



DILG ICT

PROJECTS 2015



ISTMS
INFORMATION SYSTEMS AND
TECHNOLOGY MANAGEMENT SERVICE

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Acknowledgement

The year 2015 has been devoted in achieving several IT breakthroughs which has always been a part of the ISTMS objectives. Recently, the ISTMS has accomplished numerous IT projects for the Department including the approval of the 2016 ISSP Projects namely: LGUIMP and the LAN, WAN AND IP Telephony. Further, the development of soon to launch online application systems; the acquisition of 3,232 GovMail accounts which serve as the official email accounts of officials and employees; and approval of the ICT policies are among the valuable attainments of the Service.

All the positive changes and reforms we instituted would not be realized without the unwavering support of the Management. The ISTMS would like to express their gratitude to Undersecretary for Operations Atty. Edwin R. Enrile, for believing in and supporting the endeavors of the ISTMS in performing its core function, to IS Planner and Undersecretary for Local Government Austere A. Panadero, for his unstoppable advocacy on improving the IT standards, to the then Hon. Secretary Mar Roxas, for addressing the significance of the IT development in government transparency and public accountability and to our Hon. Secretary Mel Senen S. Sarmiento for his trust and confidence with the IT workforce in attaining the strategic objectives of the Department. These people likewise shared their time and knowledge in keeping a common vision and celebrating our achievements as we make it.

To our partners, Bureaus, Services and other operating units, the Regional Offices and their Regional Information Technology Officers (RITOs), thank you very much for your involvement and contributions. The ISTMS truly values your commitment and support.

The IT developments which materialized have inspired us to constantly outperform ourselves. Indeed, it is in our high hope that there will be more of these developments for the Service in the future.

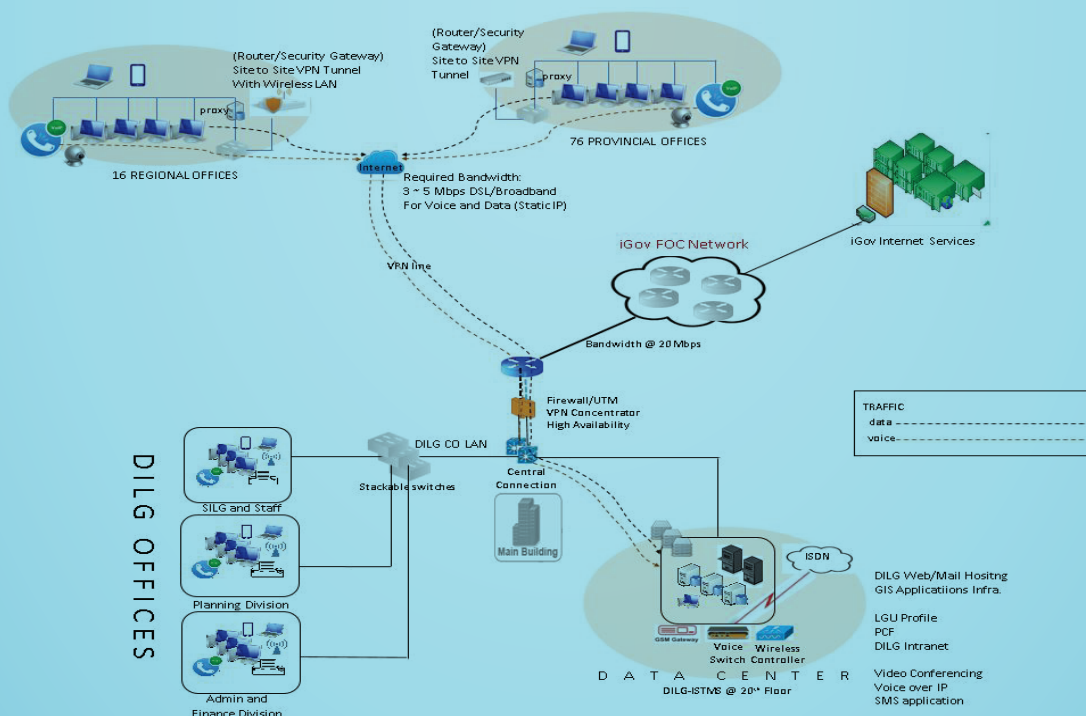
LOIDA S. LINSON
Officer-in-Charge, ISTMS



Approval/Provision of P122M ISSP Budget for 2016

After long deliberations and hard work undertaken by the ISSP Technical Working Group, Regional Information Technology Officers, and ISTMS along with the Management thrust, MITHI approved the DILG-LG Sector Information System Strategic Plan (ISSP). Two major ICT Projects were funded namely: Local Government Unit Information Management Project (LGUIMP) and the LAN, WAN and IP Telephony amounting to One Hundred Twenty-Two Million One Hundred Forty-Four Thousand Pesos (PhP122,144,000.00).

The LGUIMP aims to facilitate the gathering of data from the ground through the development of Web Application systems, provision of laptops, and Internet connectivity to the department's 16 Regional Offices, 76 Provincial Offices and 1,516 field officers.



The LAN, WAN and IP Telephony aims to establish a data and voice infrastructure to the Central Office (CO) and three (3) pilot Regional Offices (ROs) that shall support the internal and external communication system. One of the major benefit of the department is the reduction of communication expenses by using local lines in the CO and establishment of voice connectivity to the ROs thru VoIP technology.

1,251 Laptops were distributed to Central and Regional Offices

Under the 2015 ISSP was the provision of 1,251 laptops and licensed MS Office which were deployed as follows:

REGIONAL OFFICE	No. of Laptops/ Office Licenses
I	78
II	68
III	81
IV-A	88
IV-B	54
V	83
VI	70
NIR	35
VII	70
VIII	92
IX	46
X	68
XI	48
XII	47
XIII	49
CAR	47
NCR	60
CENTRAL OFFICE	167

Acquisition of 3,232 GovMail accounts for the DILG officials and employees

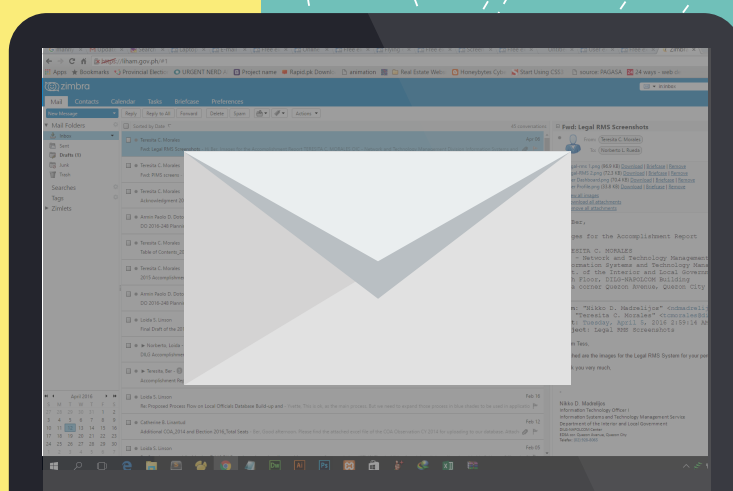
Accessible online through <https://www.liham.gov.ph>, the department's Central, Regional, Provincial and field personnel that belongs to the Level 2 and 3 position are now equipped with an effective communication facility, the Govmail service. A total of 3,232 GovMail accounts was acquired from the shared service of iGovPhil Project under the Information and Communication Technology Office (ICTO), DOST.

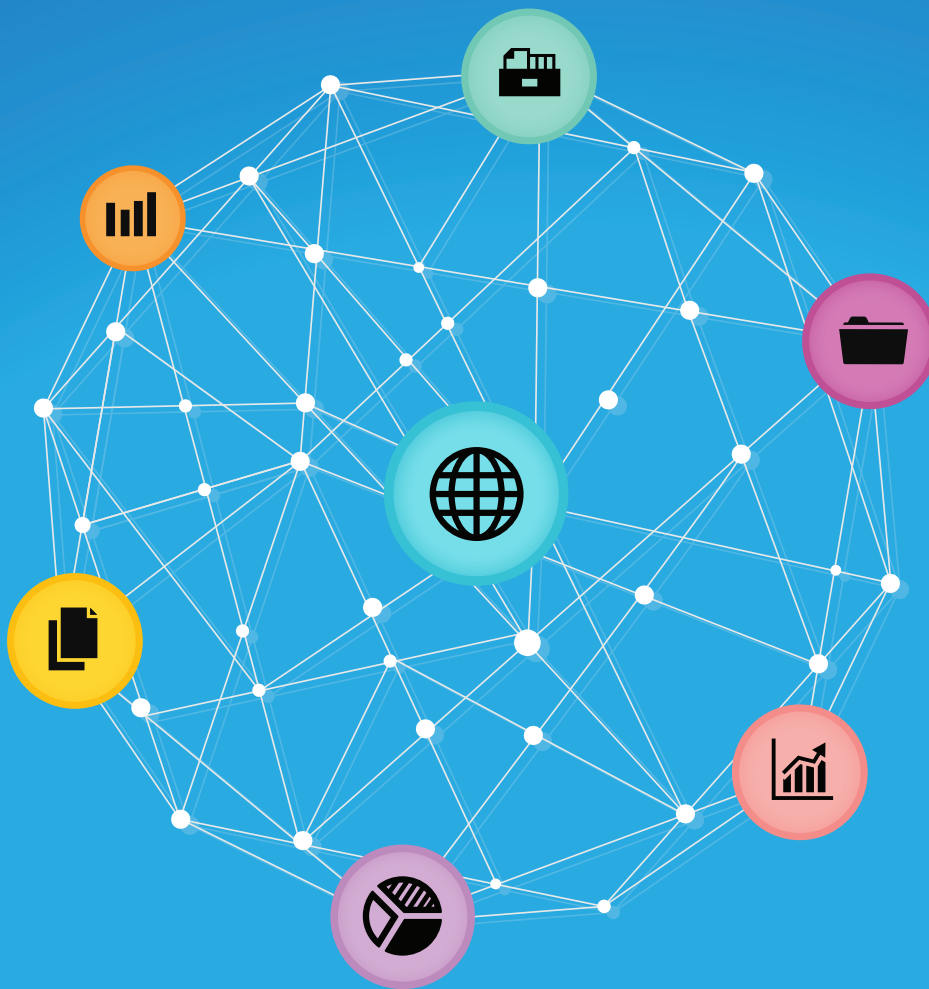
The official Domain Name dilg.gov.ph has a distinct corporate identity as a legitimate government office of the Republic of the Philippines. Likewise, the email account <name>@dilg.gov.ph gave a credible recognition online that the sender is an employee of the DILG.

A Circular No. 2015-06, Policies and Guidelines in the Use of the New Electronic GovMail dated June 30, 2015 was issued by Undersecretary EDWIN R. ENRILE to strengthen the use of the email facility. The policy enjoined all department officials and employees to utilize the GovMail facility for exchange of information and official communication.

In furtherance to the policy, ISTMS conducted an orientation on the use of new email system which was launched on July 9, 2015 at the Central Office and was attended by 57 participants from the different bureaus, offices and operating units.

The ISTMS in collaboration with LGA, Regional Offices, bureaus and services is continuously advocating the use of GovMail facility/account in the day-to-day operations of the DILG personnel.





DILG Adopts the Principle of Openness and Interoperability

Openness means that datasets published by the Department, its operating units, bureaus and offices shall be made publicly available and accessible, published in open and machine-readable formats and with open licenses. Interoperability means the ability to exchange and reuse government data and information in a uniform and efficient manner across multiple ICT systems and across agencies.

The department, being the authoritative source of data on Local Government, issued Circular 2016-08: POLICY ON THE DEVELOPMENT OF APPLICATION SYSTEMS AND DATA ADMINISTRATION wherein the guidelines, procedures and standards in the collection, organization, release and management of LGU-related data were defined. The said Circular was focused on the use of the following standards:

- a. DILG Standard Coding System - composed of Philippine Standard Geographic Code (PSGC), a standard code of LGUs implemented by NSCB and additional unique code specifically designed for the needs of the department.
- b. Application System Development Standard – defines the platform that should be used for all application system development and database management systems initiatives. It also includes guidelines on data storage, backup and recovery, sharing, distribution and publication of data.



Timeliness and Accuracy in the Posting of Information

The main purpose of the website is to provide relevant and up-to-date information about the department's thrust, programs, projects, and activities. To achieve the quality dimension of information it should possess the characteristic of timeliness and accuracy.

After series of preparation and appraisal, the enrolled process of ISTMS on the WEB Posting of Information passed the DILG CO Quality Management System (QMS). The process covers from the time of receipt of the articles, draft circulars, memo circulars, reports and others from the different bureaus and services. Hence, making information timely and correctly published.

2015 Innovations

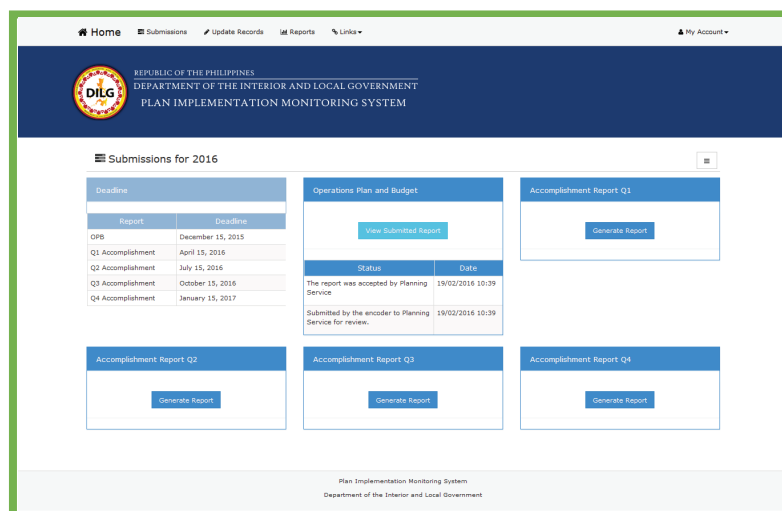
A. In-house developed Web Application Systems

Plan Implementation Monitoring System (PIMS)

Monitoring of accomplishment by Bureaus, Services, Regional, Provincial and field offices is one of the difficulties that the management is facing right now. The manual process of Planning Service in consolidating both the Operation Plan and Budget (OPB) and the Quarterly Accomplishment Report impedes the submission of timely reports to the top management.

The soon to be launched Plan Implementation Monitoring System (PIMS), in-house developed by ISTMS, is a tool designed to facilitate the preparation/-submission of plans and monitoring of accomplishment on each program/project. Performance Indicators with the corresponding targets as per Operations Plan and Budget (OPB) versus the Accomplishment Report serves as the basis of performance in terms of project implementation.

The PIMS will be used by operating units/offices to input the performance indicators and targets and come-up with their OPB. Once approved, the data will be used by the management to monitor performance through the Quarterly Accomplishment Report submitted by the different offices. The Planning Service will serve as the owner and administrator of the PIMS application.



On-line Calendar of Activities System (OLCAS)

The Online Calendar System intends to handle and keep track the department officials and employees roster of scheduled activities in a more efficient way.

Aside from monitoring the different activities of each bureau, office and operating system, it will captures the relevant activity information making other offices aware of each other's scheduled activities.

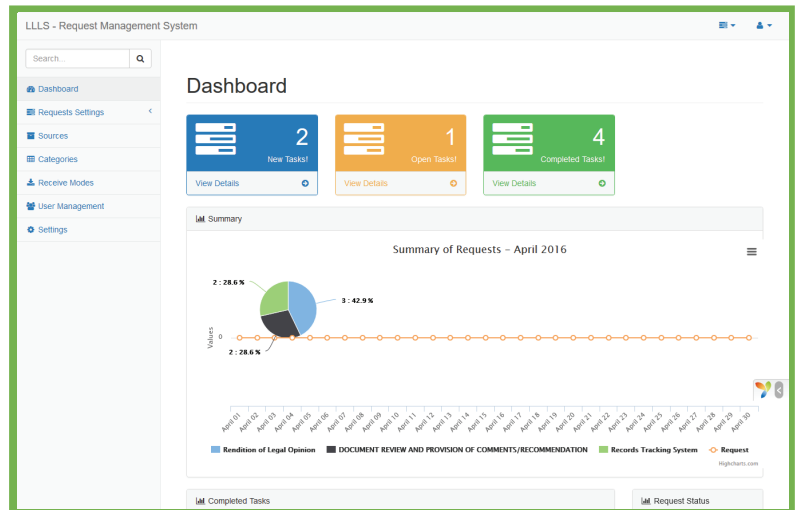


The OLCAS, along with the policies and guidelines from the Planning Service, aimed to reduce conflicting schedule of activities and clash in participants' attendance.

Request Management System (RMS)

The Request Management System (RMS) specifically developed for Legal and Legislative Liaison Service (LLLS), or as we call it the Legal-RMS, is now functional and ready to be deployed. It is a tool for monitoring the whereabouts of the document received by the office.

The Legal - RMS automatically logs the time when it was received, processed and routed to another person, section or division within the office. Also, it has a queuing system that alerts its users if there is a new task needing attention or action. Reports that contains the information of the specific document are readily available.



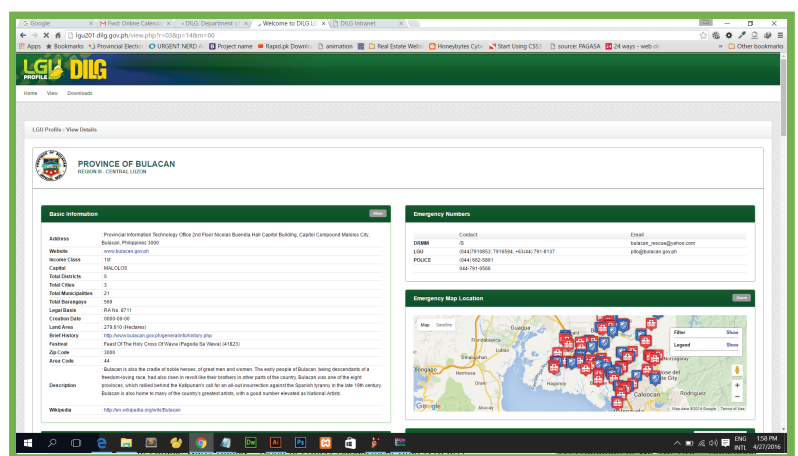
The Legal-RMS is flexible enough, so that it can be customized and be deployed to other offices of the department. Moreover, it can be deployed and used by the entire DILG Central Office as a centralized application system, once the Local Area Network (LAN) infrastructure has been established and fully operational.

B. Enhanced Application Systems

LGU “201” Profile

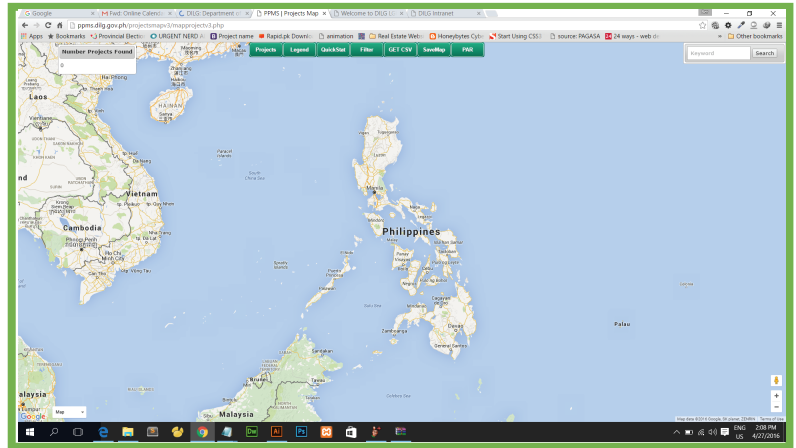
The LGU Profile is a portal that provides information related to Local Government Units (LGUs) which includes basic and demographic information, economic and political profile, emergency and disaster-related data/facilities with geospatial location and best practices among others.

For a more dynamic vast of information it has links to other online application systems such as Local Governance Performance Management System (LGPMS), Full Disclosure Policy Portal (FDPP) and Programs and Projects Monitoring System (PPMS).



Programs and Projects Monitoring System (PPMS)

An immense number of 7,146 DILG programs and projects are accessible online through the URL <http://ppms.dilg.gov.ph/>. Project details, such as title, description, location, beneficiaries, allocation and status are available. It includes photos of projects from the date started, 30%, 60%, 90% implementation phase, till its completion and turn-over of the project. It has also a feedback mechanism where stakeholders and beneficiaries can provide observation on the project being implemented.

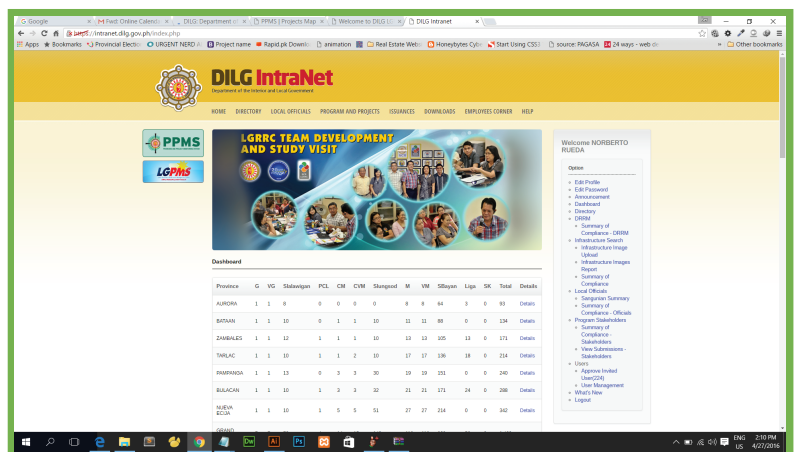


The PPMS Web Application (PPMS Web App) has now an established connection to the PPMS Windows Application (PPMS Win App) that is packaged to the windows tablets procured by Local Government Academy (LGA) and distributed to the Municipal Local Government Operations Officers (MLGOOs). Both applications may now exchange data and information. They share a single database which means that anything you encode on the PPMS Win App will also appear on the PPMS Web App. This new feature enables Windows Mobile users to view all PPMS projects on their Mobile Phones just by downloading the PPMS Win App making project monitoring and reporting now be easier.

The powerful web-based tool aimed to achieve the principle of transparency and accountability leading to the freedom of information.

DILG Intranet

Accessible through URL:<https://intranet.dilg.gov.ph/>, the DILG Intranet continuously brings forth the integrity and timeliness of information. Designed and developed by ISTMS it aims to enhance the data sharing and collaboration with the Central, Regional and Field Offices. The encoding, updating of data and posting of department-related information directly comes from the ground – DILG FIELD OFFICERS. The field officers are given the authority or individual access rights to manage their own data on the database such as position, designation, place of assignment and other personal information.



The DILG Intranet is designed to act as gateway for the department officials and employees including field officers to encode, upload and update data/information intended for the different web application systems such as Local Officials Profile, Local Infrastructure Images, Disaster Risk Reduction and Management (DRRM), etc. Upon log-in users are prompted of the information and links to web applications wherein he has the authority to access.



C. LAN Connectivity and Security

To manage the absence of the department's structured cabling for the internet connectivity, ISTMS initiated the full implementation of ICTO-DOSTs GovNet, the upgrade on leased line connection from 8 mbps to 10 mbps, and the deployment of 18 broadband units to the different bureaus, offices and operating units. At the end of 2015, more than 250 users are connected to the internet.

In defense against the many harmful programs that can destroy the computer, ISTMS deployed anti-virus software to more than 300 users to protect the computer from getting infected. It does scanning on downloads and attachments for viruses, and running in the background when the user is surfing the Internet. Should the user come across a virus, the program will warn the user and give the option of getting rid of it before it infects.



INITIATIVES IN PREPARATION FOR 2016

While the implementation for the MITHI approved ISSP Projects is scheduled on 2016, the Service took the initiative to process ahead of time the project requirements on the basis of DBMs Circular Letter 2010-9, Guidelines Directing Agencies to Expedite the Implementation of their Procurement Activities, dated December 30, 2010. Initial process on procurement activities such as preparation of PPMP, Purchase Request, and Request for Sub-Allotment for the Internet Services were carried out. Hence, on November 6, 2015, the DILG Bids and Awards Committee was able to conduct the Pre-Procurement Conference for the 2016 ICT Projects.

Likewise, in preparation to the implementation of the 2016 ICT Projects, a Workshop on the Implementation of the 2016 ICT Projects under ISSP and iGovPhil Projects was held on October 14-16, 2015 attended by the ISSP-TWG, RITOs and ISTMS. The workshop focused on the strategies to undertake in the implementation of the MITHI approved 2016 ICT Projects. These strategies include the planning, formulation of policies and guidelines, and the prioritization of Information Systems that will be developed by ISTMS for the different bureaus of the department.



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