

Department of Trade and Industry - Caraga Region
OFFICE OF THE REGIONAL DIRECTOR'S ROUTING SLIP

Document Control No.

DATE: Nov. 20, 2023

011

SUBJECT: ISMS - Designation of IT Partners

FOR :

ARD/PDs/OICs
ARD Corvera
PD Sacote / ADN
PD Baron / ADS
PD Faelnar / SDN
PD Oribe / SDS
PD Natad/PDI

RO Division Chiefs
DC, SDD
DC, CPD
~~DC, IDD~~
~~DC, FAD~~
MSSD
RD's Secretary

Others:

Attn: _____

PLEASE :

- URGENT: for immediate action/ response
 Take appropriate action (see additional notes below, if any) *pha*
 Assess and submit written recommendations.
 Represent the RD in this meeting/ activity
 Attend this meeting/activity or send representative.
 Prepare reply.
 See me on this matter.
 Provide w/ talking points or draft message
 For review.
 For information/reference.
 For comments/ advice.
 For compliance.
 For file.
 Calendar

Other remarks:

thank you

BRENDA B. CORVERA, CESO V
Assistant Regional Director



Reference No. _____

MEMORANDUM

F O R : ALL HEADS OF BUREAUS AND REGIONAL OFFICES

C O P Y : ALL UNDERSECRETARIES, DTI-One QMS ISO Secretariat

T H R O U G H : *DAMIS*
ATTY. AGATON TEODORO O. UVERO
Assistant Secretary
Supervising Head, MSG

F R O M : *BT*
ROLANDO T. MEDRANO, JR.
Director, Information Systems Management Service

D A T E : 17 November 2023

S U B J E C T : **Designation of Information Technology (IT) Partners**

As part of our ongoing effort on complementing Quality Management System to ISMS services by integrating quality to our existing operation as a fundamental element for our ISO 9001:2015 certification, and to promote a culture of sharing best practices in the department, we kindly request an update regarding the appointment of the IT Partner and their designated alternate within your respective Bureau or Office.

The IT Partner should have the competencies of IT Officer as enumerated in the DTI Job Family Competencies 2018, and likewise enjoined to provide support on the following:

1. Enforce ICT policy (monitor effective use of ICT resources (e.g. Internet, unauthorized use of software, toner, etc.)).
2. Administer Provincial Office ICT infrastructure (Information System, Server, Network).
3. Conduct IT Asset inventory (equipment physical inventory, IT skill, human resource and software audit).
4. Provide IT assistance and support (including preventive maintenance).
5. Conduct IT literacy program.

INFORMATION SYSTEMS MANAGEMENT SERVICE

In addition, the group team leader who calibrated the PIQAR for IT Process is issuing Request for Improvement (RFI/s) to Process Champions of IT Process on Systemic NC finding/s. In this regard we would like to include Regional Offices IT Partners as additional Process Champion of IT Process to capture the regional office IT process. ISMS will be convening the IT process champion for series of activities for the necessary correction/s and corrective action/s for continual improvement of the process.

In this regard, may we request that the attached IT Partner Designation Form be filled up on or before, 17 November 2023. Should you have any questions or clarifications, you can send email through Mr. Eric Lunas at EricLunas@dti.gov.ph or Ms. Jenny Rose Lansangan at JennyRoseEspiritu@dti.gov.ph.

Thank you.

Information Technology (IT) Partner Designation Form

In pursuit of providing effective service, the following are hereby designated as the IT Partner and its alternate, who have the competencies of a IT Officer as enumerated in the DTI Job Family Competencies 2018, and shall likewise provide support on the following:

1. Enforce ICT policy (monitor effective use of ICT resources (e.g. Internet, unauthorized use of software, tonner, etc.)).
2. Administer Provincial Office ICT infrastructure (Information System, Server, Network).
3. Conduct IT Asset inventory (equipment physical inventory, IT skill, human resource and software audit).
4. Provide IT assistance and support (including preventive maintenance).
5. Conduct IT literacy program.

In this regard, may we request that the attached IT Partner Designation

- No change in previous designation:

Designation	Staff Assigned	Mobile Number
IT Partner	AVELINO A. CURATO JR	09392664467
Alternate IT Partner	EFREN J. TUBA-ON	09094094624

- The newly designated IT Partners are as follows:

Designation	Staff Assigned	Mobile Number
IT Partner		
Alternate IT Partner		

Approved:

GAY A. TIDALGO
REGIONAL DIRECTOR, DTI-Caraga