# DELINEATING THE ROLES AND RESPONSIBILITIES OF CONCERNED DOE UNITS IN THE DEVELOPMENT OF THE DOE'S MANAGEMENT INFORMATION SYSTEM

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WHEREAS, the Department of Energy (DOE) recognizes the need to fast track the implementation of the Information System Plan (ISP) approved by the National Computer Center to be able to carry out its mandate as provided for under Section 5, Chapter 1, of RA No. 7638, otherwise known as "The Department of Energy Act of 1992,"

WHEREAS, the DOE under its Energy Plan for 1996-2025 has declared the policy to develop energy information systems for planning and decision-making with Information Technology (IT) as its main strategic tool;

WHEREAS, every unit in the DOE has a roles in the development of DOE-Management Information System;

Accordingly, the following directives are hereby issued:

SECTION 1. Assignment of Responsibilities — The following units are hereby tasked to closely with the Management Information Division (MID) in updating the reports which will be required by the Office of the Secretary across the Local Area Network (LAN) and in developing the computerized Information Systems for integration to the MIS:

EPMB

National Energy IS and Regional Energy IS

EPMB

Singapore Posted Prices, Spot Crude Prices,

OPSF

Balance Projections, Energy Projects and Energy Plan Updates

FATL

Energy Labeling Prices

Library

Energy News

GISD

Service Fees and Client Account System

ERDB

Energy Resources IS



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ERMAD

Retail Outlet Monitoring System

Accnt.

Integrated Accounting System

GSD

Property Monitoring System and Procurement System

FATL

Client Account System

Compliance

Share of Investments in Energy Resource Project

EPMD

IS on Environment Protection

EIAB

Petroleum, Coal, Retail Outlet and Power Project

Accounting

Payroll and Book of Accounts

Budget

Fund Utilization and Budgetary IS

This Department Order shall apply not only to the above-mentioned units but also to other units which may hereafter be identified in the course of systems development.

SECTION 2. Authority — The MID, being the lead unit in MIS development, is authorized to call the assistance of responsible unit representatives (IS Coordinators) in all matters relevant to the accelerated IS development and application of IT at DOE.

SECTION 3. Duties and Responsibilities — The concerned unit shall perform the following:

a. Update the required reports accessible by the OSEC and other concerned units on the LAN;

b. Expedite development of mission-critical IS to institutionalize the utilization of IT in all aspects of doing business at DOE; and

c. MID shall recommend to the Secretary policy measures to expedite the development of the DOE Management Information System (MIS).

SECTION 4. Budget — All expenses to be incurred in connection with the implementation of this Department Order shall be sourced from funds available to the DOE subject to the usual government accounting and auditing requirements.

SECTION 5. Technical Support — Technical support to the concerned units shall be provided for by the MID.


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SECTION 6. Effectivity — This Department Order shall take effect immediately.

Adopted: 3 Feb. 1997

(SGD.) FRANCISCO L. VIRAY
Secretary

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