CONSULTATION OF ALL INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) MATTERS TO DICTM

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1. REFERENCES

a. Executive Order No. 269 series of 2004, entitled "Creating the Commission on Information and Communications Technology (CICT);

b. Activation of DICTM pursuant to NHQ-PNP General Orders Number DPL-09-08 dated April 1, 2009;

c. Verbal Instruction of Chief, PNP to standardize the PNP policies, programs, and projects pertaining to ICT; and

d. Chief, PNP approved Memo of TDICTM dtd May 4, 2009 re: above subject.

2. PURPOSE

This memorandum circular provides guidelines and procedures in order to integrate and standardize all the major PNP information and communication systems and resources to further improve internal systems to include the inter-operability, integration, standardization, acquisition, utilization development and maintenance of all ICT assets with DICTM as the locus of authority on ICT matters.

3. DEFINITION OF TERMS:

For purposes of this Circular, the following terms shall mean:

a. Information Technology - the study, design, development, implementation, support or management of computer-based Information Systems, particularly computer software applications and hardware. It deals with the use of computers to convert, store, process, retrieve and securely transmit information the programs (software) that tell these components what to do. The physical components consist of the input devices, central processor, output and storage devices.

b. Information System – system of major processes or operations which facilitates the storage, processing, retrieval and generation of information for decision-making, planning, controlling and monitoring purposes. It also refers to a group of related processes (manual or computerized) designed to generate information for the exclusive support of a major functional area of an organization (e.g. Personnel Management Information System, Logistics Management Information System, Financial Management Information System, etc.)

c. Information and Communications Technology (ICT) – the totality of the electronic means employed to systematically collect, process, store, present and share information to end-users in support of their activities. It consists of computer systems, office systems, consumer electronics and telecommunications technologies, as well as networked information infrastructure the components of which include the telephone system, the internet, fax machines, computers and its accompanying methodologies, processes, rules and conventions. It is also a combination of computer technology, microelectronics applications, and communications information techniques and methods. It encompasses the use of computers, data communications, office systems technologies, as well as

any technology that deals with modern day application of computing and/or communication. It can also be seen as the marriage of information technology and data communication.

d. External Contractor – Group or persons external to the organization that provide various Information Systems services for a charge such as application systems development, system support and maintenance, data encoding, consulting, etc., to provide, support or augment Information Systems requirements of the organization.

e. Information Systems Strategic Plan (ISSP) – Refers to a three to five year computerization framework of an organization which describes how it intends to strategically use ICT in pursuit of its missions and functions. It is a written expression of how an agency intends to use ICT to support its data processing and decision-making processes.

f. Outsource – An arrangement in which one company provides services for another company.

g. Software – a set of instructions encoded in a computer (and its peripheral equipment) to execute a command or to process data. It uses a computer understandable language. These are the non-physical components, which may be an operating system, a development language, database management system, network management software, set of computer tools and utilities, or an applicable package, as well as the machine-coded instructions that direct and control the different hardware facilities.

h. Uniform Equipment Specification Board (UESB) – a special board that sets standard specification of equipment to be procured by the PNP.

4. POLICIES

a. Pursuant to NHQ-PNP General Orders Number DPL-09-08 dated April 1, 2009, DICTM is primarily mandated to assist the Chief, PNP in policy formulation and managing information, electronics and communications technology resources to promote, develop, and regulate integrated and strategic ICT systems, and reliable and efficient communications infrastructure including the inter-operability, integration, standardization, acquisition, utilization, development, and maintenance of all ICT assets in support to the PNP mission, providing it the “first-to-check” privilege on all ICT matters.

b. It is the inherent and concomitant responsibility of the DICTM to ensure that proposed ICT plan, policies, programs and projects conform to set standards as provided for under Executive Order No. 269 and NHQ-PNP General Orders Number DPL-09-08, thus all PNP offices/units are required to advise, consult, and refer any and all proposed ICT plans, policies, programs and projects to DICTM, for study, evaluation and reference, and await its feedback, prior to implementation or non-implementation thereof.

c. Under the supervisory and regulatory authority of the DICTM, all PNP offices and personnel shall adhere to guidelines in the proper use, maintenance, protection and preservation of ICT facilities, equipment, information and communications systems, data and information of the PNP which are property of the organization that requires honest and responsible stewardship and due diligence to keep the same working efficiently.

d. Information Systems development, implementation and maintenance, and support to its required IT resources such as hardware, software, data network administration and security, and personnel is the responsibility of the ITMS.

e. Support to electronics and communications infrastructure is the responsibility of the CES.

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5. GUIDELINES

To achieve the above purposes, the following guidelines are hereby prescribed.

a. Information and Communications Technology Equipment Acquisition

1) All requests for Information and Communications Technology (ICT) equipment acquisition as well as actual purchases from the minimum amount of five hundred thousand pesos (P500T) must be endorsed by the DICTM in conjunction with DRD, which shall ensure that all ICT resources acquisition conforms with the Uniform Equipment Standardization Board (UESB) of the PNP.

2) The ITMS and CES under the supervision of DICTM, shall maintain an inventory of all information and communications technology resources available in the PNP and may conduct audit on their actual use.

3) DICTM, together with DRD, shall set standards for Information and Communications Technology (ICT) equipment to be acquired by PNP units.

b. Information Systems and Development

1) All Information Systems requirements of units shall be submitted to the DICTM which shall analyze, assess, review, consolidate and recommend priorities and feedback within the minimum period of fifteen (15) days upon receipt.

2) The DICTM shall be mainly responsible in satisfying the information systems requirements of the different PNP units by providing quality assurance standards on ICT and conforms with the ISSP.

3) All information Systems project shall be subjected to a quality review process to ensure that the Information System meets the user requirements and meets the quality standards to be set by the DICTM.

c. External Contractors/Outsource Entities

1) All external contractors must be accredited by the DICTM in its capacity as Chairman, UESB Technical Committee on ICT Equipment, before they are allowed to provide ICT related services to the PNP.

2) The DICTM shall always be represented in any PNP Bids and Awards Committees established to procure third party ICT service.

3) All Information and Communications System projects being handled by external contractors/outsource entities shall be supervised by ITMS and CES as the case may be under the functional supervision of the DICTM.

4) In case the ITMS cannot satisfy the information requirement of a unit because of urgency or other reasons, the Information System may be developed by an external contractor/outsource entity upon recommendation of DICTM.

d. Software

1) The PNP does not condone the use of unlicensed software
2) All acquisition of software must be endorsed and evaluated by the DICTM.
3) It shall be the responsibility of ITMS under the supervision of DICTM to maintain all the system, programming and application software being used in the PNP and to monitor their proper utilization.
3) The DICTM shall regularly evaluate productivity tools and office automation software.

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6. RESCISSION:

All PNP policies, directives and other issuances which are inconsistent with the provisions of this Circular are hereby deemed rescinded or modified accordingly.

7. EFFECTIVITY:

This Circular shall take effect after fifteen (15) days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as “The Revised Administrative Code of 1987, as amended.

(SGD.) JESUS A. VERZOSA, CEO VI
Police Director General
Chief, PNP

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