

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

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MEMORANDUM CIRCULAR

T O : The Deputy Administrator, Assistant
Administrators, Department Managers, Staff
Heads, Operations/Project Managers,
Irrigation Superintendents, Provincial
Irrigation Engineers, and all others
Concerned
This Agency

SUBJECT : Formulation of the Information Systems
Plan (ISP) for NIA

Two contributory factors to the success of an organization are the quantity and quality of information it gets on time for effective problem-solving, decision-making and information dissemination.

Through the years, the National Irrigation Administration (NIA) has acquired computers for use at various levels of the organization. This demonstrates the growing recognition of the important role of information systems (IS) in managing the affairs of the Agency. The various units within NIA adopt their own information systems. The lack of integration reflects on the untimely dissemination and, worse, conflicting figures in certain reports. Hence, the need for a computerized and integrated Information System for the operation of the agency to make reporting consistent at all level is evident. The establishment of an Information Systems Plan (ISP) for NIA, therefore, is being proposed to improve the existing system of data collection, storage, retrieval, processing and dissemination to satisfy the needs of the managers and end-users.

Moreover, as a requirement of the National Computer Center (NCC), this ISP shall be used as input to the Information Systems Development Plan of the government. This justifies the need for establishing the Information Systems Plan (ISP) for NIA.

Cognizant of the need for effective and efficient use of computer facilities and development of new information systems within the NIA, the ISP Project Team proposes to establish an Information Systems Plan for NIA.

The specific objectives are:

- (1) To improve the agency's existing information systems and identify new ones for development;
- (2) To formulate an information system strategy which will enable the agency to provide irrigation services in the most effective and efficient manner;
- (3) To identify and determine the organization's data structure and data communication requirements;
- (4) To formulate an information system architecture, to serve as a framework for the design, development, distribution and integration of computer based applications;
- (5) To formulate an implementation plan for the acquisition and development of hardware and/or software and manpower for the development and operation of information systems.

In conducting this study, the ISP Project Team shall study the functions, operations and information requirements of managers in project implementation, systems operation, financial management, systems and procedures and administration of the agency.

In view of the above and in order to expedite the work, the team may call on any Manager or Staff of the various operating units. All concerned are hereby instructed to extend assistance to the ISP Project Team (MISD-CORPLAN) who is responsible in this undertaking. They shall coordinate with the designated coordinators of the different departments/divisions in in the central office and conduct interviews and gather data from the various units in the field offices.

Please be guided accordingly.


APOLONIO V. BAUTISTA
Administrator

September 14, 1993