



ADMINISTRATIVE ORDER NO. 11
Series of 2016

AN ORDER INSTITUTIONALIZING THE FORMULATION AND IMPLEMENTATION OF E-GOVERNANCE COMPREHENSIVE PLAN (ECP) AND THE THREE-YEAR INFORMATION SYSTEM STRATEGIC PLAN (ISSP) OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, provides that every local government unit shall exercise its powers to ensure efficient and effective governance;

WHEREAS, Republic Act No. 8792, otherwise known as the *Electronic Commerce Act of 2000*, has enjoined local government units, among others, to infuse Information Communication Technology (ICT) into its bloodstream to be able to provide better and faster delivery of government services to its constituents;

WHEREAS, the Provincial Government of Davao del Norte formulated the Information System Strategic Plan (ISSP) of the Provincial Government of Davao del Norte for CY 2012-2015 by creating an ISSP Core Team and Technical Working Group pursuant to Provincial Executive Order No. 10, s. 2012;

WHEREAS, to efficiently and effectively discharge its mandate, there is a need to in place a more viable and responsive teams that will take charge in the comprehensive and strategic planning, implementation and evaluation of ICT programs and projects;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor, Province of Davao del Norte, by virtue of the power vested in me by law, do hereby order:

SECTION 1. Creation of the ECP and ISSP Steering Committee. There shall be an ECP and ISSP Steering Committee which shall be composed of the following:

Chairperson : **PROVINCIAL GOVERNOR**
Authorized Representative:
PROVINCIAL ADMINISTRATOR

Members : **P.G. DEPARTMENT HEADS**
Provincial Government Offices

(page 1 of 4 pages/AO.ECP.ISSP)



Hon. Anthony G. del Rosario
Governor, Davao del Norte



SECTION 2. Functions of the ECP and ISSP Steering Committee. The ECP and ISSP Steering Committee shall perform the following functions:

- 2.1. Set the over-all direction of the ICT program of the Provincial Government of Davao del Norte;
- 2.2. Review and approve the long-term ICT plan or ECP and priority ICT programs and projects within three years or ISSP;
- 2.3. Review and approve the ICT programs, projects and activities including human resource and budgetary requirements;
- 2.4. Oversee the planning, implementation, monitoring and evaluation of ICT plans, programs, projects and activities;
- 2.5. Perform other necessary tasks.

SECTION 3. Creation of the ECP and ISSP Management Team: There shall be an ECP and ISSP Management Committee Team, the composition of which are as follows:

Team Manager : **PROVINCIAL ADMINISTRATOR**
Authorized Permanent Representative:
ASSISTANT PROVINCIAL ADMINISTRATOR

Team Members : **P.G. DEPARTMENT HEAD**
(Provincial Budget Officer)

P.G. DEPARTMENT HEAD
(Provincial Accountant)

PROVINCIAL TREASURER

P.G. DEPARTMENT HEAD
(Provincial General Services Officer)

P.G. DEPARTMENT HEAD
(Provincial Human Resource Management Officer)

P.G. DEPARTMENT HEAD
(Provincial Planning and Dev't. Coordinator)

P.G. DEPARTMENT HEAD
(Provincial Environment & Natural Res. Officer)

SECTION 4. *Functions of the ECP and ISSP Management Committee:* The ECP and ISSP shall perform the following functions:

- 4.1. Recommend to the ECP and ISSP Steering Committee the ICT plans, programs, projects and activities, including human resource and budgetary requirements;
- 4.2. Manage the formulation, implementation, monitoring and evaluation of ECP and ISSP;
- 4.3. Submit a periodic report and incident reports to the ECP and ISSP Steering Committee; and
- 4.4. Perform other tasks as instructed by the ECP and ISSP Steering Committee.

SECTION 5. *Creation of the ECP and ISSP Technical Working Team:* There shall be an ECP and ISSP Technical Working Team which shall be composed of the following and shall be specifically identified through the issuance of an Office Order, to wit:

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| Team Leader | : | KEY STAFF FROM THE INFORMATION TECHNOLOGY DIVISION OF THE PROVINCIAL ADMINISTRATOR'S OFFICE |
| Co-Team Leader | : | KEY STAFF FROM THE PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE |
| Members | : | ICT TECHNICAL EMPLOYEES OF THE PROVINCIAL GOVERNMENT OFFICES |

SECTION 6. *Functions of the ECP and ISSP Technical Working Team.* The ECP and ISSP Technical Working Team shall perform the following functions:

- 6.1. Assess the implementation of the ISSP CY 2012-2015 and future ECP and ISSP;
- 6.2. Draft the ECP and ISSP including human resource and budgetary requirements;
- 6.3. Implement the ICT programs, projects and activities prioritized within the three-year period or under ISSP;
- 6.4. Submit periodic and incident reports to the ECP and ISSP Project Management Team;
- 6.5. Document all the processes and updates of ECP and ISSP implementation; and;
- 6.6. Perform other related tasks per instruction of the ECP and ISSP Management Team.

SECTION 7. *Budgetary Requirements.* Funds for the institutionalization, formulation and implementation of ECP and ISSP shall be provided chargeable against local and other funds.

SECTION 8. *Effectivity.* This Order shall take effect immediately upon approval superseding all other issuances inconsistent thereto.

Approved this 20th day of July, 2016 at the Provincial Government Center, Mankilam, Tagum City, Davao del Norte, Philippines.



ANTONIO RAFAEL G. DEL ROSARIO
Governor