ANNEX A:

ICT ASSESSMENT FORM

AGENCY/DOH OFFICE/ FACILITY NAME:	DOH CHD SOCCSKSARGEN REGION
Respondent (IS Planner/CIO/MIS Head):	GARIZALDY B. EPISTOLA
Position / Designation:	COMPUTER MAINTENANCE TECHNOLOGIST III
Division/Section/Unit:	ICT UNIT
Respondent's Email Address:	garizaldy.epistola@ro12.doh.gov.ph
Contact Number/s:	09650924520

Objectives:
- *To identify the consolidated hardware, software, network and other ICT equipment and resources used to manage information by the DOH retained hospitals, TRCs and Sanitaria*
- *To update existing benchmark and standards; and*
- *To provide inputs to the eHealth Steering Committee in determining the ICT budget requirements of the agency.*

Fill-out Instructions:

1. ICT offices of the target coverage offices/facilities shall designate a focal person/team that is tasked to:
   a. Lead the facilitation in accomplishing of the form through coordination with relevant offices/departments within under their jurisdiction;
   b. Facilitate approval and signing of the form by the designated head of the facility/agency/office
   c. Coordinate with the DOH Central office for the confirmation of acceptance or rejection of the submitted form.
   d. Compliance and re-submission of the rejected forms (if necessary)
2. A **file naming convention** shall be adopted to prevent confusion in uploading the accomplished forms (hospital name_date of submission; ex. Lung Center of the Philippines_07022023)**.**
3. Visit the https://sites.google.com/doh.gov.ph/ictrequirements to click on the "Submit ICT form" and answer the indicated questions and attach the accomplished form.
4. Make sure you submit the accomplished form **ONLY ONCE.** For erroneous submissions, please contact the DOH-KMITS ISSP team through 8651-7800 local 1936 or 1937, you may email them at *issp@doh.gov.ph*

A. **TARGET IMPLEMENTATION AREAS (For Health facilities ONLY)**

#	Parameters	Response
1	Integrated to the Health Care Provider Network?	Yes/No
2	Province/City-Wide Health Systems of: (*Indicate if applicable*)	(*Indicate if applicable*)
3	Type of DOH Unit	CHD/MOH-BARMM/ Specialty Hospital/ DOH Retained Hospital /Sanitaria / Drug Abuse Treatment and Rehabilitation Center
4	Service Capability (For hospitals ONLY)	Level 1 / Level 2 / Level 3
5	National Health Facility Registry (NHFR) Code:	
6	Currently using an Electronic Medical Record System? If Yes, please indicate the system name and its provider	Yes/No _____
7	Philhealth Insurer:	Yes/No

B. **ORGANIZATIONAL STRUCTURE**

1.1 Proposed Staffing Plan

Nature of Appointment or Employment	Number	Wages	Total
I. Job Order/ Contract of Service	30	12,928,622.40	12,928,622.40
Grand Total	**30**		**12,928,622.40**

Proposed Staffing Breakdown

Position	# of Job Hire	Monthly Salary	Total salary in 1 year
ISA II	1	52,431.60	629,179.20
CMT II	2	48,337.20	1,160,092.80
CP II	2	48,337.20	1,160,092.80
ISA I	2	38,498.40	923,961.60
Admin Assistant V	1	35,640.00	427,680.00
CMT I	4	35,640.00	1,710,720.00
CP I	8	35,640.00	3,421,440.00
Data Encoder III	3	35,640.00	1,283,040.00
Admin Assistant III	1	27,998.40	335,980.80
Data Encoder II	6	26,061.60	1,876,435.20
		Total	**12,928,622.40**

1.2

Total Number of Employees for offices/health facilities covered in this ISSP [1]

#	Category	Total Number
1	Total Number of Regular Employees	1
2	Total Number of Contractual Employees	14
3	Total Number of Job Order Employees	0
	Total Number of Employees	15

C.   HARDWARE / OTHER ICT EQUIPMENT [2]

Fill-out Instruction:

- Please count all existing ICT equipment and peripherals owned or leased by your office that are functioning including those acquired through projects. In case of a multi-year contract for leased units, then just write the number of units under the appropriate year when the leased units were acquired. Do not include in succeeding years unless another batch was leased. **Reference year is last year**. Kindly replace "last year" and preceding years by the actual year number. For example, if last year is 2022, then write 2022 under the 1st column. For the last 2 years, write 2021 and for the last 3 years, write 2020.

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[1] Please include the total number of employees for primary care facilities using iClinicys for **CHDs/MOH-BARMM**

[2] Please include the total number of equipment for primary care facilities using iClinicys for **CHDs/MOH-BARMM**

1.1 **Number of Computing Devices and Peripherals by Type and by Year Acquired**

TYPES	Projected Requirements for 3 the next 3 years	<2022> Owned	<2022> Leased	<Last 2 Years> Owned	<Last 2 Years> Leased	<Last 3 Years> Owned	<Last 3 Years> Leased	More than 3 years
Mainframe (HIC)								1
Servers		1						5
Desktop PC						28		121
Laptop/Notebook/Net book PC				1		9		21
Mobile Phone (including smart phone)				2				
Tablet PC				2				
Multi-function printer (print, copy, etc.)						8		91
Printer only								63
LCD Projector								1
Digital Camera (Include DSLR, if any)		2						
Wide-format Printer or Plotter								
Small Scanner (ex. flatbed scanner)								6
Smart Card Reader								
Wide-format Scanner								
Video Conference Camera		2						1
Video Conference Headphone								
Conference Speaker per unit		8						
Projector		2						1
External Hard Drive								
Generator Set				1				
UPS for Workstation								
UPS for Servers		2		2				2
Kiosk Machine 65 inches		1						
Others, please specify (continue on a separate sheet if necessary)								

1.2 **Number of Computing Devices and Peripherals by Usage**

TYPES	Operations			General Administration and Support Services Support to Operations[3]	Projects (Not agency-funded)
	Employees	Training	Frontline Services[4]		
Servers	2	1			
Desktop PC	149				
Laptop / Notebook / Netbook PC	31				
Multi-function printer (print, copy, etc.)	91				
Printer only	68				

1.3 **Number of Servers by Capacity and by Location**

TOTAL CAPACITY OF HDD	LOCATION	
	IN-HOUSE	CO-LOCATED
Above 4 TB	0	
2 TB to 4 TB	1	
Below 2TB	0	

2. SOFTWARE, APPLICATION SYSTEMS, INFORMATION SYSTEMS AND DATABASES

2.1 **Operating Systems**

2.1.1 OS for Stand-alone PCs (desktops and laptops)

OPERATING SYSTEM	Lifetime License?[5]	If not, write below the year of expiration
Windows 7	No	
Windows 8	No	
Windows 10 and up	No	Majority all computers has no license, except for new computer bundled with ms office
Linux	Yes	
Mac OS	Yes	
macOS 11	N/A	
macOS 12 and up	N/A	
Others, please specify (continue on a separate sheet if necessary)	N/A	

2.1.2 OS for Workstations (desktops and laptops)

OPERATING SYSTEM	Lifetime License?	If not, write below the year of expiration
Windows 7	No	Majority all computers has no license, except for new computer bundled with ms office
Windows 8	No	Majority all computers has no license, except for new computer bundled with ms office

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[3] Those used in planning, coordination, internal training, monitoring and evaluation

[4] Those used by external clients

[5] Examples are Original Equipment Manufacturer license (software is already installed in the hardware) and Enterprise (perpetual) license, which do not require renewal and are for lifelong.

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Windows 10 and up	No	Majority all computers has no license, except for new computer bundled with ms office
Solaris	N/A	
Linux	N/A	
Mac OS	N/A	
macOS 11	N/A	
macOS 12 and up	N/A	
Others, please specify (continue on a separate sheet if necessary)		

2.1.3   Operating Systems for Servers

OPERATING SYSTEM	Lifetime License?	If not, write below the year of expiration
Windows 2000 or below	N/A	
Windows 2003	N/A	
Windows Server 2019	Yes	
Windows Server 2016	No	
Windows Server 2012	N/A	
Solaris	N/A	
OpenSolaris	N/A	
OS/2	N/A	
Linux	N/A	
Mac OS X Server	N/A	
Others, please specify (continue on a separate sheet if necessary)		

2.2 Office Automation Software

SOFTWARE / APPLICATION PACKAGE	Lifetime License?	If not, write below the year of expiration
Older than MS Office 2003	No	
MS Office 2019	Yes/No	
MS Office 2016	No	
MS Office 2013	No	
MS Office 2007	Yes/No	
MS Visio		
MS Project		
Open Project		
Open Office		
Others, please specify (continue on a separate sheet if necessary)		

2.3 Operational Non-Clinical Systems[6] (please refer to the examples below).

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Ownership[9]	Description[10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)[12]		
					Item Description[13]	ICT requirement: Machinery & Equipment or Infrastructure Outlay[14]	Classification of ICT requirements[15]	No. of Target Units	Item Description[16]	MOOE Classification[17]	No. of Target Units
Human Resource Information System	6	DOH-CHD XII	In-house	For Employee Data Management.	Desktop units	2	4	1	Internet subscription Expenses	1	1

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[6] Identify administrative, ancillary, and or support systems that are currently utilized/implemented by your office/agency/health facility

[7] Use (Indicate the purpose of the system and select from the choices) - **1** – Enterprise Resource Planning; **2** –Supply Chain Management; **3 -**Financial & Capital Asset Management ; **4** –Quality Management System; **5** – Others; please specify.

[8] Indicate office/agency implementing the system

[9] Indicate the type of ownership of the planned or operational information system: Outsourced/In-house

[10] Description: Define the purpose of the system

[11] Refer to appropriations for the purchase of ICT equipment that benefits of which extend beyond the fiscal year and which add to the assets of the government

[12] Refers to the expenditures to support the operations of the research project or program, such as, but not limited to supplies, services, maintenance, etc. .

[13] Identify the ICT equipment needs (ex. tablets, laptop units, desktop units, printer) **(Add more rows as necessary)**

[14] **1** - Machinery and equipment Outlay; **2** - Infrastructure Outlay

[15] **1** - ICT equipment; **2** - Comm. Eqpt.; **3** - Printing Eqpt.; **4** - ICT Software; **5** - Comm. Networks

[16] *Identify the type of required services for maintaining the target information system (select from the choices: Internet Subscription Expenses, ICT Software Subscription, Cloud Computing Services. (**Add more rows as necessary**)*

[17] 1- ICT Training; 2 - ICT Supplies; 3 - Semi-Expendable Machinery and Equipment Expenses; 4 - Communication Expenses; 5 - ICT Research, Exploration & Development Expenses; 6 - Professional Services; 7 - Other General ICT Services; 8 - Repairs & Maintenance - Infra Assets; 9 - Repairs & Maintenance - Machinery and Equipment; - Repairs and Maintenance - Leased Assets; 10 - Repairs and Maintenance - Semi-Expendable Machinery and Equipment; 11 - Rents-ICT Machinery and Eqpt.; Subscription Expenses; 12 - Other MOOE (PLEASE SPECIFY)

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Owner ship[9]	Descri ption [10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) [12]		
					Item Description [13]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[14]	Classifica tion of ICT requirem ents [15]	No. of Target Units	Item Descripti on [16]	MOOE Classifica tion[17]	No. of Target Units
Procurement System	8	DOH-CHD XII	In-house	For Efficie nt Procur ement.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Payroll System	8	DOH-CHD XII	In-house	For calcula tion and distrib ution of emplo yee salarie s	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Administrati ve Issuance	8	DOH-CHD XII	In-house	For request of region al person al order.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Supply Inventory	8	DOH-CHD XII	In-house	For trackin g Resour	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Ownership[9]	Description[10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)[12]		
					Item Description[13]	ICT requirement: Machinery & Equipment or Infrastructure Outlay[14]	Classification of ICT requirements[15]	No. of Target Units	Item Description[16]	MOOE Classification[17]	No. of Target Units
				ce Availability of types of supply.							
RLED	8	DOH-CHD XII	In-house	For Regulatory Compliance.	Desktop units	2	4	1	Internet subscription Expenses	1	1
Biometric	8	DOH-CHD XII	In-house	For employee identification, Time and Attendance Tracking.	Desktop units	2	4	1	Internet subscription Expenses	1	1
DTR	8	DOH-CHD XII	In-house	For employees attendance	Desktop units	2	4	1	Internet subscription Expenses	1	1

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Owner ship[9]	Descri ption [10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) [12]		
					Item Description [13]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[14]	Classifica tion of ICT requirem ents [15]	No. of Target Units	Item Descripti on [16]	MOOE Classifica tion[17]	No. of Target Units
				Monito ring							
Purchase Order	8	DOH-CHD XII	In-house	For purcha sing materi al from supplie rs.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Health Facility Map	8	DOH-CHD XII	In-house	For Locati on and Naviga tion	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Document Tracking	8	DOH-CHD XII	In-house	for monito ring the move ment, status.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Document Archiving System	8	DOH-CHD XII	In-house	for storing digital docum ents	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Owner ship[9]	Descri ption [10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)[12]		
					Item Description [13]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[14]	Classifica tion of ICT requirem ents [15]	No. of Target Units	Item Descripti on [16]	MOOE Classifica tion[17]	No. of Target Units
				and files							
Helpdesk Ticketing System	8	DOH-CHD XII	In-house	For custom er suppor t and interna l IT service manag ement	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Job Portal	8	DOH-CHD XII	In-house	For online job board or job search platfor m	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Telemed	8	DOH-CHD XII	In-house	For video confer encing with patient s	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Owner ship[9]	Descri ption [10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) [12]		
					Item Description [13]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[14]	Classifica tion of ICT requirem ents [15]	No. of Target Units	Item Descripti on [16]	MOOE Classifica tion[17]	No. of Target Units
Helpdesk Ticketing System	8	DOH-CHD XII	In-house	For custom er suppor t system s for interna l IT.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Employee Portal	8	DOH-CHD XII		For Emplo yee directo ry and Compa ny News and Annou nceme nts.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
PO systems	8	DOH-CHD XII		For Suppli er Manag ement and, Purcha	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[7]	System Owner[8]	Type of Owner ship[9]	Descri ption[10]	CAPITAL OUTLAY (CO)[11]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)[12]		
					Item Description[13]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[14]	Classifica tion of ICT requirem ents[15]	No. of Target Units	Item Descripti on[16]	MOOE Classifica tion[17]	No. of Target Units
				se Reques t.							
Transport Managemen t System	8	DOH-CHD XII		For Route Planni ng and Optimi zation	Desktop units	2	4	1	Internet subscripti on Expenses	1	1
Financial information Managemen t System	8		DOH-CHD XII	For efficie ntly collecti ng, proces sing, managi ng, and analyzi ng financi al data.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

2.4 Operational Clinical Systems[18] (please refer to the examples below).

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[19]	System Owner[20]	Type of Ownership[21]	Description[22]	CAPITAL OUTLAY (CO)[23]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)[24]		
					Item Description[25]	ICT requirement: Machinery & Equipment or Infrastructure Outlay[26]	Classification of ICT requirements[27]	No. of Target Units	Item Description[28]	MOOE Classification[29]	No. of Target Units
Pregnancy Tracking System	2	DOH CHD XII	In-house	Pregnancy Trackin	Desktop units	2	4	1	Internet subscripti	1	1

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[18] Identify clinical systems that are currently utilized/implemented by your office/agency/health facility

[19] Use (Indicate the purpose of the system and select from the choices) - **1**–Electronic Health/Medical Record System; **2** – Referral System Management; **3** – Telemedicine; **4** – Laboratory and Diagnostics; **5** – Electronic Prescription & Dispensing; **6** - Human Resource Information; **7** – PhilHealth Electronic Claims Processing and Provider Payment; **8** – Others; please specify. **5** – Others; please specify.

[20] Indicate office/agency implementing the system

[21] Indicate the type of ownership of the planned or operational information system: Outsourced/In-house

[22] Description: Define the purpose of the system

[23] Refer to appropriations for the purchase of ICT equipment that benefits of which extend beyond the fiscal year and which add to the assets of the government

[24] Refers to the expenditures to support the operations of the research project or program, such as, but not limited to supplies, services, maintenance, etc. .

[25] Identify the ICT equipment needs (ex. tablets, laptop units, desktop units, printer) **(Add more rows as necessary)**

[26] **1** - Machinery and equipment Outlay; **2** - Infrastructure Outlay

[27] **1** - ICT equipment; **2** - Comm. Eqpt.; **3** - Printing Eqpt.; **4** - ICT Software; **5** - Comm. Networks

[28] *Identify the type of required services for maintaining the target information system (select from the choices: Internet Subscription Expenses, ICT Software Subscription, Cloud Computing Services. (**Add more rows as necessary**)*

[29] 1- ICT Training; 2 - ICT Supplies; 3 - Semi-Expendable Machinery and Equipment Expenses; 4 - Communication Expenses; 5 - ICT Research, Exploration & Development Expenses; 6 - Professional Services; 7 - Other General ICT Services; 8 - Repairs & Maintenance - Infra Assets; 9 - Repairs & Maintenance - Machinery and Equipment; - Repairs and Maintenance - Leased Assets; 10 - Repairs and Maintenance - Semi-Expendable Machinery and Equipment; 11 - Rents-ICT Machinery and Eqpt.; Subscription Expenses; 12 - Other MOOE (PLEASE SPECIFY)

NAME OF SYSTEM (Please list down the name/s of your strategic system/s)	Use[19]	System Owner[20]	Type of Owner ship[21]	Descri ption [22]	CAPITAL OUTLAY (CO)[23]				MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) [24]		
					Item Description [25]	ICT requirement: Machinery & Equipment or Infrastructur e Outlay[26]	Classifica tion of ICT requirem ents [27]	No. of Target Units	Item Descripti on [28]	MOOE Classifica tion[29]	No. of Target Units
				g and referral system					on Expenses		
Referral system	8	DOH CHD XII	In-house	For patient referral.	Desktop units	2	4	1	Internet subscripti on Expenses	1	1

2.5 Databases (please include only existing databases)

NAME OF DATABASE	Own Intellectual Property, Y or N?	BRIEF DESCRIPTION AND KEY FIELDS[30]	DATABASE MANAGEME NT SOFTWARE [31] USED	MAINTEN ANCE COST	USE (Pls. write codes only; refer below)
hrdpayroll_db	Y	Data of salary, deduction and attendance of employees..	MySQL		4
dts_latest	Y	Data of document tracking.	MS SQL		4

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[30]Briefly describe the purpose or importance of the database

[31] Examples of DBMS are MS Excel, MS Access, MS SQL Server, MySQL Enterprise, MySQL Community, IBM's DB2, Oracle SQL, Sybase SQL, Informix, FoxPro, Navicat for Windows, Navicat for Linux

NAME OF DATABASE	Own Intellectual Property, Y or N?	BRIEF DESCRIPTION AND KEY FIELDS[30]	DATABASE MANAGEMENT SOFTWARE [31] USED	MAINTENANCE COST	USE (Pls. write codes only; refer below)
helpdesk_ticketing	Y	Data of customer support and chatbot.	postgresql		4
referral	Y	Data of patients referral.	MS SQL		6
procurement2_0	Y	Data of purchase and inventory procurement	MS SQL		4
primehris_db	Y	Data of employee data management.	MS SQL		10
jobportal_db	Y	Data of online job search.	MS SQL		9
doh12_telemed	Y	Data of meetings with patients.	MS SQL		6
accdbtime	Y	Data of employee biometric and DTR.	MS SQL		10
employee_portal_db	Y	Data of employee directory.	MS SQL		10
po_dbs	Y	Data of purchase order managements	MS SQL		2
transportdb	Y	Data of route planning and monitoring.	MS SQL		4
health_facility_map	Y	Data of Location and Navigation	MySQL		5

NAME OF DATABASE	Own Intellectual Property, Y or N?	BRIEF DESCRIPTION AND KEY FIELDS[30]	DATABASE MANAGEMENT SOFTWARE [31] USED	MAINTENANCE COST	USE (Pls. write codes only; refer below)
ais_dbo_present	Y	Data of all regional personnel order.	MS SQL		4
fmis_db	Y	Data of Financial Information	MS SQL		4

3. NETWORK

3.1 Does your agency/office/health facility have a Local Area Network (LAN)?	■ YES ☐ NO
3.2 Does your agency have an Intranet?	☐ YES ■ NO
3.3 If yes, does your agency have a Virtual Private Network (VPN)?	■ YES - Sophos ☐ NO
3.4 Does your agency have a Wide Area Network (WAN)?	☐ YES ■ NO
3.5 Does your agency have a Private Automatic Branch Exchange (PABX or PBX)?	■ YES ☐ NO
3.6 If yes, what is the PBX set up?	☐ Private ☐ Hosted ■ VoIP PBX or IP-PBX ☐ Hosted IP

3.7 Is your agency connected to the Internet?	■ YES ☐ NO
3.8 What is/are your agency's mode/s of access to the Internet? (Check all items that are applicable)	☐ Dial-up ■ DSL ☐ ISDN ■ Leased line ☐ Mobile phone ☐ Satellite ☐ WiFi ☐ Others, please specify: _____
3.9 Who is (are) your Internet Service Provider(s)? If more than one, please state who is the primary and who is the secondary provider?	DCTECH and PLDT
3.10 What is the combined internet bandwidth (voice and data)?	PLDT SIP TRUNK
3.11 How many employees have access to the Internet in the office?	ALL EMPLOYEES
3.12 Does your office/health facility have its own official email domain? (ex. @doh.gov.ph)	■ YES ☐ NO If YES, how many employees were issued with an account?__1_____
3.13 Does your office/health facility have its own website?	■ YES ☐ NO If YES, what is the URL of your agency's website?____https://ro12.doh.gov.ph_____

4. SECURITY, DISASTER RECOVERY & BACK-UP

4.1 Does your agency/office/health facility have a protection scheme for your ICT resources?

■ YES ☐ NO

4.2 If YES, what is/are the measure/s being used by your office? (Check all applicable)

☐ Security Policy / Guideline	☐ Disaster Recovery Plan
■ Back-up power unit (e.g. UPS, Generator)	■ Digital signatures
☐ Encryption	☐ Off-site back-up
■ Hardware firewall	■ Physically restricted access to critical ICT equipment
■ Software firewall	■ Secure servers
☐ Subscription to a security service (e.g. anti-virus software, intrusion alert)	■ Storage of back-up media in localities other than the operating environment
☐ Regular ICT security training of employees	☐ Others, please specify: CCTV Cameras (1st and 2nd floor) _____

5. DATA ARCHIVING

5.1 Does your agency/office/health facility have a data archiving system?　　■ YES☐ NO

5.2 If yes, what type of data archiving system does your agency/office/health facility use?

　　　　☐ Manual　　　☐ Electronic　　　■ Both/Combination

5.3 If electronic data archiving is being utilized, what is the mode?

　　　　■ Conventional　　　☐ Cloud

5.4 If conventional mode, what is the medium of storage of the archived data?

　　　☐ Optical disks (e.g. CD-Rom, DVD)　　　■ Hard Disk

　　　☐ Tape　　　　　　　　　　　　　　☐ External Hard Drive

　　　☐ Microfiche

　　　☐ Others, please specify _Data Storage Equipment_____

5.5 What information is archived by your agency/office/health facility electronically? (Check all items that are applicable)

☐ Publications (Annual Report, Statistical Report, etc.)	☐ Letters, memorandum, orders, communications, etc.
☐ Audio-visual recordings	☐ Unprocessed/Raw Data
☐ Maps	☐ Photographs
☐ Public documents (civil registration forms, passports, land titles, etc.)	☐ Others, please specify _____

6. DATACENTER

6.1 Does your agency/office/health facility have a data center?

    ■ YES   ☐ NO

6.2 If yes, how many sites? __1_____

6.3 Please check applicable maintenance set-up:

    ■ In-house ☐ Outsourced

6.4 Does it have a back-up site?

    ■ YES   ☐ NO

7. ICT PROJECTS

7.1 **Details of Ongoing ICT Projects**

PROJECT NAME[32]	DESCRIPTION	PERIOD (in mm/dd/yyyy)		COST[33] (in pesos)	DEVELOPMENT STRATEGY[34] (Please write codes only; refer below)	STATUS [35] (Please write codes only; refer below)	USE[36] (Pls. write codes only; refer below)
		Start Date	End Date				
Kiosk Machine 65	Centralized Display for ARTA, Display Office Announcement, Employees Birthday Greetings, Digital Greeting page for Visitors	2023	2023	156,000.00	O	O	4,10
IP PBX upgrading	VOIP	2022	2022	250,000.00	O	O	Office use
CCTV Cameras and NVR	Security cameras for 1st and 2nd floor	2023	2023	350,000.00	O	O	Office use
File Server	Backup VM	2023	2023	79,000.00	O	O	ICT
Solar Power System	Backup Power	2024	2025	2.5M	O	U	Office use
Additional CCTV Cameras, NVR and TV for monitoring	Security cameras for 3rd, 4th floor, Entrance Gate, Building Perimeter and Warehouse	2024	2025	576,000	O	U	Office use

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[32]PROJECT NAME: In case an ICT project is divided in phases and its budget is given by phases, kindly list each phase as a separate project tagged as <Project Name> Ph. 1, <Project Name> Ph. 2, and so on.

[33]COST: For ICT projects and project phases that ended in 2013 or earlier, kindly provide the **actual cost** in pesos and not the proposed cost.

[34]DEVELOPMENT STRATEGY: **I** – In-house; **O** – Outsourced; **C** – Combination

[35]STATUS: **U** – Under Development; **D** – For Deployment; **O** - Operational

[36]USE: **1** – Enterprise Resource Planning; **2** –Supply Chain Management; **3 -**Financial & Capital Asset Management ; **4** –Quality Management System; **5**–Electronic Health/Medical Record System; **6** – Referral System Management; **7** – Telemedicine; **8** – Laboratory and Diagnostics; **9** – Electronic Prescription & Dispensing; **10** - Human Resource Information; **11** – PhilHealth Electronic Claims Processing and Provider Payment; **12** – Others; please specify.

LED Wall Screen 4x8 - *50x55mm	For DOH Events and presentation	2024	2024	3M	O	U	For 4th floor Main Conference Hall
Unified UPS for Servers	Replacement for old UPS	2024	2025	4.5M	O	U	ICT
8pcs - High Laptop for CP1	for CP1's and Infra	2024	2025	500,000	O	U	CP1 and Infra
Additional 3 Kiosk Machine 65	Centralized Display for DOH 12 - 2nd, 3rd and 4th floor	2024	2025	800,000	O	U	4,10
Domain Name	Bluehost Provider, For ongoing In-house system development.	2024	2028	150,000.00	O	U	Office Use
Cloud server hosting	Bluehost Provider,For ongoing In-house system development.	2024	2028	1.8M	O	U	Office Use
Fiber and wireless bridge connection installation	For alternative internet connection or ISP	2024	2025	350,000.00	O	U	Office Use
Load balance - Peplink	For load balance	2024	2025	700,000.00	O	U	Office Use
Android and iOS Application Development (for exis	For mobile application development	2024	2025	500,000.00	O	U	Office Use

7.2 **Issues Encountered in the Implementation of ICT Projects**

■ No budget or insufficient budget	■ Delay in the release of pro,jects funds
☐ Opposition or reluctance of stakeholders	☐ Lack of support by management
☐ Difficulty in recruiting and/or retaining qualified ICT personnel	☐ Low level of ICT skills among employees
■ Unavailability of required bandwidth to support system/s	☐ Not used or seldom used by intended users and/or clients
☐ Problems in contract management for outsourced services	☐ Problems in procurement
☐Others, please specify _____	

Please send accomplished questionnaire to: https://sites.google.com/doh.gov.ph/ictrequirements

You may download the form at https://sites.google.com/doh.gov.ph/ictrequirements
For inquiries, please call 8651-7800 local 1936 or email us at issp@doh.gov.ph

Thank you for participating in the ICT Assessment Form 2023

Definition of Terms:
Archiving in general is a process that will ensure that information is preserved against technical obsolescence and physical damage. It will also help conserve very expensive resources and ensure that the research potential of the information is fully exploited. In the Philippine Statistical System (PSS), the adoption of archiving measures has been identified by the NSCB through Resolution No. 11 (s. 1997) as a key policy to ensure the preservation, systematic storage and retrieval of statistical data including records on their methodology, concepts and other metadata.[37]
Electronic Medical Record System (EMR) - a computerized medical record used to capture, store and share information between health-care providers in an organization, supporting the delivery of health services to patients[38]
Non-Clinical Information Systems - Systems that processes information to support administrative and ancillary functions of an office/agency/health facility.
Clinical Information Systems - Systems that processes medical information for clinical decision making and analysis.
Enterprise Resource Planning [39]- software system that helps organizations automate and manage core business processes for optimal performance. ERP software coordinates the flow of data between a company's business processes, providing a single source of truth and streamlining operations across the enterprise. It's capable of linking a company's financials, supply chain, operations, commerce, reporting, manufacturing, and human resources activities on one platform.
Supply Chain Management[40] - management of the flow of goods, data, and finances related to a product or service, from the procurement of raw materials to the delivery of the product at its final destination
Financial & Capital Asset Management[41] - software and processes used to manage income, expenses, and assets in an organization. In addition to supporting daily financial operations, the purpose of a financial management system is to maximize profits and ensure long-term enterprise sustainability.
Quality Management System[42] - refers to a system in charge of documenting all processes, responsibilities, and procedures for achieving quality objectives and policies.
Electronic Medical Record System (EMR) - a computerized medical record used to capture, store and share information between health-care providers in an organization, supporting the delivery of health services to patients[43]
Referral System Management [44]- platforms that allow seamless transfer of patient information from the primary health provider to secondary providers. These digital systems are the digitized version of paper-based referrals used in traditional referral management systems.
Telemedicine [45]- DOH DILG PHIC Joint Administrative Order 2021-0001 - Guidelines on the Implementation of Telemedicine in the Delivery of Individual-Based Health Services
Laboratory and Diagnostics[46] - solution that processes, stores, and manages patient data related to laboratory processes and testing.
Electronic Prescription & Dispensing[47] - records, oversees, and stores patient related information. This information is then utilized for tracking of patients, decision making, re-ordering, reporting, billing, workflow management and quality assurance

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[37] ISSP Template Revised 2003 iib

[38] WHO National eHealth Toolkit

[39] https://dynamics.microsoft.com/en-us/erp/what-is-erp/

[40] https://www.oracle.com/th/scm/what-is-supply-chain-management/

[41]https://www.sap.com/products/erp/s4hana/what-is-financial-management-system.html#:~:text=A%20financial%20management%20system%20is,ensure%20long%2Dterm%20enterprise%20sustainability.

[42] https://blog.globalvision.co/quality/what-is-a-quality-management-system/

[43] WHO National eHealth Toolkit

[44] https://www.processfusion.com/en/everything-you-need-to-know-about-e-referral-management-systems/

[45] DOH DILG PHIC Joint Administrative Order 2021-0001 - Guidelines on the Implementation of Telemedicine in the Delivery of Individual-Based Health Services

[46] https://www.orchardsoft.com/resources/learn-about-lis/

[47] https://www.karexpert.com/blogs/what-is-pharmacy-information-system-features-benefits/

Human Resource Information[48] - software that provides a centralized repository of employee master data that the human resource management
PhilHealth Electronic Claims Processing and Provider Payment [49]- claims information in the health facility's systems submitted online via the PhilHealth Web Service which will provide Institutional Health Care Provider (IHCP) to view status of their claims online.
Automated Fingerprint Identification System (AFIS) is a biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.[50]
Cloud computing is the use of computing resources (hardware and software) that are delivered as a service over a network (typically the Internet).[51]
Co-located is an arrangement wherein a space is provided for a customer's telecommunications equipment on the service provider's premises.[52]
Computing devices include mainframes, minicomputers and microcomputers i.e. desktop personal computers (PCs), laptops PCs including notebooks and netbooks, and handheld devices like mobile phones including smartphones, Personal Digital Assistants (PDAs), palmtops, tablets and multimedia players.
Data Center is a centralized repository, either physical or virtual, for the storage, management, and dissemination of data and information organized around a particular body of knowledge or pertaining to a particular business.[53]
Desktop PC is a PC that is not designed for portability and is expected to be set up in a permanent location.[54]
Digital signature is an authentication code created with a sender's secret key and can be verified by a recipient using the sender's public key.[55]
External hard drive is a hard drive that sits outside the main computer tower in its own enclosure. It allows the user to back up or store important information separate from the main internal hard drive, which could become compromised, damaged or corrupted.[56]
Firewall is a hardware, software or a combination of the two protecting a computer network from unauthorized access.
Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data.[57]
Intranet is "a private network that is contained within an enterprise. It may consist of many inter-linked LANs. The main purpose of an intranet is to share company information and computing resources among employees".[58]
Laptop, also called a **notebook**, is a portable PC that integrates the display, keyboard, a pointing device or trackball, processor, memory and hard drive all in a battery-operated package slightly larger than an average hardcover book.[59]
Local Area Network (LAN) is "a group of computers and associated devices that share a common communications line or wireless link and typically share the resources of a single processor or server within a small geographic area (for example, within an office building)".[60]
Magnetic card reader is a device used to read magnetic stripe cards, such as credit cards.[61]

[48] https://www.techtarget.com/searchhrsoftware/definition/HRIS

[49] https://www.philhealth.gov.ph/services/eclaims/

[50] https://searchsecurity.techtarget.com/definition/Automated-Fingerprint-Identification-System

[51] https://azure.microsoft.com/en-us/resources/cloud-computing-dictionary/what-is-cloud-computing

[52] https://searchsoa.techtarget.com/definition/collocation

[53] https://searchdatacenter.techtarget.com/definition/data-center

[54] https://computer.howstuffworks.com/10-types-of-computers.htm#page=2

[55] https://linux.about.com/cs/linux101/g/digital_signatu.htm?terms=Digital+signature

[56] https://www.wisegeek.com/what-is-an-external-hard-drive.htm

[57] https://www.nwgis.com/gisdefn.htm

[58] https://searchwebservices.techtarget.com/sDefinition/0,,sid26_gci212377,00.html

[59] https://computer.howstuffworks.com/10-types-of-computers.htm#page=3

[60] https://searchsmallbizit.techtarget.com/sDefinition/0,,sid44_gci212495,00.html

[61] https://www.sciencedirect.com/topics/computer-science/magnetic-stripe-card

Mainframe is an ultra high-performance computer made for high-volume, processor-intensive computing.[62]
MICR reader is a device that can recognize human readable characters printed on documents such as cheques using a special magnetic ink. MICR stands for Magnetic Ink Character Recognition.[63]
Microfiche is a sheet of microfilm (a film bearing a photographic record on a reduced scale of printed or other graphic matter) containing rows of microimages of pages of printed matters[64]
Mobile phone is a handheld or wearable device that may not only have call and short messaging service (SMS) functions but may be integrated with common computer applications (email, database, multimedia, calendar/scheduler).
Multimedia player combine the functions of a PDA with multimedia features, such as a digital camera, an MP3 player and a video player.[65] This does not include digital voice recorders that only play and record audio files.
Office automation software are ready-made or in-house developed software packages that support clerical and other common office tasks.
Original equipment manufacturer (OEM) license covers software for stand-alone desktop PCs and laptops and MUST stay bundled with the computer system and NOT distributed as a separate (or stand-alone) product. This software will be identified or labeled "For Distribution Only With New Computer Hardware."[66]
Outsourcing is an arrangement in which one company provides services for another company that could also be or usually have been provided in-house.
Oversight or administrative systems are those application software that support development planning, fiscal and financial management and operations, auditing, personnel administration, and assets and supplies management.
PABX stands for private automatic branch exchange and is a telephone switching system used within a business or organization. It works by interconnecting telephone extensions to each other and to the outside public telephone network.[67]
Palmtop, more commonly known as **Personal Digital Assistant (PDA)**, is a tightly integrated computer that often uses flash memory instead of a hard drive for storage. This computer usually does not have keyboards but rely on touch screen technology for user input. Palmtops are typically smaller than a paperback novel, very lightweight with a reasonable battery life.[68]
Server is a computer that has been optimized to provide services to other computers over a network.[69]
Smart card reader is an electronic device that reads smart cards and can be an external device or a built-in feature of a keyboard, PC or laptop.[70]
Stand-alone PCs are independent computer units. They are **not** connected to any other PC or to the network and operate independently.
Strategic information systems are client-driven application software that support mission-critical operations and provide direct public access to government services.
Tablet is a mobile computer, larger than a mobile phone or personal digital assistant, integrated into a flat touch screen and primarily operated by touching the screen rather than using a physical keyboard. It often uses an onscreen virtual keyboard, a passive stylus pen, or a digital pen.[71]
VOIP is an acronym for Voice Over Internet Protocol, or in more common terms phone service over the Internet.[72]
Web site is your agency's presence on the Internet environment.

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[62] https://www.techterms.com/definition/mainframe

[63] https://www.techopedia.com/definition/4400/magnetic-ink-character-recognition-micr

[64] https://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=microfiche

[65] https://electronics.howstuffworks.com/gadgets/travel/pda1.htm

[66] https://www.auditnet.org/articles/softwarelicenses.htm#What%20Types

[67] https://www.ehow.com/facts_7267523_definition-pabx.html

[68] https://computer.howstuffworks.com/10-types-of-computers.htm#page=5

[69] https://computer.howstuffworks.com/10-types-of-computers.htm#page=7

[70] https://www.techtarget.com/searchsecurity/definition/smart-card

[71] https://mashable.com/follow/topics/tablets

[72] https://www.techtarget.com/searchunifiedcommunications/definition/VoIP

Wide Area Network is similar to a Local Area Network (LAN), but unlike LANs, WANs are not limited to a single location.[73]

Workstations are categorized as PCs attached to an office network (usually a Local Area Network) to differentiate it from Stand-alone PCs.

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[73] https://www.techterms.com/definition/wan