



Republic of the Philippines
Province of Agusan del Norte
OFFICE OF THE SANGGUNIANG PANLALAWIGAN

SP. Building, Capitol Compound, Butuan City
Tel Nos. (085) 341-4265 Telefax: (085) 815-2004

F-1
13th Sangguniang Panlalawigan
79th Regular Session
Series of 2006
7/24/04 PBO

12/1/06
15-8
PBO
AN ORDINANCE ADOPTED BY THE SANGGUNIANG PANLALAWIGAN
OF AGUSAN DEL NORTE, IN ITS 79TH REGULAR SESSION HELD AT
THE SP SESSION HALL, PROVINCIAL CAPITOL COMPOUND,
BUTUAN CITY ON MARCH 6, 2006. TREASURER

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11-25-09
PROMOTER
SHELDON H. HERRERA
AN ORDINANCE CREATING THE MANAGEMENT
INFORMATION SYSTEM (MIS) DIVISION UNDER THE
PROVINCIAL GOVERNOR'S OFFICE (PGO), DEFINING
ITS FUNCTIONS AND FOR OTHER PURPOSES

BE IT ORDAINED, by the Sangguniang Panlalawigan of Agusan del Norte, in session assembled, that:

SECTION 1. TITLE – This ordinance shall be known as "An Ordinance Creating the Management Information System (MIS) Division under the Provincial Governor's Office (PGO), Defining its Functions and for Other Purposes".

SECTION 2. DECLARATION OF POLICY – It is hereby declared to be the policy of the provincial government of Agusan del Norte to utilize Information Technology as a major resource to be able to deliver efficient and fast public services, have better fund management to meet the goals of economic, social and infrastructure development and empower its people with the necessary skills and capability to sustain development.

Towards this end, the provincial government of Agusan del Norte shall provide for a division that shall manage and take care of the information technology program in all the departments of Agusan del Norte that shall result to a total computerized information systems management of the province's over all fiscal and administrative operation.

SECTION 3. OBJECTIVES – This ordinance is formulated to attain the following objectives:

1. Capacitate the provincial employees of the skills on information technology for the improvement of public service.
 2. Provide data based information as a source of effective development planning;
 3. Generate higher tax collection through computerized monitoring of all taxpayers and their payments.
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4. Provide proper management and optimum utilization of the provinces' resources.

SECTION 4. The Management Information System Division and its Composition – The Management Information System (MIS) Division is hereby created under the Provincial Governor's Office. The new MIS division shall be composed of the following personnel:

- ↓ Division Head – Information Technology Officer II – SG-22
(Systems and Network Administration)

a. Software Development Section

1. Information System Analyst II – SG-16
2. Computer Programmer II – SG-15
3. Computer Programmer I – SG-11

b. Computer Maintenance Section

1. Computer Maintenance Technologist III – SG-17
2. Computer Operator II – SG-9
3. Computer Operator I – SG-7

SECTION 5. DUTIES AND RESPONSIBILITIES OF EACH PERSONNEL-

1. Information Technology Officer II (Systems & Network Administrator)-

a. General Management:

- ↓ Devises and institutes management control and procedures of the unit;
- ↓ Plans, organizes, manages and controls the two sections of the division;
- ↓ Coordinates directly with the user departments regarding systems project to be developed, maintained and enhanced;
- ↓ Assess work performance and recommends action to the Sanggunian through the Local Chief Executive;
- ↓ Analyzes resource utilization and initiates program improvements; and
- ↓ Evaluates jobs for guidance and assignment.

b. Systems and Network Administration:

- ↓ Plans, organizes, manages and controls the whole network;
- ↓ Configures and installs the network, defines capacity, rights and handles relocation and reconfiguration of network set-up when required;



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- ↓ Performs regular check-up;
- ↓ Performs periodic review of the functions performed by the network; and
- ↓ Consults with programmers, maintenance technicians and operators on the details of network problems and analyses alternative methods of solutions.

2. Information System Analyst II

- a. Designs analyzes system, prepares program specifications and prepares programming schedules;
- b. Tests and evaluates programs to check if conforming to design and specifications;
- c. Evaluates programmers performances;
- d. Coordinates with the Network Administration for the installation of software;
- e. Oversees the implementation of the information systems in the user sites;
- f. Reports to the IT Unit Head the status of system Implementation; and
- g. Recommends improvements to the system when required.

3. Computer Programmer II-

- a. Assists the Systems and Network Administrator in the design, implementation and development of information systems;
- b. Responsible for the proper execution of existing softwares and applications. Sees to it that all developed information systems satisfy user requirements;
- c. Assists the Systems and Network Administrator in the conduct of walkthroughs (review of system developed);
- d. Responsible for the proper distributions of workload and direction;
- e. Establishes and maintains work schedule for meeting target dates of implementation; and
- f. Performs other related work as maybe assign by his superiors such as programming or program documentation.

4. Computer Programmer I-

- a. Assists in analyzing and designing, testing and evaluation of computer systems applications;
- b. Debugs or corrects program and monitor progress of systems assigned and if necessary undertakes the revision of programs;
- c. Conducts software maintenance on implemented systems;
- d. Responsible for the proper execution of existing softwares and applications and sees to it that all developed information systems satisfy users requirements;



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- e. Establishes and maintains work schedule for meeting target dates of implementation ; and
- f. Performs other related work as maybe assigned by his superiors such as programming or program documentation.

5. Computer Maintenance Technologist III -

- a. Assists the Network Administrator on routinely assessing network hardware performance;
- b. Responsible fro the proper executions of existing hardware. Sees to it that all computer workstations and peripherals are in good condition and satisfy user requirements.
- c. Performs other related work as maybe assigned by his/her superiors such as technical evaluations and feasibility studies;
- d. Responsible for the proper distribution of workload and direction; and
- e. Establishes and maintains work schedule for meeting target dates of completion.

6. Computer Operator II-

- a. In-charge in Web page development;
- b. Development of Multimedia presentations;
- c. In-charge of all Desktop publications; and
- d. Performs other function as maybe assigned by the Head of Office.

7. Computer Operator I-

- a. Assists in instructing Provincial staff in the use of standard business and administrative software, including word processing, spreadsheets and database management.
- b. Provides instruction or written documentation when required;
- c. Encodes and assists in preparing necessary data/documents and information requirements for the implementation of Application Systems;
- d. Receives and records incoming communications and report to the Head of Office for notation and action;
- e. Prepares payroll for MIS employees; vouchers for various creditors; Purchase Requests, Purchase Orders, Travel Expenses Voucher for MIS personnel, etc;
- f. Assists in the preparation of the annual office budget; and
- g. Performs other function as maybe assigned by the Head of Office.



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SECTION 6. FUNDING – The provincial government shall allocate an amount of One Million Seventy Five Thousand and Twenty Pesos (P1,075,020.00) in its Annual Budget and for every calendar year thereafter for the maintenance and full operation of this division.

SECTION 7. SEPARABILITY CLAUSE – If any portion or provision of this ordinance is declared unconstitutional, the same shall not affect the validity and effectivity of the other provisions not affected thereby.


SECTION 8. REPEALING CLAUSE – All ordinances, executive orders, rules and regulations and other issuances or parts thereof which are inconsistent with this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 9. EFFECTIVITY – This ordinance shall take effect upon approval.

Voting of this ordinance was unanimous.


APPROVED	:	
ADOPTED	:	March 6, 2006
AUTHOR	:	Honorable Alan M. Famador
CO-AUTHORS	:	Honorable Sadeka G. Tomaneng
	:	Honorable Dhomer R. Amora
MOVANT	:	Honorable Alan M. Famador
SECONDEES	:	Honorable Rogelio P. Dagani
	:	Honorable Marjorie C. Rosal

CERTIFIED CORRECT:


ALFREDO M. RAFANAN
Secretary to the Sanggunian

ATTESTED:


DALE B. CORVERA
Vice Governor/Presiding Officer
MAR 13 2006


ROGELIO P. DAGANI
Board Member

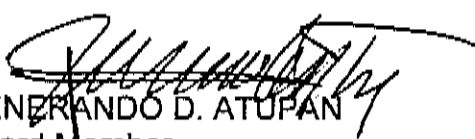

ALAN M. FAMADOR
Board Member




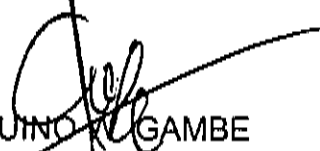
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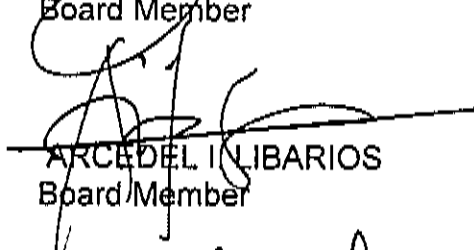
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VENERANDO D. ATUPAN
Board Member


SADEKA G. TOMANENG
Board Member


AQUINO V. GAMBE
Board Member


ARCEDEL IN LIBARIOS
Board Member

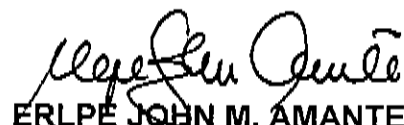

VIRGILIO R. ESCASINAS, JR.
Board Member


MARJORIE C. ROSAL
Board Member, PCL


RAYMUNDO M. BELUAN, JR.
Board Member, FABC


DHOMER R. AMORA
Board Member, FSK

SUBMITTED TO THE GOVERNOR:
APPROVED:
DATED: MAR 13 2006


ERLPE JOHN M. AMANTE
Provincial Governor
MAR 20 2006

Date Approved

LIN/jean/13th79rs'06