



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2208-011

ORDINANCE NO. 751 series of 2022

**AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE
MANAGEMENT INFORMATION SYSTEM SERVICES AS A DEPARTMENT
IN THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL AND PROVIDING
FUNDS THEREOF**

Authorized & Sponsored by: SK Fed. Pres. Zyrell May B. Villanueva
Co-Sponsored by: Vice Mayor Sophia Priscilla L. Cabral (Acting Mayor, did not participate)
Coun. Jan Victor B. Cabitac
Coun. Ma. Jeca B. Villanueva
Coun. Philip Jeison J. Cruz
Coun. Patrick John P. Alcantara
Coun. Jean Lalaine P. Calderon
Coun. John Tobit E. Cruz
Coun. Joanne Marie P. Calderon
Coun. Ma. Elaine T. Leonardo
LnB Pres. Frank Luster L. Santos

WHEREAS, Section 3 par. b of RA 7160 otherwise known as the Local Government Code of 1991 states that “there shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and services requirements of its communities”;

WHEREAS, the Management Information System Services Office has the primary task of maintaining existing data network communication in the different offices where the computerized systems are installed and used;

WHEREAS, expressly lodged to the Sangguniang Bayan by RA 7160, are the powers not only to create an office but also to determine the positions and salaries of the officials and employees of the Municipal Government;

WHEREAS, there is a need to rationalize the existing organizational and personnel structure of the Municipal Information System Services by making the same as a department for it to be able to cope up with the mounting tasks in advancing the government efforts to protect the continuity of the Information Technology development and maximize the utilization and security of resources;

NOW THEREFORE, BE IT ENACTED, as it is hereby enacted by the 12th Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

ARTICLE 1. PREAMBLE

1.1 SHORT TITLE:

This Ordinance shall be known and maybe cited as “THE MANAGEMENT INFORMATION SYSTEM SERVICES ORDINANCE of Taytay, Rizal”.

1.2 PURPOSE:

It shall be the purpose of this ordinance to maintain the Municipal's information technology to meet the needs of the present demand of an effective and efficient government institution and to ensure the implementation of all programs and activities concerning the management information system services.

1.3 DEFINITION OF TERMS:

- a) **Information System** - an integrated set of components for collecting, storing, and processing data and for providing information, knowledge, and digital products.
- b) **System Developer** - a software developer that develops and implements applications and programs for the backend processing systems used in businesses and organizations.
- c) **Network Installation** - the selection and placement of hardware and equipment that forms a network or interconnected set of devices.
- d) **Computer Hardware** - the computer's tangible components or delivery systems that store and run the written instructions provided by the software.
- e) **Computer Software** - is the intangible part of the device that lets the user interact with the hardware and command it to perform specific tasks.
- f) **Computer Peripherals** - any computing device or equipment that is part of the computer but doesn't perform any core computing process. It is an externally or internally connected device that adds up or complements the host computer's capabilities or functionality in some form.
- g) **Digital Archiving** - a place of storage for the safekeeping of digital information such as files, invoices, deeds or other documents.
- h) **Data Privacy** - the protection of an individual's information that is used or created while using the Internet on a computer or personal device.
- i) **Satellite Offices** - these offices referred as satellite offices are the offices under the Municipality not located within the Municipal Hall (e.g. Taytay Emergency Hospital, Public Market, MPSO, MADAC, etc.)

ARTICLE 2: THE MANAGEMENT INFORMATION SYSTEM SERVICES DEPARTMENT

2.1 THE OFFICE:

The Office of the Municipal Information System Services, hereinafter referred to as "the Office" is hereby institutionalized and created as a Department of the Local Government Unit of Taytay.

2.2 FUNCTIONS / DUTIES - the functions of the Management Information Systems Services shall be as follows:

- a. Be in charge of research, formulation and coordination with the different offices concerned in developing the Information Systems Plan of the Municipality of Taytay;
- b. Be responsible for research, development and implementation of integrated computerized application systems for the Municipal Government operations;
- c. Evaluates, monitors, and coordinates with the system developer / vendor for the implementation of the installed computerized systems at the different offices of the Municipality;
- d. Directs the utilization of information technology in the different government operations of the Municipality of Taytay;
- e. Maintains the existing data network communications in the different offices where the computerized systems are installed and used and updates / coordinates with the contractor of the Network Installation for troubleshooting and preventive maintenance;
- f. To provide and organize continued preventive maintenance to computer hardware, software and peripherals;

- g. To provide technical information and education to the Municipality and Barangay Computer Literacy Programs;
- h. To update the Municipal Mayor on the status of the utilization of Information Technology - application software, computer hardware and other IT equipment and provides recommendation to ensure the optimum utilization of investments thereof;
- i. To be in-charge of the database management of the whole Municipality;
- j. To ensure and safe-keep the storage of basic information of public documents through Digital Archiving; and
- k. To coordinate with different local and national agencies regarding IT systems.

2.3 DEPARTMENT SECTIONS - The three (3) sections of the Office shall perform the following functions, to wit:

I. Systems Development and Administration Section - The Systems Development and Administration Section shall:

- a. Be in charge of gathering, analyzing, developing and implementing manual and computerized systems;
- b. Conduct researches, prepares plans, modifies and/or initiates new designs for the improvement and development of application and information systems;
- c. Coordinate with the application systems developer / vendor for the continuous flow of systems operations for troubleshooting and maintenance;
- d. Be in charge of maintaining and conducting regular back-up of the systems' databases and program applications;
- e. Manage and control the systems security access and usage;
- f. Control and manage all computer files, records and data of the Municipal Information System;
- g. Assist Satellite Offices with regards to IT systems, databases and other records; and
- h. Takes charge in the maintenance and regular updates of websites of the municipal government for transparency.

II. Network and Technical Management Section - The Network and Technical Management Section shall:

- a. Be in charge of maintaining continuous, effective and efficient information systems operations flow on computers, printers and peripherals;
- b. Maintain the continuous flow of the network communications and coordinate with the contractor of the Network Installation for troubleshooting and preventive maintenance;
- c. Be in charge in installing hardware, software and licensed application systems;
- d. Be responsible for research and recommendation for the adoption and utilization of new information technology beneficial to the Municipal Government operations;
- e. Set direction on the acquisition and utilization of information technology in the different government operations of the municipality by providing and recommending guidelines / specifications on computer hardware and software; and
- f. Be the lead team in training assistance and transferring technology (hardware and software) to Education Training Section and to other concerned people.

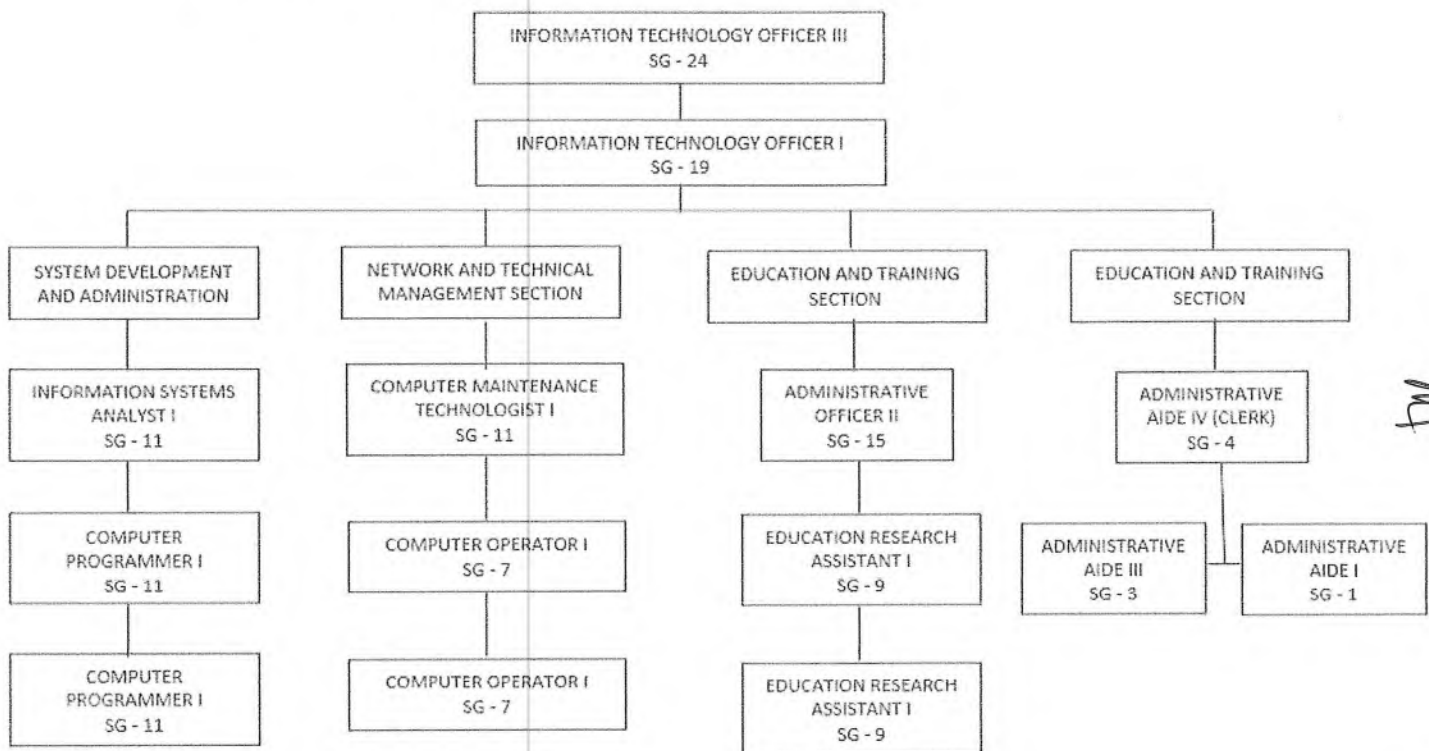
III. Information and Education Section - The Information and Education Section shall be subdivided into two units which will cater to their respective clients:

- Employees and Teachers Computer Training Section; and
- Barangay Information and Education Section.

and shall:

- a. Conduct researches, prepare plans, evaluate and recommend on the new designs, tool, methodology or program in gathering and disseminating educational information to all offices / units of the municipality and other concerned group / people;
- b. Educate and train personnel of the Municipal Government and residents of the different barangays on Computer Literacy Program; and
- c. Be in charge of reporting the status / progress of the Computer Literacy Program of the Municipality.

2.4 ORGANIZATIONAL CHART:



2.5 BUDGETARY REQUIREMENTS:

The Office shall be given an annual budget allocation within the Municipality's yearly appropriations as to maintain its functions and duties and as recommended by the Management Information System Services Officer.

ARTICLE 3: THE OFFICER

3.1 THE MUNICIPAL INFORMATION SERVICES OFFICER III:

3.1.1 Qualifications - The Municipal Information Services Officer III shall have the following qualifications based on the qualifications of the Civil Service Commission:

- a. Filipino Citizenship
- b. Masteral Degree or Certificate in Leadership and Management from the CSC
- c. Civil Service Professional/ Second Level Eligibility
- d. 40 Hours of Supervisory / Management Learning and Development Intervention
- e. At least four (4) years in position's involving management and supervision
- f. A resident of Taytay, Rizal.

The Municipal Information System Services Officer shall take charge of the Office on Municipal Information System Services and shall:

1. Maintain, operate, develop and enhance information services of the Municipality. The MIS provides full range of functions associated with the design, development, enhancement and support information technology systems hardware, software applications and communications.
2. Provide technical support for the networks as well as services for repair and upkeep of eligible hardware, wire and cable maintenance, basic technical support and configuration changes.
3. Ensure and maintain the municipality's reliability and availability of the municipality's technology network and IT capability.
4. Shall be in charge of research on new information technology that is beneficial in improving the operational functions of the different offices in the municipality.
5. Shall be responsible in recommending and coordinating with the different offices concerned about the new information technology that may be adopted by the offices concerned.
6. 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.
7. Shall be in charge of the day-to-day operation of the Management Information System Services.
8. 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.
9. Shall be the Technical Advisor of the Procurement Office relative to acquisition of Information Technology solutions.
10. 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.
11. Shall be responsible in consulting private and other government agencies with proper coordination with the Procurement Office relative to the IT acquisition of the municipality.
12. 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.
13. Shall be responsible in the procedural formulation relative to the utilization of IT System and also in the re-formulation of new system and procedure of offices being computerized.
14. Shall be the system network administrator of the municipality responsible for the maintenance of the network communication of all system of the municipality.
15. Shall perform other functions that may be mandated by the Mayor.

3.1.2 The Municipal Information Services Officer III shall be entitled to a Salary Grade of a Department Head equivalent to Salary Grade 24 (SG 24) and other benefits that is at par with other department heads (e. g. RATA, etc.)

ARTICLE 4: THE STAFF

4.1 COMPOSITION AND DUTIES OF THE STAFF:

The Office Staff shall be composed of the following:

I. Information Technology Officer I:

- Shall be responsible for research and recommendation for the adoption and utilization of new information technology beneficial to the municipal government;

- Shall assist the officer on the day-to-day operations of the Management Information Systems Services and in absence of the Officer, represent the latter in events; and
- Perform functions stated under 2.3.I of this ordinance.

II. Information System Analyst II:

- Shall be in charge of gathering, analyzing, developing and implementing systems both for manual and computerized, shall serve as the systems operation leader; and
- Perform functions stated under 2.3.I of this ordinance.

III. Computer Programmer I:

- Shall be in charge of developing new programs and application software to be used by the LGU;
- Shall be in charge of the website modification; and
- Perform functions stated under 2.3.I of this ordinance.

IV. Computer Maintenance Technologist I:

- Shall be in charge of maintaining continuous, effective and efficient information system operations flow, on computers, printers and peripheral;
- Shall serve as the technical support team leader; and
- Perform functions stated under 2.3.II of this ordinance.

V. Computer Operator I:

- Control and manage all computer files, records and data of the Municipal Information System; and
- Perform functions stated under 2.3.II of this ordinance.

VI. Administrative Officer II:

- Shall be in charge of the Information Technology training center;
- Shall organize and facilitate capability trainings, seminars and events in relation to IT technology and Computer literacy; and
- Perform functions stated under 2.3.III of this ordinance.

VII. Education Research Assistant I:

- Educate and train personnel of the Municipal government and residents of the different barangays on computer literacy program; and
- Perform functions stated under 2.3.III of this ordinance.

VIII. Administrative Aide IV:

- Shall be in charge of clerical work and other communication letters.

IX. Administrative Aide III:

- Shall be in charge of other clerical work

X. Administrative Aide I:

- Shall be in charge of physical cleanliness of the Management Information Services Office.

4.2 QUALIFICATIONS:

The said Office Staffs shall have the following qualifications based on the Civil Service Commission Qualifications and the Municipality of Taytay Human Resources Department:

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
INFORMATION SYSTEM ANALYST I	SG 12	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL
COMPUTER PROGRAMMER I	SG 11	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY
ADMINISTRATIVE OFFICER II	SG 15	BACHELOR'S DEGREE RELEVANT TO THE JOB	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY
COMMPUTER MAINTENANCE TECHNOLOGIST I	SG 11	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY
COMPUTER OPERATOR I	SG 7	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE W/ RELEVANT VOCATIONAL / TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL or DATA ENCODER (MC.II, s. 1996 cat. 1)
INFORMATION TECHNOLOGY OFFICER I	SG 19	BACHELOR'S DEGREE RELEVANT TO THE JOB	2 YEARS RELEVANT EXPERIENCE	8 HOURS RELEVANT TRAINING	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY Remarks: CS RESOLUTION NO. 1600843, Promulgated Jul. 26, 20 16
EDUCATION RESEARCH ASSISTANT I	SG 9	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	1 YEAR RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CS SUB-PROFESSIONAL
ADMINISTRATIVE AIDE IV (CLERK 2)	SG 4	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL
ADMINISTRATIVE AIDE III (CLERK 2)	SG 3	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL
ADMINISTRATIVE AIDE I	SG 1	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED

ARTICLE 5

5.1 Confidentiality - All officers and personnel under this department shall sign a Non-Disclosure Agreement. Data privacy should be one of the top priorities of all personnel under this department.

For personnel who do not agree in signing a Non-Disclosure Agreement, they may be transferred and assigned to a different designation within the Municipality. Breach of the Non-Disclosure agreement may be penalized under Chapter VIII of the Data Privacy Act, be liable for civil damages under the Civil Code and be placed under disciplinary action pursuant to the 2017 Rules in the Administrative Cases in the Civil Service.

5.2 Separability Clause - If any provision of this ordinance is declared unconstitutional, the other provisions thereof not otherwise affected shall remain in full force and effect.

5.3 Amending / Modifying / Repealing Clause - Any ordinance, executive order or rules and regulations inconsistent herewith shall be deemed amended, modified or repealed accordingly.

5.4 Effectivity Clause - This Ordinance shall take effect immediately upon approval.

ENACTED, this 5th day of October, 2022, 3:55 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on September 30, 2022 and was passed on third and final reading on October 5, 2022, during the 14th Regular Session held on the 5th day of October, 2022.



ATTY. STANLEE D. CALMA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR



HON. JAN VICTOR B. CABITAC
Municipal Councilor / Acting Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR
DATE _____



HON. ALLAN MARTINE S. DE LEON
Municipal Mayor