



Republika ng Pilipinas
Pambansang Pangasiwaan ng Batubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

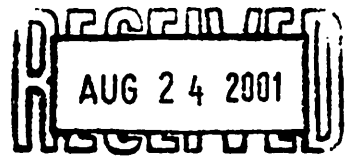
MC# 51 Series of 2001

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 : Guidelines on the Acquisition and use of Information and Communication Technology (ICT) Resources

In line with the implementation of the approved Information Systems Strategic Plan (ISSP) 2000-2004, the following guidelines on the acquisition and utilization of information and communication technology resources are hereby effected.

1. All information and communication technology resources that shall be acquired must be in accordance with the approved 5-year ISSP.
2. RIVs for ICT resources not in accordance or included in the approved NIA ISSP must be accompanied by an ISSP of the user office/department.
3. All RIVs for acquisition of ICT resources must be coursed thru CORPLAN/EDP Section for review and recommendation.
4. Purchase of notebook/laptop computers shall be strictly limited for multimedia presentation and use of officials/staff regularly going on field work.
5. Installation of unlicensed or pirated copy of software is strictly prohibited under the law on Intellectual Property Rights. Thus, the purchase and use of licensed software are encouraged to support efforts to stop software piracy in the country.
6. The Head of Office shall be held liable for legal action/civil suit that might arise from unlicensed software installed in their office computers.
7. Only computers with licensed softwares shall be connected to the Central Office Computer Network.



Administrator's Office

8. All information and communication equipment connected to the Central Office network shall be relocated only with the approval from the ICT Steering Committee.
9. Computer and other ICT equipment connected to the Central Office network with Memorandum Receipt (MR) to staff/personnel who is transferring to another office or unit shall not be taken out by the staff/personnel. He/She should be relieved of the accountability and the equipment shall remain and be re-issued to the staff/personnel of the same office/unit.

Compliance is enjoined.


JESUS EMMANUEL M. PARAS
Administrator

27 August, 2001

SIC - *me* 8/23

DDP - *[Signature]* 23 Aug 2001