



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
17th City Council

27th Regular Session

ORDINANCE NO. SP-1844S-2008
(PO2008-44)

AN ORDINANCE CREATING THE INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND FUNCTIONAL MANDATES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilors BERNADETTE HERRERA-DY, JESUS MANUEL C. SUNTAY, VICTOR V. FERRER, JR., JOSEPH P. JUICO, WINSTON "Winnie" T. CASTELO, RAMON P. MEDALLA, EDEN "Candy" A. MEDINA, JORGE B. BANAL, JR., FRANZ S. PUMAREN, JAIME F. BORRES, ANTONIO E. INTON, JR., EDCEL B. LAGMAN, JR., BAYANI V. HIPOL and CONCEPCION S. MALAÑGEN.

WHEREAS, Section 3 (f) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "effective mechanisms for ensuring the accountability of Local Government Units to their respective constituents shall be strengthened in order to upgrade continually the quality of local leadership";

WHEREAS, Information Technology is an effective management tool for efficient and transparent governance;

WHEREAS, it is the policy of the City government to institute effective and transparent governance down to its operating Departments and Offices, especially to its frontline services;

Created with

 **nitro** PDF professional
download the free trial online at nitropdf.com/professional

WHEREAS, the present unit tasked to implement Information and Communications Technology (ICT) within the City government is a "task force" and as such creates operational difficulties in personnel complementation, logistical support, interdepartmental coordination and functional flexibility;

WHEREAS, the specialized and highly professional office shall operate to enhance its operational independence and functional flexibility in the performance of its duties and responsibilities;

WHEREAS, under Section 454 of the Local Government Code, the Sangguniang Panlungsod is empowered to create such other offices as may be necessary to carry out the purpose of the City government.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. CREATION. – The "Information Technology Development Department" is hereby created under the Office of the City Mayor.

SECTION 2. PRINCIPAL MANDATES. – The Information Technology Development Department shall have the following mandates:

- 2.1. The City government is faced with challenges and radical changes in the Information Technology development and network organizations. The wide scope of work that needs to be computerized and automated requires the enhancement of the city's capability to systemize its operations and make it computerized and automated.

- 2.1.1 The Department shall be responsible for the system development and the management of a Comprehensive Information Technology Master Plan which will serve as a guide for a harmonious operation of the operating departments such as, revenue generating processes, frontline services, technical information and planning data, infrastructure and engineering data, demographics and internal administrative systems;
- 2.1.2 It shall align the city's IT systems to that of the National Government Information System (GISP) and the E-Commerce Act;
- 2.1.3 It shall design, develop and manage the Comprehensive IT Master Plan and the IT strategic planning process ensuring that other computerization process in the city government are compatible with it, integrate them accordingly and thereafter recommend the specifications and overall hardware requirements of the city.
- 2.2 The data banking processes shall be strengthened through maintenance, monitoring and linking them or integrating them into the centralized database system.

2.2.1 It shall provide back-up measure, control mechanism and security systems to avoid the misuse, damage, corruption and disruption of data;

2.2.2 It shall provide the electronic communication system of the City Government both for internally coordinated and organized departmental sites and externally for the public satisfaction;

2.2.3 It shall continuously maintain, improve and secure the Information Technology (IT) infrastructure of the city, ensuring its optimum potential use.

2.3 The networking and connectivities of the city's organizations will be easily facilitated linking each departments, offices and units for a consolidated data information needed for decision making.

2.3.1 It shall linked and enhance the service capabilities of the frontline units through automation and data networking thereby speeding up their ability and increasing accuracy in processing transactions;

2.3.2 It shall improve the efficiency and accuracy in recording, processing, reporting and flow of information among and within the various units of the city government;

2.3.3 It will provide communication and interaction with the constituents, clientele and the public.

SECTION 3. FUNCTIONS OF THE DEPARTMENT. – The Information Technology Development Department shall have the following functions:

3.1 Design, develop and manage the Comprehensive IT Master Plan and ensure that other computerization processes in the city government are compatible with it;

3.2 Provide parameters and guidelines in the design and development of the IT by the different operating Departments, Offices and Units of the city;

- 3.3 *Provide automation requirements, ensuring the implementation of the Comprehensive IT Master Plan;*
- 3.4 *Determine in coordination with the operating departments the overall hardware requirements and the specifications needed in relation to the implementation of the Comprehensive IT Master Plan;*
- 3.5 *Assist the different Departments, Offices and Units in the development and installation of computerized operating systems and databases and integrate these databases to the City's Data Center;*
- 3.6 *Manage and monitor the Central QC Database and facilitate information sharing among the program departments for the use of the Office of the City Mayor and the Management Support Services;*
- 3.7 *Provide back-up measures and ensure security systems, through overseeing the protection of the confidentiality, integrity and availability of information residing on, or processed by, information technology systems;*
- 3.8 *Develop, install and continuously maintain the integrated network and system connectivities of departments, within the main building, other remote building, Barangay centers and QC's key data generators;*
- 3.9 *Assist the Management Support Services of the City Mayor in the development of the city's integrated websites;*

- 3.10 *Provide technical support and coordination with the Management Support Services of the City Mayor for its information requirements;*
- 3.11 *Examine and maintain in excellent operating condition all IT assets of the City government;*
- 3.12 *Manage, control and implement the overall IT plan for Quezon City government;*
- 3.13 *Assure the privacy of data related to customers, other partners, and employees; and*
- 3.14 *Keep the department up-to-date on the latest IT developments and see its implementation on the overall system, an act as the resource unit for IT matters.*

SECTION 4. HEAD OF OFFICE QUALIFICATIONS. – *The newly created office shall be headed by a City government Department Head (Grade 27). The Department Head shall have the following qualifications:*

- a. *Must be a Filipino citizen, a bonafide resident of Quezon City, and of good moral character;*
- b. *A holder of a college degree preferably in Computer Engineering/Science and a Master's Degree in Business Administration or related field from a recognized college or university;*
- c. *A first grade Civil Service eligible or equivalent, and*
- d. *At least five (5) years professional experience at the managerial level in the field of Information Technology.*

SECTION 5. ORGANIZATIONAL STRUCTURE. – The Organizational Structure of the Information Technology Development Department shall have three (3) divisions and six (6) sections. The three (3) divisions shall be composed of The Systems Development Management Division, The Database Maintenance and Monitoring Division; and Technical Maintenance Division.

The Systems Development and Management Division shall have Two (2) Sections composed of System Support Section and System Design Section. The Database Management Division shall have Two (2) Sections composed of Information Security Section and Database Maintenance and Monitoring Section. The Network and Technical Maintenance Division shall have Two (2) Sections composed of the Network and the Connectivities Section and Infrastructure Maintenance Section.

An Administrative Staff shall be in charge of the administrative requirements of the Department.

The Organizational Structure and Flow Chart shall be made an integral part of this Ordinance.

SECTION 6. FUNCTIONS, DUTIES AND RESPONSIBILITIES. – The following divisions and sections of the Information Technology Development Department shall have the following functions, duties and responsibilities:

6.1. SYSTEMS DEVELOPMENT AND MANAGEMENT DIVISION – This Division shall have two (2) sections:

6.1.1 SYSTEMS DESIGN SECTION

6.1.1.1 Develop a Comprehensive IT Master Plan and ensure that other computerization processes in the City Government are compatible with the p

6.1.1.2 Direct the development of systems common to a number of departments such as the city's infrastructure and demographics data, or wherein the departments do not have the technical capability for automation purposes.

6.1.1.3 Provide parameters and guidelines in the design and development of IT by the different operating departments, offices and units of the city.

6.1.2 SYSTEMS SUPPORT SECTION

6.1.2.1 Assist in the development and installation of the city's operating systems of departments in relation to the Comprehensive IT Master Plan;

6.1.2.2 Ensure the linkage or integration of the departments databases into the QC Database Center;

6.1.2.3 Conduct training for the user or personnel for the proper operation and management of the city's automated systems;

6.1.2.4 Ensure that operating systems are properly functioning and service the departments' needs when necessary.

6.2 DATABASE MANAGEMENT DIVISION - This Division shall have two (2) Sections:

6.2.1 DATABASE MAINTENANCE AND MONITORING SECTION:

- 6.2.1.1 Ensure that the databases of the city's operating departments and other data generators are properly linked of integrated into the centralized database system;
- 6.2.1.2 Ensure that data capture/data collection systems are properly functioning;
- 6.2.1.3 Provide back-up measures and ensure the integrity and overall security of the data and the system;
- 6.2.1.4 Provide and manage the database linkage to the Office of the Mayor, its executive staff, key committees and implement the Security Access for all other database users;
- 6.2.1.5 It shall manage and maintain an excellent working condition the centralized database system of the city;
- 6.2.1.6 Manage and monitor the Central QC Database and facilitate information sharing among the program departments for the use of the Office of the City Mayor and the Management Support Services.

6.2.2 INFORMATION SECURITY SECTION

- 6.2.2.1 Provide back up measures and ensure the integrity and overall security of the data and the system;
- 6.2.2.2 Assure the privacy of data related to customers, other partners, and employees;
- 6.2.2.3 Provide back-up measures and ensure security systems through overseeing the protection of the confidentiality, integrity and availability of information residing on, or processed by Information Technology Systems.

6.3 NETWORK AND TECHNICAL MAINTENANCE DIVISION – This Division shall have Two (2) Principal Sections:

6.3.1 NETWORK AND CONNECTIVITIES SECTION

6.3.1.1 Install system connectivities through Local Area Networks, Wide Area Networks, Wireless System, or such other system, as may be necessary to cover the following:

6.3.1.1.1 Within the departments' operating units;

6.3.1.1.2 Among departments;

6.3.1.1.3 The Office of the Mayor with the  centers, other remote city offices and key agencies;

6.3.1.2 Direct the overall development of the city's internet-web connectivities

6.3.2 **INFRASTRUCTURE MAINTENANCE SECTION**

6.3.2.1 Install, repair and maintain in proper operating condition all the city's IT hardware, equipment and facilities;

6.3.2.2 Recommend the de-commissioning and/or upgrade of any IT asset of the city;

6.3.2.3 Determine the overall hardware requirements and the specifications needed by the departments in relation to the implementation of the Comprehensive IT Master Plan.

SECTION 7. STAFFING REQUIREMENTS – The Office may be complemented by ten (10) Consultants, hiring of which is necessary considering the difficulties of hiring personnel with highly technical requirements and the forty-five (45) Regular Plantilla personnel whose positions and ranks are as follows:

Number	Position Title	Salary Grade
1	Department Head III	27
1	Department Head I	26
Total = 2		

SYSTEMS DEVELOPMENT MANAGEMENT DIVISION

<i>Number</i>	<i>Position Title</i>	<i>Salary Grade</i>
1	Information Technology Officer III	24
2	Information Technology Officer II	22
6	Information Technology Officer I	19
6	Information Systems Analyst II	16
Total = 15		

DATABASE MANAGEMENT DIVISION

<i>Number</i>	<i>Position Title</i>	<i>Salary Grade</i>
1	Information Technology Officer III	24
2	Information Technology Officer II	22
6	Information System Analyst II	16
Total = 9		

NETWORK AND TECHNICAL MAINTENANCE DIVISION

<i>Number</i>	<i>Position Title</i>	<i>Salary Grade</i>
1	Information Technology Officer III	24
2	Information Technology Officer II	22
2	Information Technology Officer I	19
4	Computer Maintenance Technologist II	15
4	Computer Maintenance Technologist I	11
Total = 13		

ADMINISTRATIVE SECTION

<i>Number</i>	<i>Position Title</i>	<i>Salary Grade</i>
1	Administrative Officer	15
2	Clerk III	6
2	Clerk II	4
1	Utility Worker II	2
Total = 6		

SECTION 8. ABOLITION OF TASK FORCE INFORMATION TECHNOLOGY AND OTHER RELATED OFFICES. – *The current Task Force-Quezon City Information Technology is hereby abolished; Provided, however, that the assigned qualified plantilla personnel of the said Task Force shall be absorbed by the newly created Information Technology Development Department; Provided, further, that assigned personnel not absorbed by the new office shall be returned automatically to their respective mother units.*

The Computerization Unit of the Legislative Department is hereby placed under the operational supervision and control of the Information Technology Development Department.

SECTION 9. LATERAL ENTRIES – *The Personnel Selection Board shall evaluate the qualifications of the applicants to vacancies of the newly created department for recommendation to the City Mayor.*

SECTION 10. APPROPRIATIONS – *The Maintenance and Other Operating Expenses of the newly created office for Calendar Year 2008 shall be taken from the balance of the budgetary allocation of the TF-QCIT for CY 2008 and from whatever available funds that may be reprogrammed from the Office of the City Mayor.*

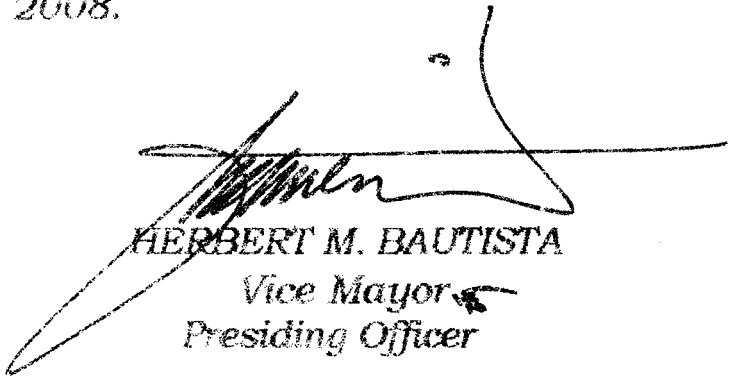
The annual fund necessary for the maintenance and operation of the Information Technology Development Department shall be included in the yearly appropriations from the General Fund of the Quezon City government.

SECTION 11. REPEALING CLAUSE – *All Ordinances, Resolutions, Executive Orders, Memorandum Circulars and Administrative Orders or parts thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.*

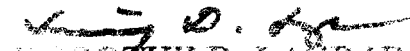
SECTION 12. SEPARABILITY CLAUSE - If, for any reasons, any part or provisions of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall be in full force and effect.

SECTION 13. EFFECTIVITY CLAUSE - This Ordinance shall take effect after its publication in a newspaper of general circulation.

ENACTED: May 12, 2008.


HERBERT M. BAUTISTA
Vice Mayor
Presiding Officer

ATTESTED:


DOROTHY D. LAGRADA, CPA
City Gov't. Asst. Dept. Head III

APPROVED: July 16, 2008


FELICIANO R. BELMONTE, JR.
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on May 12, 2008 and was finally PASSED on Third/Final Reading on May 19, 2008.