



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

**EXCERPT FROM THE MINUTES OF THE REGULAR
SESSION OF THE SANGGUNIANG BAYAN, TAYTAY, RIZAL,
HELD ON JANUARY 8, 2010, AT THE SESSION HALL
OF THE MUNICIPAL BUILDING, TAYTAY, RIZAL**

PRESENT:

Hon. Janet DL. Mercado	-	Vice Mayor/Presiding Officer
Hon. Arturo R. Valle	-	Councilor
Hon. Reggie Lynn G. Mascardo	-	"
Hon. Anastacio V. Alcantara	-	"
Hon. Trece S. Cayton	-	"
Hon. Dianne Eliza G. Esguerra	-	"
Hon. Chito J. Esguerra	-	ABC President

ABSENT:

Hon. Joselito T. Calderon	-	Councilor
Hon. Sharon DL. Macabebe	-	"
Hon. Glenviano G. Valera	-	"
Hon. Jean Antonette M. Bermillo	-	SK President

Authored & Sponsored by: ABC Pres. Chito J. Esguerra

ORDINANCE NO. 3

**CREATING THE MANAGEMENT INFORMATION SERVICE SECTION
AND IT'S OFFICER UNDER THE OFFICE OF THE MUNICIPAL MAYOR,
THIS MUNICIPALITY**

WHEREAS, the Municipality of Taytay is embarking on a three (3) years Computerization Program to automate and systematize its internal operations. The emergence of this technology entails investments and progressive maintenance of the components of the Information Technology Solutions introduced to the municipality;

WHEREAS, there is a need to have an officer to take charge of the Information Technology System which shall be in charge in utilizing with the different offices concerned in developing the Medium & Long Term Information Technology Framework Plan of the Municipality of Taytay;

NOW THEREFORE, BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TAYTAY BY VIRTUE OF POWER VESTED IN LAW, THAT:

ARTICLE 1: PREAMBLE

1.1 TITLE

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mercado

This Ordinance shall be known as may be cited as the "An Ordinance creating the Management Information Service Section and its officer under the Office of the Municipal Mayor, this municipality", hereinafter referred to as "this Ordinance"

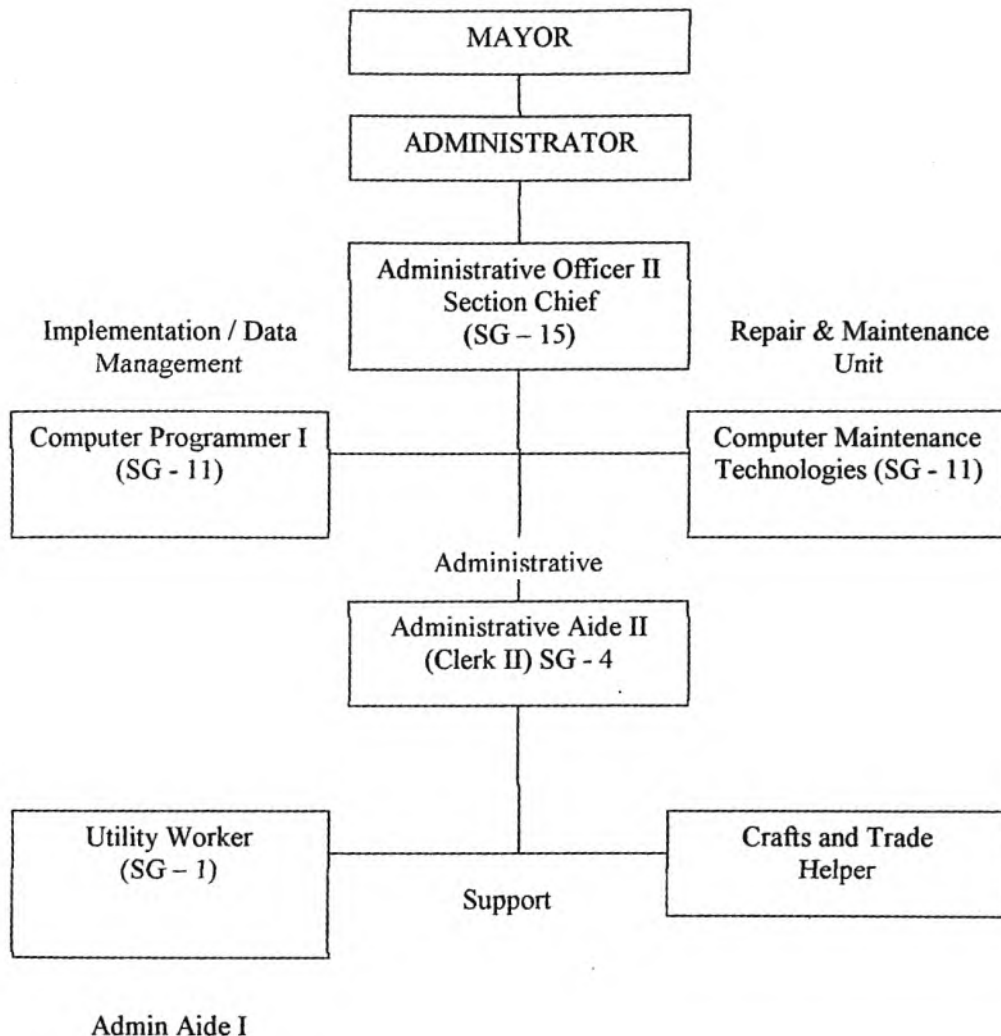
1.2 PURPOSE

It is utmost importance that there should be a separate office that shall handle the maintenance and continue the development of information technology in the Local Government to Taytay. Sustainability can only be attained if the Local Government is capable of servicing the needs of the municipal offices relative to the systems software troubleshooting, database management, computer equipment maintenance and network communications maintenance. No I.T. project may survive without the internal support. The municipality should not be dependent from outside contractors. This is to protect the continuity of the Information Technology development and maximize the utilization of resources;

ARTICLE 2: THE MANAGEMENT INFORMATION SERVICE SECTION

2.1 THE SECTION

1. It shall be in charge of research, formulation and coordination with the different offices concerned in developing the Medium and Long Term Information Technology Framework Plan of the Municipality of Taytay;
2. Sets the direction of the utilization of Information Technology in the different government operations of Taytay;
3. Evaluates and monitors the implementation of the different computerized system at the different offices of the municipality;
4. Updates the Chief Executive on the status of the utilization of Information Technology, the application of software, computer hardware and other I.T. equipment, and provides recommendations to ensure the optimum utilization of investments;
5. It shall be the service bureau in the maintenance of the I.T. software and equipment, such as virus removal, application software maintenance coordination with developer, data management and clean up, hardware troubleshooting preventive maintenance etc;
6. It shall be the service bureau of the municipality in data encoding and printing services;
7. It shall be the service bureau in the data build-up of records in offices being computerized;
8. It shall be the lead team in training assistance and transferring technology to concerned end-users;
9. Assists the different offices in technically identifying their systems needs and in technically evaluating the computerized systems acquired and installed in the concerned offices and evaluate if they are compatible with the office operation;
10. May perform other functions that may be mandated by the Honorable Mayor thru Executive Memos.



2.2 THE BUDGET

The section shall be given an annual budget allocation within the municipality's yearly appropriations as to maintain its functions and duties and as recommended through the Office of the Chief Executive.

ARTICLE 3. THE OFFICER

3.1 ADMINISTRATIVE OFFICER II (Serving as Officer in Charge)

1. Duties and Responsibilities

1. Shall be in charge of research of new information technology that is beneficial in improving the operational functions of the different offices in the municipality.
2. Shall be responsible in recommending and coordinating with the different offices concerned the new information technology that may be adopted by the offices concerned.

3. Shall be responsible in coordinating with the different offices of the municipality to be able to adopt recommended information Technology Solutions and this be adopted in the development of the Medium and Long Term Information Technology Framework Plan of the Municipality, which shall Medium and Long Term Information Technology Framework Plan the municipality.
4. Shall be in charge of the day to day operation of the Management Information Service Section.
5. Shall be in charge of monitoring the utilization of information technology in the different offices of the municipality and provide the Municipal Mayor regular report on the status of the information technology program of the Municipality.
6. Shall seat as a mandatory member of the computerization or information technology committee of the municipality and provide technical assistance to member in understanding the technicalities involved;
7. Shall be the Technical Advisor of the PBAC relative to acquisition of Information Technology solutions;
8. Shall directly coordinate with the different offices of the municipality any plans of acquiring information technology solutions and the offices concerned shall coordinate their needs and any plans of information technology acquisition. This is to ensure that any acquisition should conform and adhere to the approved information technology plan of the municipality;
9. Shall be responsible consulting private and other government agencies relative to the I.T. acquisition of the municipality;
10. Shall be responsible in coordinating to the different offices any recommendation for the optimum usage of I.T. system in the concerned offices, such as in the selection of end-users or operators of computer system;
11. Shall responsible in the procedure formulation relative to the utilization of I.T. System and also in the re-formulation of new system and procedure of offices being computerized;
12. Shall be the system network administrator of the municipality, responsible for the maintenance of the network communication of all system of the municipality.
13. May perform other functions that may be mandated by the Honorable Mayor thru an Executive Memo.

3.2 QUALIFICATION

The Administrative Officer II must be a Bachelor's Degree holder a Civil Service Eligible, Professional and six (6) hours of relevant training and one (1) year relevant experience.

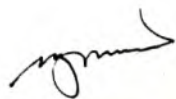
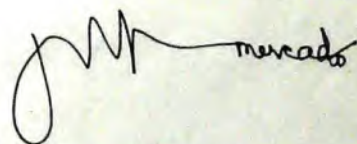
3.3 TENURE

The Administrative Officer II enjoy the security of tenure as provided for under the Civil Service Code.

3.3 SALARY

The Administrative Officer II enjoy Salary Grade of 15

ARTICLE 4:

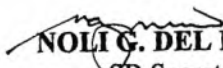
As per this Ordinance in order for the now office to function well the manpower support for the MIS Office shall be filled-up temporarily by Personnel from other offices or by other plantilla positions until all the other positions in the proposed MIS Organization Structure has already been created by another Sangguniang Ordinance.

ARTICLE 5:

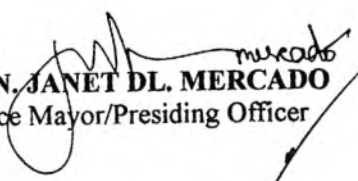
This Ordinance shall take effect immediately upon approval, without prejudice to existing laws and doctrines, revision and amendments to this ordinance.

ENACTED, this 8th day of January, 2010 at the Session Hall of the Municipal Building, Taytay, Rizal.

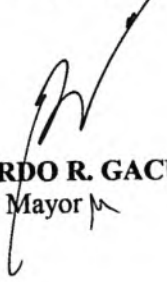
I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during Regular Session held on the 8th day of January, 2010.


NOLI G. DEL ROSARIO
SB Secretary

ATTESTED AND CERTIFIED TO BE DULY
ENACTED BY HER HONOR


HON. JANET DL. MERCADO
Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR
THE MUNICIPAL MAYOR


HON. GEORGE RICARDO R. GACULA II
Municipal Mayor