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MEMORANDUM CIRCULAR

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 .:   **2007 INFORMATION AND COMMUNICATION TECHNOLOGY SURVEY**

The EDP/CORPLAN is conducting a survey of the NIA's Information and Communication Technology (ICT) resources in connection with the updating of the agency's Information Systems Strategic Plan (ISSP) for 2005-2007 that was endorsed/approved by the National Computer Center. The ISSP 2008-2010 is a government requirement for ICT resources procurement/acquisition. The objectives of the survey are:

1. To support the data/information needed in the updating of the agency's ISSP (2008-2010).
2. To assess status of ICT usage/implementation in the agency.
3.. To evaluate status of existing hardware/computer equipment of the agency.
4. To identify the commonly used software and type of license.
5. To serve as input in determining ICT projects to be included in the ISSP and funding requirement.

Attached herewith is the Survey Form and Guide in accomplishing the form. Additional survey form maybe downloaded at the NIA Website *www.nia.gov.ph.*

Please submit the accomplished form not later than October 15, 2007 to EDP/CORPLAN, NIA Central Office. Accomplished form can be sent thru fax or e-mail:

Tele/Fax Nos.:   (632) 927-0916; (632) 926-2076
E-Mail Address: edp@nia.gov.ph; corplan@nia.gov.ph

For inquiries and clarification please contact Ms. Elma L. Dalomias, EDP Section, NIA Central Office at Tel. Nos.: (632) 927-4179 or (632) 929-6071 to 79 loc. 217 & 157.

For compliance.

MARCELINO V. TUGAOEN, JR.
Administrator

September 18, 2007

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
2007 SURVEY FORM

Office _____

Name of Respondent _____

Position Title of Respondent _____

Telephone No. _____

Fax No. _____

E-mail Address _____

I. Description of Computers and Peripherals

A. CPU *(please check appropriate boxes)*

Brand Name	No. of Units		Brand Name	No. of Units
☐ IBM	_____		☐ LENOVO	_____
☐ DELL	_____		☐ ACER	_____
☐ COMPAQ	_____		☐ ASUS	_____
☐ HP	_____		☐ FUJITSU	_____
☐ TOSHIBA	_____		☐ GATEWAY	_____
☐ APPLE	_____		☐ Generic/Clone/No brand·	_____
☐ NEC	_____		☐ Others (specify)	_____

B. Computer System Type

Type	No. of Units		Type	No. of Units
☐ Server	_____		☐ Personnal Digital Assistant	_____
☐ Minicomputer	_____		☐ Notebook	_____
☐ Workstation	_____		☐ Pocket PC	_____
☐ Desktop PC	_____		☐ Tablet PC	_____
☐ Laptop	_____		☐ Others (specify)	_____

C. Processor Type

Type	No. of Units		Brand Name	No. of Units
☐ QUAD CORE	_____		☐ Pentium IV	_____
☐ CORE 2 DUO	_____		☐ Pentium III	_____
☐ DUAL CORE XEON	_____		☐ Pentium II	_____
☐ Pentium D	_____		☐ Others (specify)	_____

D. Memory Installed

Memory (RAM)	No. of Units		Memory (RAM)	No. of Units
☐ > 1GB	_____		☐ 256 MB	_____
☐ = 1GB	_____		☐ 128 MB	_____
☐ 512 MB	_____		☐ others (specify)	_____

E. Storage Device(s) *(please check appropriate boxes)*

Type	No. of Units		Type	No. of Units
☐ Hard Disk Drive	_____		☐ JAZ drive	_____
☐ CD-ROM Drive	_____		☐ ZIP Drive	_____
☐ CD-RW Drive	_____		☐ Floppy Disk Drive	_____

☐ DVD-CDRW Combo _____   ☐ Flash/Thumb Drive _____

☐ DVD Writer _____   ☐ Computer Tape/Cartridge Drive _____

☐ Removable Disk Drive _____   ☐ Others (specify) _____

F. Display/Monitor Type

☐ CRT   ☐ Ultra/Sharp Flat Panel LCD

☐ Analogue LCD   ☐ Others (specify)

G. Printers *(check all available printers)*

	Printer Type	No. of Units		Printer Type	No. of Units
☐	Dot Matrix	_____	☐	InkJet/BubbleJet	_____
☐	Laser	_____	☐	Plotter	_____
☐	LaserJet	_____	☐	Photo	_____
☐	DeskJet	_____	☐	Others (specify)	_____
☐	DesignJet	_____			

H. Other Peripherals

	Device Name	No. of Units		Device Name	No. of Units
☐	Multifunction/all in one	_____	☐	Video Conferencing System	_____
☐	Scanner	_____	☐	Router	_____
☐	Digital Camera	_____	☐	Digitize	_____
☐	Multimedia Projector	_____	☐	Biometric Finger Scan	_____
☐	Switches and Hubs	_____	☐	Others (specify)	_____

I. Power Supply Equipment

	Equipment Name	No. of Units		Equipment Name	No. of Units
☐	UPS	_____	☐	Emergency Power	
☐	AVR	_____		Generator	_____
☐	Surge Protector/ Suprresor	_____	☐	Others (specify)	_____

J. Network

- Are the computers connected to LAN/WAN?   ☐ Yes   ☐ No

- With access to Internet?   ☐ Yes   ☐ No

- E-mail address? _____

- Internet Service Provider? _____

- Annual Cost of Internet Connection? _____

K. Usage of Computer System *(check all applicable)*

☐ Office Automation   ☐ ISF Billing and Collection

☐ Internet Research   ☐ Customized Applications

☐ Databanking   ☐ Others (specify)

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
2007 SURVEY FORM

II. Software and Systems

A. Software Classification

A1. Operating System

Name of OS	Type of License (pls. write codes)	No. of User Licenses	Name of OS	Type of License (pls. write codes)	No. of User Licenses
☐ DOS	_____	____	☐ Windows NT	_____	____
☐ Windows 95/98	_____	____	☐ Windows VISTA	_____	____
☐ Windows ME	_____	____	☐ LINUX	_____	____
☐ Windows 2000	_____	____	☐ Others (specify)	_____	____

A2. Office Automation Software *(check all software installed)*

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
☐ MS Office	_____	____	☐ PageMaker	_____	____
☐ Office XP	_____	____	☐ Adobe Acrobat	_____	____
☐ Open Office	_____	____	☐ Adobe Photoshop	_____	____
☐ MS PowerPoint	_____	____	☐ Adobe Ilustrator	_____	____
☐ MS Publisher	_____	____	☐ Corel Draw	_____	____
☐ MS Access	_____	____	☐ Others (specify)	_____	____

A3. Development Language/Tools

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
☐ Visual Basic	_____	____	☐ APACHE	_____	____
☐ Visual Studio	_____	____	☐ HTML	_____	____
☐ Visual Fox Pro	_____	____	☐ JAVA	_____	____
☐ VB.NET	_____	____	☐ Macromedia Studio MX	_____	____
☐ Crystal Report	_____	____	☐ Others (specify)	_____	____
☐ PHP	_____	____			

A4. Database Management System (DBMs)

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
☐ MS SQL	_____	____	☐ Informix	_____	____
☐ MY SQL	_____	____	☐ SYBASE	_____	____
☐ Oracle	_____	____	☐ Others (specify)	_____	____

A5. AntiVirus Software

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
☐ Norton AntiVirus	_____	____	☐ PCcillin	_____	____
☐ AVG	_____	____	☐ Others (specify)	_____	____
☐ SOPHOS	_____	____			

A6. Special Solutions Software

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
☐ ARC VIEW GIS	_____	____	☐ AUTOCAD	_____	____
☐ ARC INFO	_____	____	☐ Others (specify)	_____	____

A7. Other Software Package (specify)

Software Name	Type of License (pls. write codes)	No. of User Licenses	Software Name	Type of License (pls. write codes)	No. of User Licenses
_____	_____	____	_____	_____	____
_____	_____	____	_____	_____	____
_____	_____	____	_____	_____	____

B. Information Systems/Application Systems

B1. Administrative Systems

B1a. Human Resources Management

Name of System	Development Tool Used
☐ 201	_____
☐ Attendance/Leave	_____
☐ Training	_____
☐ Payroll	_____
☐ Others (specify)	_____

B1b. Financial Management

Name of System	Development Tool Used
☐ General Accounting	_____
☐ Cash Flow	_____
☐ Budget Preparation	_____
☐ Budgetary Status	_____
☐ Accounts Payable	_____
☐ Accounts Receivable	_____
☐ Others (specify)	_____

B1c. Physical Resources Management

Name of System	Development Tool Used
☐ Property Inventory	_____
☐ Supply Inventory	_____
☐ Deployment	_____
☐ Disposal	_____
☐ Others (specify)	_____

B1d. Procurement

Name of System	Development Tool Used
☐ Supplier Info/Database	_____
☐ Price Monitoring Database	_____
☐ Others (specify)	_____

B2. Management Info Systems/Strategic Info Systems

Name of System	Development Tool Used
☐ Project Monitoring System	_____
☐ Project Management Info System	_____
☐ Budget Preparation Mgt. and Monitoring	_____
☐ Isf Billing and Collection System	_____

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
2007 SURVEY FORM

☐ CIP Amortization Billing & Collection _____

☐ Equipment Rental Billing and Collection _____

☐ Others (specify) _____

III. Hardware/Computer Equipment and Software with Approved RIV and Budget for 2007 not yet Procured

A. Hardware/Computer Equipment and Peripherals

Description	No. Units
_____	_____
_____	_____
_____	_____
_____	_____

B. Software

Name of Software	Type of License (use codes	No. of Licenses
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. ICT Manpower and Training

A. Manpower Holding ICT Position

Name of Staff	Position Title	ICT Training, Competency or Specialization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Manpower Holding Non-ICT Position but performing ICT Functions

Name of Staff	Position Title	ICT Training, Competency or Specialization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
2007 SURVEY FORM

V. ICT Training Needs

ICT COURSE

Classification		Title/Description	Proposed No. of Trainees
ICT for Users	☐	Internet Access/E-mail	_____
	☐	MS Word	_____
	☐	MS Excel	_____
	☐	Ms Access	_____
	☐	MS PowerPoint	_____
	☐	MS project	_____
	☐	HTML Web Page Development	_____
	☐	Desktop Publishing	_____
	☐	Others (specify)	_____
ICT Specialist Course	☐	Program Logic Formulation	_____
	☐	Data Communication	_____
	☐	Visual Basic Programming	_____
	☐	MS VB.Net	_____
	☐	JAVA Programming	_____
	☐	Database Administration	_____
	☐	LINUX Operating System	_____
	☐	Network Specialist	_____
	☐	Others (specify)	_____
ICT for Executives/Manager	☐	Managing with Internet	_____
	☐	Information System Project Management	_____
	☐	e-Commerce	_____
	☐	e-Government	_____
	☐	Others (specify)	_____
Special Solutions	☐	AUTOCAD	_____
	☐	Introduction to GIS	_____
	☐	Others (specify)	_____

Thank you for participating in the 2007 ICT Survey

Please send Accomplished Form to:

CORPLAN/EDP Section
National Irrigation Administration
EDSA, Diliman, Quezon City
Fax Nos.: (632) 927-0916; (632) 926-2076
E-mail Address: *edp@nia.gov.ph; corplan@nia.gov.ph*

ICT SURVET 2007 FILL-OUT INSTRUCTION

1. All Departments /Staff, Regional Irrigation Officers, MRIIS Head Office, UPRIIS Head Office, Project Offices, PIOs, PIMOs, ISOs, District 1 to 4 Offices of UPRIIS and MRIIS are enjoined to accomplish and submit one (1) set of the ICT Survey Form for all the units under their respective offices.

2. Additional Forms maybe downloaded at the NIA website *www.nia.gov.ph*. Downloaded form may be accomplished electronically and e-mail to *edp@nia.gov.ph* or *corplan@nia.gov.ph*.

3. All functioning computer equipment/peripherals and existing software are included in the survey.

4. Where box(es) are provided, please "check" appropriate or applicable box(es).

5. For Type of Software Licenses, use the following codes:

O	-	Open	N	- Network
S	-	Single	EM	- Office Equip Manufacturer
C	-	Corporate	U	- Unlicensed or w/out license
M	-	Multiple Users		

    Where:

Open	– is type license that complies with open source concept or free licensing
Single	- is type of license for single user only
Corporate	- is type of license for corporate use and usually applies for specific number of years
Multiple	- is a type of license for multiple user but not necessarily corporate or network license
Network	- is type of license for software running on a client-server environment
OEM	- is a type of license granted by software manufacturer to Office Equipment Manufacturer which is installed on new computer only
Unlicensed	- is a pirated or illegal copy of the software

6. Definition of Terms

    1. *Application System* – refers to computer based information system developed for organization/agency to process task that are unique to a particular needs or "Tailor fit" for a particular operation.
    2. *Database* – is an organized group or set of inter-related information about a subject that can be processed, retrieved, analyzed and used in drawing conclusions and making decisions.

3. ***Database Management System (DBMS)*** - is a system software package that controls the development, use and maintenance of the databases of computer - user organization/enterprise.

4. ***Development Language Tool*** - is a programming language or software used in the development of application system or information system e.g. Visual Basic, C++, Report Generator Software, etc.

5. ***Hardware*** - is the electronic and physical component of a computer system consisting of input devices, central processor, output devices, storage devices and other peripherals/equipment.

6. ***Information System*** - is a system of major processes or operations which facilitates the storage, processing, retrieval and generation of information for decision making, planning, controlling and monitoring purposes.

7. ***Internet*** - a worldwide interconnection of millions of computer networks and databases. Popularly referred to as the Information Superhighway, the web or simply as the net.

8. ***Internet Service Provider (ISP)*** - an entity or company that provides connection services to the internet. Access to the internet is provided through its facility linked to the internet.

9. ***Management Information System*** - is an information system which includes external information in addition to internal information about the agency's operation used for goal setting and decision-making/policy formulation purposes.

10. ***Network*** -is a computer based communication and data exchange system created by electronically connecting two or more computers/workstations that can communicate with each other.

11. ***Office Automation Software*** - a computer based office system office that support clerical and routinary tasks which collect, process, store and transmit information in the form of electronic office communication.

12. ***Operating System*** - is a software that supervises and controls tasks on a computer. It directs computer's operation by controlling and scheduling the execution of other programs, managing storage and input/output.

13. ***Software*** - is a set of instructions to a computer and its peripherals to execute a command or process data. It is the non-physical component of a computer system.

14. ***Software Packages*** - or "canned program" is a set of programs prepared for applications that are common to the needs of many organizations made available to users by software manufacturer e.g. Accounting System (PEACH TREE), Project Management Software (MS PROJECT), etc.

15. ***Strategic Information Systems*** - are client based systems designed to support mission critical public service. e.g. Motor Vehicle Registration System, Tax Collection System, Billing and Collection System, etc.