



File

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

OUR REFERENCE:

MC# 48 s. 2001

T O : The Deputy Administrator; Assistant Administrators; Heads of Departments and Staffs; Regional Irrigation Managers; Operation Managers; Project Managers; Provincial Irrigation Officers; Irrigation Superintendents; and all others concerned

Subject : Regular Maintenance Services of Computers and Peripherals

Computers and peripherals procured under WRDP are now being distributed to offices at the Central Office and Field Offices. The allocation of hardware to the different offices is based on the approved 5-year Information Systems Strategic Plan (ISSP) of the Agency. These hardware should be utilized for the computerization activities of the agency. The success of our computerization efforts will depend on the reliability of our computer hardware and software.

In view thereof it is hereby directed that regular preventive maintenance of computers and peripherals be conducted in all NIA offices in order to anticipate and reduce the chance of future hardware failure that could cause loss of data and our activities.

An Information Communication Technology (ICT) preventive maintenance Group is hereby created for the Central Office with the following duties and responsibilities.

1. Conduct Quarterly Preventive Maintenance on all hardware and peripherals at the Central Office.
2. Perform immediate corrective maintenance/repair of hardware and peripherals upon request of the department/office head.
3. Recommend hardware upgrade to improve performance and efficiency, if necessary.
4. Recommend and prepare RIV for replacement parts when necessary.

The Central Office ICT Maintenance Group is composed of the following:

- | | | |
|-----------------------|------------------------------------|--------|
| 1. Manolito M. Alegre | - Sr. Engineer A | - EMD |
| 2. Ramon W. Lagang | - Sr. Office Equipment Technician | - WRDP |
| 3. Noel D. Odio | - Electronic Comm. System Operator | - EMD |
| 4. Rommel V. Guzman | - Electronic Comm. System Operator | - EMD |

The regular maintenance of computers and peripherals at the Field Offices can be conducted by competent staff. However, the field offices can engage the services of private computer technicians in the locality if no one among the staff can do the job. Expenditures incurred for maintenance is chargeable to available funds subject to usual accounting and auditing rules.

Quarterly ICT Maintenance Report using the attached Form ICT-1 must be submitted to the ICT Steering Committee, Attention: CORPLAN Group for planning and policy recommendations. Also Attached herewith is the Central Office ICT maintenance Group work schedule.

Compliance is enjoined.


JESUS EMMANUEL M. PARAS
Administrator

06, August, 2001

Central Office ICT Group Maintenance Schedule

O F F I C E

REGULAR SCHEDULE

Office of the Administrator; CORPLAN;
Programming Division

First week of January, April, July
and October

Management Services Department;
Treasury Department; EDP Section

Second week of January, April, July
and October

Systems Management Department;
Commission on Audit

Third week of January, April, July
and October

Personnel & Records Management
Department; Legal Department; PAIS

Fourth week of January, April, July
and October

Controllership Department; Office of
the Board Secretary; Office of the
Deputy Administrator; Office of the AA
for Finance & Management

First week of February, May, August
and November

Institutional Development Department;
Grains Sector; WRDP

Second week of February, May,
August and November

Procurement Div.; Property Div.;
Office AA for Admin.; BFMD;
Training; Library

Third week of February, May,
August and November

Equipment Management Department;
Flood Forecasting

Fourth week of February, May,
August and November

Project Development Department

First week of March, June,
September and December

Construction Management Department;
Office AA for PDI; PDI Staff

Second week of March, June,
September and December

Design and Specifications Department;
SRIP; SPISP

Third week of March, June,
September and December

Office AA for SOEM; SOEM Staff;
CARP

Fourth week of March, June,
September and December

Quarterly Maintenance Report
on Computer and Peripherlas
_____ Quarter CY 20 _____

Department/Office/Region/ Project/PIO/RIS: _____

Address: _____

[illegible]

*Note: To be accomplished by the ICT Maintenance Group for the Central Office.
To be accomplished by the service technician for the field offices.*

Prepared by: _____

Date: _____

Submitted by: _____

(Head of Office)