012.
- 4.10. Perform other duties that may be required by the Mayor.

SECTION 5. SECTIONS' FUNCTIONS – To ensure focused attention, checks and balance, quality control and better services, the MIS shall have the following sections.

5.1 System & Database Administration: Management of all software technology assets, all database and related information, including the following;

- 5.1.1 Identity and access management of individual or group (domain) users.
- 5.1.2 Commercial or customized information systems or application software, procured or in-house development.
- 5.1.3 Software installations, configurations, upgrade and patching, and implementation on and off premise.
- 5.1.4 Data protection and recovery.
- 5.1.5 Data processing, report generation and analysis.
- 5.1.6 Data privacy implementation.

5.2 Equipment & Network Administration: Management of all hardware (equipment) technology, including the following;

- 5.2.1 Desktop, device and server management, including preventive maintenance, troubleshooting and repair.
- 5.2.2 Infrastructure internal and external security and networking.

5.3. Information Technology Governance

5.4. Policy Development and Enforcement

5.5. ICT Management Process and Governance.

5.6. Enterprise Resource Planning, Research and Development, And Training.



SECTION 6. APPROPRIATION – The operating funds of the MIS Office shall be appropriated in Annual Executive Budget under the General Fund of the Municipality and other fund source subject to the approval of the Municipal Mayor and the Sangguniang Bayan. Fund is initially appropriated for Calendar Year 2022 for some of the proposed plantilla positions.

SECTION 7. PERSONNEL QUALIFICATION AND REGULATION. The positions and salaries of the staff of the MIS Office shall be subject to the usual existing accounting and auditing rules and regulations, the Civil Service Commission (CSC) Guidelines and Qualifications Standards (QS), and the approval of the Department of Budget and Management (DBM).

SECTION 8. EFFECTIVITY. This Ordinance shall take effect upon its approval.

This Ordinance was enacted on motion of Hon. Reynaldo L. Bagayas, Jr. and unanimously seconded by the members present.

ENACTED: October 21, 2021.

CERTIFIED CORRECT:



LYDIA O. LASTIMOSA
Secretary to the Sanggunian

CERTIFIED AND ATTESTED TO HAVE
BEEN ENACTED ON OCTOBER 21, 2021:



MIGUEL D. DEMATA
Presiding Officer
Municipal Vice Mayor

APPROVED:



CLIVE D. QUIÑO
Municipal Mayor