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

MC No. 14 s. 2008

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASST. ADMINISTRATORS,
DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS,
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS,
DIVISION MANAGERS AND ALL OTHERS CONCERNED

SUBJECT: **CREATION OF AN INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) DIVISION / UNIT IN NIA PURSUANT TO SPECIAL
ORDER NO. 68, S. 2008 OF THE DEPARTMENT OF AGRICULTURE**

Pursuant to the attached Special Order No. 68, s. 2008 dated January 14, 2008 issued by the Secretary of Agriculture re: Organizational Strategy to Strengthen the Operationalization of the National Information Network (NIN) of the DA, the Management Information Systems Division (MISD) under the office of the Corporate Planning Staff shall serve as the group responsible for the information requirements of the NIN with its Electronics Data Processing Section (EDP Section) as the unit responsible for the development and management of the ICT infrastructure/resources.

In addition to its present duties and responsibilities, MISD shall:

1. Develop and manage the NIA's information/database and other information as required;
2. Package information needed by the DA management for decision-making;
3. Foster information exchange between NIA and other DA and non-DA agencies;
4. Manage the data marts/repositories created to house NIA's data/information;
5. Ensure that the agency's connection to the NIN is uninterrupted and secure at all times;
6. Provide for the connectivity of non-DA agencies to the NIN through its own in-house resources; and
7. Represent the agency in ICT policy-making, standards identification, and information systems strategy formulation and implementation.

In the proposed NIA Rationalization Plan, a Senior Computer Services Programmer position, SG-16, was created in all Regional Irrigation / Integrated Irrigation Systems Offices to serve as the counterpart position of the Central Office MISD group in undertaking the Agency's ICT requirements. Since the approval of the NIA Rationalization Plan is still in process with the Department of Budget and Management, all Regional Irrigation/Operations Managers shall designate a representative for this undertaking.

Submit the name and present position to MISD, CORPLAN not later than March 31, 2008.

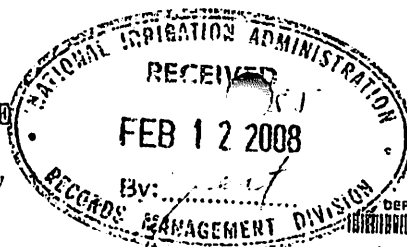
For strict compliance.


MARCELINO V. TUGAOEN, JR.
Administrator

March 18, 2008



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Elliptical Road, Diliman, Quezon City



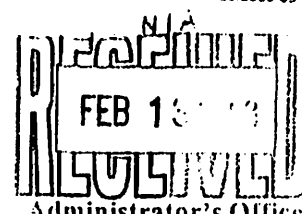
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DEPARTMENT OF AGRICULTURE
In replying pls cite this code :
For Signature: S-01-08-0291
Received : 01/29/2008 09:34 AM

14 January 2008

SPECIAL ORDER

No. 68
Series of 2008



SUBJECT: Organizational Strategy to Strengthen the Operationalization of the National Information Network (NIN)

In the interest of the service and pursuant to the provisions of RA 8435 of the Agriculture and Fisheries Modernization Act (AFMA) of 1997, the following policies/strategies are hereby issued/adopted to strengthen the operationalization of the NIN.

1.0. Creation of the NIN Advisory Committee

1.1. Functions/Responsibility

1. Set the direction for agriculture and fisheries information sharing;
2. Review/approve the reorganization plan/structure of BAS, DA-ITCAF, and DA-AFIS and other implementation arrangements for NIN;
3. Provide the necessary policy guidelines in the design, development and implementation of a DA-Wide Management Information Systems (MIS) and Data Warehouses;
4. Review and approve any enhancements to the NIN Mobilization Plan and the Department of Agriculture Information Systems Strategic Plan (DA-ISSP) endorsed by the NIN Management Group;
5. Allocate the necessary funds to support the implementation of the NIN Mobilization Plan and the DA-ISSP.

1.2. Composition

Chairman : Secretary of Agriculture

Members :

Undersecretary for Policy and Planning
Undersecretary of Administration and Finance
Assistant Secretary for Policy and Planning
Assistant Secretary for Operations
National Program Coordinator - Rice
National Program Coordinator - Corn
National Program Coordinator - Fisheries
National Program Coordinator - High Value Commercial Crops
Director, BAS
Director, DA-ITCAF
Director, DA-AFIS
Director, DA-AMAS

Secretariat: DA-ITCAF Staff

2.0. Functional Delineation of Responsibility of BAS, DA-ITCAF and AFIS

2.1. As provided for in the Section 44 of the Implementation Rules and Regulations (IRR), BAS, DA-ITCAF and AFIS will form the NIN Implementation/Management Group. As such, their functional relationship in the context of the NIN shall be as follows:

- BAS will serve as the central Information server and will provide technical assistance to end-users in accessing and analyzing product and market information and technology.
- DA-ITCAF shall ensure the provision of the necessary Information technology, IT training, and basic infrastructure requirements of the NIN.
- AFIS shall ensure that the services of the NIN are directly applicable to actual marketing conditions.

3.0. Creation of the NIN Management Group

3.1. Functions/Responsibilities

1. Set the standards for hardware, software and network;
2. Develop standard job descriptions for all ICT related positions within DA;
3. Review/recommend to the DA Management Committee the creation of new/abolishment of old ICT positions; reorganization plan and other management arrangements related to NIN implementation;
4. Review all ICT acquisitions to ensure that they conform with DA ICT standards;
5. Oversee the implementation of ICT activities in the NIN Mobilization Plan and the DA-ISSP;
6. Review both plans every year-end and adjust accordingly;
7. Review and approve standard ICT processes and procedures;
8. Ensure information sharing amongst different DA agencies;
9. Keep the DA-ISSP current and relevant to the DA needs; and
10. Review and approve all ICT training programs for DA-wide implementation.

3.2. Composition

Chairman: Director, DA-ITCAF
Members: Director, BAS
Director, DA-AFIS
Director, DA-AMAS
Director, Planning Service (PS)
Director, Policy Research Service (PRS)
Director, Field Operations Service (FOS)

Secretariat: DA-ITCAF Staff

4.0. Creation of an Information and Communications Technology (ICT) Division/Unit in all DA-Regional Field Units, Bureaus and Attached Agencies/Corporations

- 4.1. As part of the overall organization strategy, ICT resources and services shall be deployed to Regional Field Units, Bureaus and Attached Agencies/Corporations. This will allow them as providers and users of agriculture and fisheries data/information to be connected with and have access to the entire NIN.

As such, an Information and Communications Technology Division/Unit shall be created/strengthened (if an information management division is already established) in each of the DA-Regional Field Units, Bureaus and Attached Agencies/Corporation. The ICT Division/Unit should have a group/unit responsible for the information requirements and a facilities management unit responsible for the development and management of the ICT infrastructure/resources.

Within one (1) month from the approval of this special order, each agency/office shall issue an internal office/special order to this effect.

4.2. Functions/Responsibilities

1. Develop and manage the agency/unit information/database and other information as required;
2. Package information needed by the DA management for decision-making;
3. Foster information exchange between their office and other DA and non-DA agencies;
4. Manage the data marts/repositories created to house the agency's data/information;
5. Ensure that the agency's connection to the NIN is uninterrupted and secure at all times;
6. Provides for the connectivity of, non-DA agencies to the NIN through its own in-house resources; and
7. Represent the agency in ICT policy making, standards identification, and information systems strategy formulation and implementation.

This Order shall take effect immediately and will supersede any order inconsistent with the provisions stated herein.


ARTHUR C. YAP
Secretary

