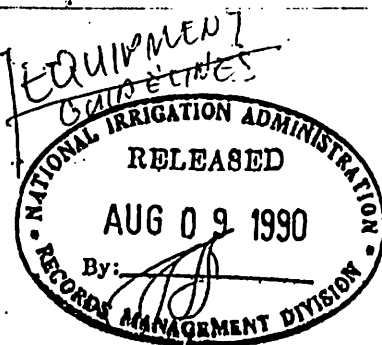Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 55 S. 1990

MEMORANDUM
To: DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS, OPERATIONS/PROJECT MANAGERS, PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS, AND ALL OTHERS CONCERNED

SUBJECT: Guidelines on Acquisition and Utilization of Information Technology Equipment/Computers

      In line with the policy of the administration regarding the purchase of information technology equipment/computers and NIA's policy of maximized use of resources as economy measure, the following guidelines are hereby implemented.

1. All future RIVs for purchase of computer/information technology equipment must be accompanied by an information system plan as required by Memorandum Order No. 237 of the Office of the President and disseminated to all NIA offices under Office Circular No. 5, s. 1990. RIV and information system plan must be coursed thru CORPLAN/EDP Section.

2. All offices with computers shall maintain a user's log book to monitor computer utilization. Computer supplies and materials shall also be monitored. For the Central Office, copy of the user's log book and computer supplies/materials used must be submitted to the CORPLAN/EDP Section every end of the month. At the field offices, the user's log book shall be kept on file for ready reference or submittal to the Central Office if required. Attached are the sample user's log book format and supplies monitoring form.

3. Purchase of computer equipment for Central Office use is deferred pending further study of current computer utilization. Sharing of computer time between departments/offices shall be encouraged.

4. Mass production of printouts or forms on computers is discouraged. Photocopying of documents should instead be utilized

5. Current information gathering and processing efforts by departments/offices done on the PCs, mainly on spreadsheet software should be transformed into database files for easier files sharing/integration. This can be done with the use of either "Translate" utility of spreadsheet software or "APPEND" command of database software.

6. At NIA Central Office, different small databases currently residing on microcomputers in PC based software shall be integrated into a comprehensive system using the VAX mini-computer. This activity to be undertaken by the EDP Section.

7. At NIA Central Office, information systems that will entail storage and processing of data/information that will need more than 300,000 KB disk space as well as data/information that are active for long period of time shall be maintained and run on the VAX mini-computer. e.g. equipment inventory, personnel information, property inventory, service record

The CORPLAN/EDP Section shall monitor/coordinate the computerization activities of all offices. Integration of relevant data/information into a comprehensive database shall also be undertaken by the CORPLAN/EDP Section group. Cooperation of offices generating the needed data/information is enjoined.

For strict compliance.

JOSE B. DEL ROSARIO, JR.
Administrator

August 6, 1990

COMPUTER SUPPLIES AND MATERIALS
For the Month of _____

Department/Office: _____

	Size	1 ply	2 ply	3 ply	4 ply	5 ply
Continuous Form (no. of sheets)	11" x 14 7/8"					
	11" x 9 1/2"					
	11" x 8 1/2"					
	14" x 14 7/8"					
Others (specify)						

Computer Ribbon	Cartridge		pcs	
	Cassette		pcs	
	Spool		pcs	

Computer Diskette	5 1/4" 360 KB		pcs	
	5 1/2" 1.2 MB		pcs	
	3 1/2" 720 KB		pcs	
	3 1/2" 1.4 MB		pcs	
	8"' DS/DD		pcs	
	8" SS/DD		pcs	
Others			pcs	

Bond Paper	Short		sheets	
	Long		sheets	

Printer head replaced _____ pcs

Computer Utilization Log Book
For the Month of _____ 19____

pt/Office:_____

me of User	Date	Log-in Time	Log-out Time	Time Used	Description of Activity	Software Used	Pages Printed