

9/7/83

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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 24, s. 1983

MEMORANDUM CIRCULAR

MEMORANDUM

TO : ALL ASSISTANT ADMINISTRATORS/HEADS OF DEPARTMENT
AND STAFFS/REGIONAL IRRIGATION DIRECTORS/PROJECT/
OPERATIONS MANAGERS/IRRIGATION SUPERINTENDENTS/
PROVINCIAL IRRIGATION ENGINEERS/PROJECT ENGINEERS
AND ALL OTHERS CONCERNED

SUBJECT : SURVEY ON COMPUTERIZATION

For efficient coordination of the computerization activities of the agency, a survey on computerization is being undertaken. Attached herewith are the survey forms which must be fully accomplished.

The survey is in three parts. Part I is the NIA-EDP Manpower Survey Form. This is to be accomplished by all NIA employees, including direct hired contractual who have EDP background irrespective of the extent of their training and experience. Part II is a survey on all computerization projects either completed or on-going. Each computerization project must be reported on separate form. Use one form per application/System. Part III is the survey form on computer time/hardware requirement or usage of all on-going computer application and application development. Attached are sample accomplished survey forms for your reference.

All offices are hereby directed to accomplish and submit the attached Survey Form to the Office of the Administrator not later than 15 October 1983.

Strict compliance is enjoined.

(SGD.) CESAR L. TECH
Administrator

7 September 1983

Part I

NIA EDP MANPOWER SURVEY

Definition of Terms:

- Present Appointment - position title as per approved appointment.
- Present Designation - refers to the present assignment as per memorandum or internal arrangement.
- Computer Course Taken - This will include all computer related subject taken as a part of a course curriculum. All computer training/seminars attended conducted by NIA or by private training centers.
- Computer Model - the computer brand and Model Number.
e.g. IBM 3740, UNIVAC 1100/10, TRS 80 Model 11.
- Operating System - the software that controls the overall operation of the computer.
e.g. CP/M, VAX/VMS, DISK operating System.
- Data Type - refers to the data character whether alphabetic, alphanumeric or numeric.

Part II

EDP REQUIREMENTS

Section B. This section be completed for every current and projected system.

#1. A System is an EDP activity or project designed to accomplish a specific objective. Example: Personnel System, Payroll System, Inventory System

#2. A brief description of the system must incorporate the system objectives and summary of what the system is about.

#3. A system is operation when the activities of the user is limited to the management, maintenance, and operation of the system after it has begun to be used. A system is developmental when the status of the system falls under any of the following stages:

- a) System Analysis - task of investigating the system as it is presently operating and determining the desires, needs and objectives of the user.
- b) Feasibility Study - the task of studying the economics, technical aspects and operational requirements of a system.
- c) System Design - the determination of the exact requirements, specifying the task to performed, determining the best way to perform the tasks, and establishing required performance levels.
- d) Equipment Selection/Resource Allocation - determining what equipment/resources will best perform the tasks required of a system in terms or efficiency and economy.
- e) Programming - the writing of the instructions which the computer will carry out.
- f) Conversion - converting an old system to a new system or beginning to use a completely new system.
- g) Documentation - the recording of the specifications of a system such as the objectives, the equipment/resource specifications, the program listings, and the manuals on how to use the system.

#4. The Schedule of development and implementation of the system must be shown with corresponding dates.

#5. The volume must state the number of records per processing.

Section C

This section must be accomplished for the total EDP Budgetary Requirements of the current or projected EDP activities per application systems. This includes computerization using NIA or outside computer.

Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100
1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	

Part I

NIA EDP MANPOWER SURVEY

First Name: EDUARDO M.I. : S. Family Name: DE LEON

Present Appointment: Sr. Engineer B Present Designation: _____

Address of Office: Communal Proj. Implementation Dept.

B. S. Degrees a. BSCE c. _____

b. _____ d. _____

Post-graduate Degrees:

a. _____ b. _____

Computer Course Taken	School & Address	No. of Hours	Sponsor
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FORTRAN	UNIV. OF THE PHIL	50	Self
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Computer Trainers	NIA	40	NIA
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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KEYPUNCHING AUTOMATION CENTER 80 Self

Computer Use/Actual Experience. (Attached Certification of Employer)

Hardware/Operating System Experience.

Computer Model (be specific)	Operating System	No. of Month
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TRS-80 MODEL 11 TRSDOS 1.2 10

System Analysis and Design:

Application Name	Computer Model where it runs	Start/end date	Remarks
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Programming:

Application Name	Computer Model	Start/end date
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SUPERCALC TRS-80 MODEL 11 Jan 83/Aug 83

Data Entry/Keypunching:

Data Type	Computer/Input Machine Type or Model	Speed (cha/hr.)
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ALPHANUMERIC INFOREX 1303-2 500 cha./hr.

SAMPLE ACCOMPLISHED SURVEY FORM

PART II EDP REQUIREMENTS

A. GENERAL INFORMATION

Dept/Region Communal Project Implementation Dept.

Director Romulo D. Coloma

Programmer/Systems Analyst None, we use the EDP/WP Staff

B. PROJECTED EDP ACTIVITIES/APPLICATION SYSTEMS (Accomplish one form per application)

System Name Communal Irrigation Project Monitoring System

System Description: Evaluate physical and financial accomplishment of irrigation projects according to overrun and physical delay, overall provincial/regional physical and financial accomplishment

Developmental Schedule

STAGES	START DATE	END DATE
System Analysis	Dec. 1980	Jan. 1981
Feasibility Study	Jan. 1981	Feb. 1981
Systems Design	Mar. 1981	May 1981
Equipment Selection/ Resource Allocation	Jan. 1981	July 1981
Programming	Aug. 1981	Nov. 1981
Conversion	Dec. 1981	Mar. 1982
Documentation	Apr. 1982	June 1982
Operational	Jul. 1982	On-ward

Mode of Processing

☐ Batch

☐ On-line

Frequency of Processing and Average Volume per Processing

FREQUENCY	VOLUME	FREQUENCY	VOLUME
Daily		Annually	
Weekly		Others (Specify)	
Monthly	6000rec.		
Quarterly			
Semi-Annually			

Size of Record 240 character/record

When do you expect processing peak loads for the system? _____
1st week of the month

What volume of processing will be done during these periods? _____
6000

List organizations or service centers expected to provide services for the implementation of the system and state the estimated budgetary requirements.

ORGANIZATION	AGENCY/SERVICE CENTER NAME	ESTIMATED BUDGET
Within NIA	EDP/WP STAFF	38,500
Other Government Agency		
Private Sector		

C. SUMMARY OF COMPUTERIZATION PROJECT BUDGETARY REQUIREMENTS

For EDP activities serviced within NIA or other Government Agency.

ITEM	AMOUNT	
	Requested	Approved
Personnel Expenses	20,000	
Maintenance & Operating Expenses	18,500	
Equipment Outlay	-	
Total	38,500	

For EDP activities serviced by Private Sector.

ITEM	AMOUNT	
	Requested	Approved
Personnel Expenses		
Maintenance & Operating Expenses		
Equipment Outlay		
Total		

Prepared by: JULIUS J. CABAUTAN

Approved by: ROMULO D. COLOMA
Director's Signature

NIA EDP MANPOWER SURVEY

Address of Office: _____

b. _____ d. _____

a. _____

b. _____

Hardware/Operating System Experience.

No. of Month

System Analysis and Design:

Date Entry/Key punching:

Speed (cha/hr.)

[illegible]

PART II EDP REQUIREMENTS

A. GENERAL INFORMATION

Dept/Region _____

Director _____

Programmer/Systems Analyst _____

B. PROJECTED EDP ACTIVITIES/APPLICATION SYSTEMS (Accomplish one form per application)

System Name _____

System Description _____

Developmental Schedule

STAGES	START DATE	END DATE
System Analysis	'	'
Feasibility Study	'	"
Systems Design	'	'
Equipment Selection/	'	'
Resource Allocation	'	'
Programming	'	'
Conversion	'	'
Documentation	'	'
Operational	'	'

Mode of Processing

☐ Batch

☐ On-line

Frequency of Processing and Average Volume per Processing

FREQUENCY	VOLUME	FREQUENCY	VOLUME
Daily	'	Annually	'
Weekly	'	Others (Specify)	'
Monthly	'		'
Quarterly	'		'
Semi-Annually	'		'

Size of Record _____ character/record

SAMPLE ACCOMPLISHED SURVEY FORM

Part III

EDP/WP HARDWARE USAGE

Region, Proj./etc. Code: EDP/WP STAFF

Computer Brand: IRS-80 64K

RID/Head of Office: JOSE B. DEL ROSARIO

Exp. Drive: Y/N: Y

EDP/WP O.I.C.: ALFREDO C. PEPITO

Dot Printer: Y/N: Y

Date of Report: September 5, 1983

Daisywheel: Y/N: Y

Date Computer Acquired/Installed: September 1980

FOR CODE, USE THE FOLLOWING:

<u>MAJOR ACTIVITIES</u>	<u>CODE</u>	<u>MAJOR ACTIVITIES</u>	<u>CODE</u>
<u>DATA ENTRY & EDIT</u>	<u>1</u>	<u>WORD PROCESSING</u>	<u>3</u>
<u>SYS./PROG. RUNNING</u>	<u>2</u>	<u>PROG. DEVELOPMENT</u>	<u>4</u>

Fill in the blank:

<u>Specific Activity</u>	<u>Major Activity Code</u>	<u>Hours Spent (hrs/mo.)</u>	<u>Approximate no. of cha./mo.</u>
<u>CHPMOS</u>	<u>1</u>	<u>40</u>	<u>24000</u>
<u>PAYROLL</u>	<u>1</u>	<u>20</u>	<u>6000</u>
<u>CIPMOS</u>	<u>2</u>	<u>10</u>	<u>3000</u>
<u>PAYROLL</u>	<u>2</u>	<u>5</u>	<u>2000</u>
<u>MEMO</u>	<u>3</u>	<u>10</u>	<u>48000</u>
<u>TRAINING GUIDE</u>	<u>3</u>	<u>8</u>	<u>3000</u>
<u>DESIGN 1</u>	<u>4</u>	<u>8</u>	<u>3000</u>
<u>DESIGN 2</u>	<u>4</u>	<u>10</u>	<u>6000</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
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EDP/WP HARDWARE USAGE

Date Computer Acquired/Installed:

FOR CODE, USE THE FOLLOWING:

<u>MAJOR</u> <u>ACTIVITIES</u>	<u>CODE</u>	<u>MAJOR</u> <u>ACTIVITIES</u>	<u>CODE</u>
<u>DATA ENTRY & EDIT</u>	<u>1</u>	<u>WORD PROCESSING</u>	<u>3</u>
<u>SYS./PROG. RUNNING</u>	<u>2</u>	<u>PROG. DEVELOPMENT</u>	<u>4</u>

Fill in the blank:

[illegible]

When do you expect processing ~~peak~~ loads for the system? _____

What volume of processing* will be done during these periods? _____

List organizations or service centers expected to provide services for the implementation of the system and state the estimated budgetary requirements.

ORGANIZATION	AGENCY/SERVICE CENTER NAME	ESTIMATED BUDGET
Within-NIA		
Other Government Agency		
Private Sector		

C. SUMMARY OF COMPUTERIZATION PROJECT BUDGETARY REQUIREMENTS

For EDP activities serviced within NIA or other Government Agency.

ITEM	AMOUNT	
	Requested	Approved
Personnel Expenses		
Maintenance & Operating Expenses		
Equipment Outlay		
Total		

For EDP activities serviced by Private Sector.

ITEM	AMOUNT	
	Requested	Approved
Personnel Expenses		
Maintenance & Operating Expenses		
Equipment Outlay		
Total		

Prepared by: _____

Approved by: _____
Director's Signature