

REPUBLIC OF THE PHILIPPINES  
NATIONAL IRRIGATION ADMINISTRATION  
CENTRAL OFFICE

MEMORANDUM CIRCULAR No. 25  
Series of 2021



TO : ALL REGIONAL MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : ANNUAL ASSESSMENT FOR THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) ACTIVITIES

In line with the Seventh Quality Objective of NIA, "To improve Management Information Systems and Processes" and pursuant to the issuance of MC No. 9 series 2021, MC Nos. 95 and 40 series 2019 relative to the implementation of the approved ISSP and other ICT activities, the ICT annual assessment will be conducted on the **last week of February 2021 and every year thereafter.**

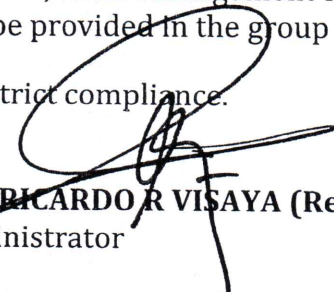
The IT personnel headed by the Sr. Computer Services Programmer under the Office of the Regional Manager shall serve as the group responsible for overseeing the implementation and management of the ICT infrastructure/resources in their respective region.

In addition to its present duties and responsibilities, the group shall:

1. Represent the region in ICT standard identification, and information systems strategy formulation and implementation;
2. Ensure compliance of the regional office on the purchase of license software;
3. Ensure that the "Computer Servers" and other ICT in-house infrastructure resources are available and working properly;
4. Ensure regional office connection to the central office is uninterrupted and secure at all times;
5. The Sr. Computer Services Programmer shall have privilege access to the MID's developed Information Systems for the regional level's user management;
6. Provide assistance to the end-users in the implementation of the MID's developed Information Systems and other ICT activities; and
7. Accomplish/review and consolidate reports pertaining to ICT requirements and ensure submission on or before the set deadline.

In the virtual assessment scheduled on **24 February 2021, 9:00AM to 4:00PM**, all reports on the said MCs, preparation of the CY 2022-2024 ISSP formulation and the above-mentioned duties and responsibilities shall be discussed. Submit the name and present position of the attendees to the Office of the Manager, Corporate Planning Services, Attn: Management Information Division not later than February 23, 2021, link will be provided in the group chat.

For strict compliance.

  
**GEN RICARDO R VISAYA (Ret)**  
Administrator

Date: Feb. 11, 2021