



EXECUTIVE ORDER NO. 0041
Series of 2025

REORGANIZING THE MUNICIPAL INFORMATION AND
COMMUNICATIONS TECHNOLOGY COUNCIL (MICTC) OF THE
MUNICIPALITY OF LOS BAÑOS

WHEREAS, Information and Communication Technology (ICT) has saturated all aspects of government and private business operations and eased management capabilities that accelerated development and sustained sectoral growth;

WHEREAS, the government recognize that the development of ICT will have a higher chance of success and sustainability if it is private sector-led, market-based and government enabled;

WHEREAS, the Municipal Government of Los Baños recognizes the value and indispensable usage of ICT towards excellence in the public service delivery and implementation of ICT programs and projects thus the creation of a council becomes necessary to address IT problems and issues in aide of legislation and executive implementations;

WHEREAS, the creation of the council that is broadly supported by both public and private sector will encourage ICT related business and investment, enhance the skills of the municipality's workforce and promote e-governance;

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of Los Baños, Laguna, by virtue of the power vested upon me by law, do hereby order the creation of the Municipal Information and Communications Technology Council:

SECTION 1. COMPOSITION. The Municipal Information and Communications Technology Council (MICTC) shall be composed of the following:

Chair	: Hon. Neil Andrew N. Nocon	Municipal Mayor
Vice Chair	: Mr. Anatoly M. Guinto	Chief of Staff
Members	: Hon. Rand Eduardo R. De Jesus	SB Member, Committee on Commerce
	Ms. Twila T. Torres	Mun. Planning & Development Coordinator
	Mr. Antonio L. Adille IV	Information Technology Officer II
	Ms. Janice C. Sombillo	Information Systems Analyst II
	Ms. Mariquita B. Galang	Designated Local Economic and Investment Promotion Officer
	Ms. Edmarie Calungsod	Tourism Office Head
	Ms. Cynthia Quintans	MDRRMO Head
	Mr. Edilco C. Abad	Public Safety Office Head
	Mr. John Marvin S. Canaria	Public Information Office Head
	Ms. Michiko R. Escalante	DILG MLGOO
	Dr. Jose V. Camacho Jr.	UPLB Chancellor
	Ms. Soledad S. Villanueva	DepEd Distict Supervisor
	Ms. Aleli Teresa Lopez San Agustin	Chairman-LAPPRISADA Los Baños
	Ms. Apol Hernandez	Provincial Officer DICT CALABARZON -

Mr. Richard E. Amansec
Mr. Rogelio Alvarez
Engr. Grace Bondad-Nicolas

Laguna Office
MISD Director DOST-PCAARRD
IRRI IT-Manager
President-Los Baños Chamber of Commerce
and Industry, Inc.

SECTION 2. FUNCTIONS. To carry out its mandate, the Council shall exercise the following functions:

- a) Formulate and recommend policies and guidelines that will promote ICT;
- b) Initiate, harmonize and coordinate all ICT plans to ensure their consistency,
- c) Establish and administer comprehensive and integrated programs for ICT;
- d) Design, implement, and ensure the protection of integrated government information;
- e) Coordinate with concerned agencies, the generation of resources, both governmental and non-governmental;
- f) Perform such other functions as may be prescribed by laws or as may be necessary, incidental or proper to its mandate or as may be assigned from time to time by the Chairperson of the council.

SECTION 3. SECRETARIAT, MEETINGS AND QUORUM.

- a) The secretariat of the MICTC shall be the Municipal Information and Communication System Office. The secretariat shall be responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.
- b) The MICTC shall meet at least once every quarter or as often as may be necessary.
- c) A majority of all its members shall constitute a quorum.

SECTION 4. FUNDING. Funds needed by the MICTC shall be sourced out from existing funds subject, however, to the usual accounting and auditing rules and regulations.

SECTION 5. EFFECTIVITY. This order shall take effect immediately.

Done this ____ day of October, 2025 at Los Baños, Laguna.


HON. NEIL ANDREW N. NOCON
Municipal Mayor