



## EXECUTIVE ORDER NO. 032

Series of 2021

### DIRECTING THE CREATION OF 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, THEREFOR, I, ANTONIO L. KALAW**, 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. Antonio L. Kalaw	Municipal Mayor
Vice-Chair:	Atty. Robert t. Laviña	Municipal Administrator
Members :	Hon. Marlo PJ A. Alipon Ms. Twila T. Torres Mr. Jerry V. De Mesa Ms. Revilyn M. Dela Paz  Ms. Joy C. Garrido Ms. Gliceria E. Trinidad Mr. Joseph A. Navasero	SB Member, Committee on Commerce Mun. Planning & Development Coordinator ICO-Information & Communication Systems Office Designated Local Economic and Investment Promotion Officer EA 1/Designated PIO Designated PESO Manager Cooperative/Livelihood Officer
	PLt.Col. Jaycon A. Ramos Dr. Allan G. Hostalero	PNP Chief of Police DepEd District Supervisor Department of Information and Communications Technology (DICT) DILG MLGOO DTI Provincial Director TESDA Provincial Director
	Ms. Michiko R. Escalante Mr. Clarke S. Nebrao Ms. Cariza A. Dacuma	

Dr. Jose V. Camacho, Jr.	UPLB Chancellor or his duly authorized representative
Dr. Mario R. Briones	ISPU Los Baños Campus Director or his duly authorized representative
Ms. Aurora F. Genuino	Trace Computer College President or her duly authorized representative

**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 a month 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 19<sup>th</sup> day of May, 2021 at Los Baños, Laguna.

HON. ANTONIO L. KALAW  
Municipal Mayor