Republika ng Pilipinas Hambansang Hangazimaan ng Hatubig (NATIONAL IRRIGATION ADMINISTRATION) Lungsod ng Quezon

 OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
 TELEPHONE NOS...
 97-60-71 to 78

 E DE LOS SANTOS AVENUE
 CABLE
 NIAPHIL

 QUEZON CITY_PHILIPPINES
 1FLLN
 42802 NIA PM

OUR REFERENCE:

MC# 032 s. 1988

MEMORANDUM CIRCULAR

T 0 : Department Heads/Staffs/Regional Irrigation Managers/Project Managers/Operation Managers/ Provincial Irrigation Engineers/Irrigation Superintendents and All Others Concerned

S U B J E C T : <u>SURVEY OF ELECTRONIC DATA PROCESSING</u> <u>RESOURCES AND TRAINING REQUIREMENTS</u>

In order to strengthen the manpower capabilities of NIA personnel to cope with the Agency's stepped-up computerized activities, EDP & Training Division would like to determine the Electronic Data Processing resources and training requirements of various offices.

Please fill up the attached questionnaire on or before 31 August, 1988 and submit to:

The Division Manager Training & Manpower Development Division

Compliance is enjoined.

RICO N. ALDAY, JR. FEDE

Administrator

28 July 1988

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Name of Office	:		Ī
Office Address	:		Ī
Respondent	:		Ĩ
Designation	:		Ĩ

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Please check the appropriate blank/blanks.

_____ With Computer

With Requisition

No Plan to Acquire

Planning to Acquire

Note: For offices with computer(s), please fill up all Tables below. If presently you have no computer but have requisition or planning to acquire, please fill up Tables IV to VII. If you have no plan to acquire, please fill up Table V only.

TABLE I- COMPUTER SYSTEM

Type/Model	RAM	No. of	Floppy	Disk	Hard	Disk	Year
	Size	Units	No.	Size	No.	Size	Acquired
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TABLE II - COMPUTER PRINTER

Printer Type	No. o	fUnits	80 col.	132 col. & above	Speed
Dot Matrix	-		· · · · · · · · · · · · · · · · · · ·		
Daisy Wheel					
Laser					· _ · · · _ · · · · · · · · · · · · · ·

TABLE III - COMPUTERIZED SYSTEMS NOW OPERATIONAL

1		
Application System Title	Processing	Persons
	Frequency	Involved
	(daily monthly	× 1
	(daily, monthly, guarterly, etc)	
	Iquarterly, etc)	
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lype/Model	RAM No. Size Uni	of Flopp ts No.	y Disk Size	Hard D No.	isk Pri Size	nter Type

TABLE V. LIST OF PERSONNEL WITH EDP TRAINING

		7	
Name	Course(s)	Conducted By	Extent of Use (F)- Fully (P)- Partially (N)- Not Used
			(N)- Not Used
			Á.

TABLE VI. ACTIVITIES TO BE COMPUTERIZED

Activities	Frequency Volume per of Processing Processing (daily,monthly) (no. of quarterly,etc) records)	
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TABLE VII. EDP TRAINING REQUIREMENTS

Training Course	No. of Personnel to be Trained r	Suggested Venue of Training

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