

MEMORANDUM ORDER NO. 10

**EXPANDING AND RECONSTITUTING
THE OFFICE OF THE PRESIDENT INFORMATION AND COMMUNICATIONS
TECHNOLOGY COMMITTEE
(OP-ICTC)**

The OP-ICTC is responsible for the formulation and implementation of the Office of the President Information Systems Strategic Plan (OP ISSP). Formerly referred to as the IT Committee or ITC, it was first created under Memorandum Order No. 403 on October 17, 1991. Memorandum Order No. 114 on April 3, 1993 and Memorandum Order No. 8 on August 3, 1998 amended it. The OP ITC is hereby further amended and reconstituted as follows:

Senior Deputy Executive Secretary	Chairman
DES for Administration & Finance	Vice-Chairman
DES for Legal Affairs	Member
DES for General Administration	Member
Representative of the PMS	Member
Representative of the PA for Appointments	Member
Representative of the Presidential Security Group	Member
PA for E-Governance & IT	Member
Director, Personnel Office	Member
Director, Records Office	Member
Director, Property and Procurement Office	Member

OP-ICTC shall formulate and implement the OP ISSP that sets the general direction leading to the integrated and comprehensive use of information and communications technology (ICT) in the office of the President to achieve the following objectives –

1. Enhance information support for the President and other OP executives;
2. Improve the public service delivery system to the people, the bureaucracy, the private sector and to the international community; and
3. Improve OP administrative processes.

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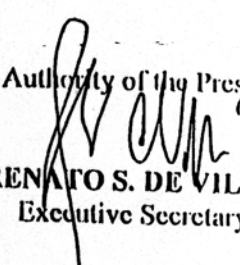
Specifically, the OP-ITC shall perform the following:

1. Determine and regularly review the information / database, hardware and software requirements and ICT solutions of the President and all OP operating units;
2. Review and recommend measures pertaining to OP organization structures, processes and procedures, policies and guidelines to continually improve access to and quality of information, support to policy formulation and decision processes of OP officials, delivery of public services, and internal / administrative communication and work flow;
3. Interface with and secure technical assistance and advice from appropriate government and private institutions in the performance of its functions;
4. Recommend a viable and flexible plan that would replace, upgrade and maintain existing ICT solutions, facilities, peripherals, policies and guidelines to enhance total bureaucratic efficiency, office productivity, transparency, responsiveness and service delivery;
5. Revisit and make the OP ISSP consistent with the recently approved Government Information Systems Plan (GISP) and the E-Commerce Act; and
6. To perform such other related functions and activities as may be assigned / directed by the Executive Secretary.

The Information and Communications Technology Office (ICTO) shall provide technical and secretariat support.

All OP-ICTC recommendations shall be submitted to the Executive Secretary, and all offices concerned are hereby enjoined to extend the necessary support and cooperation to the OP-ICTC.

By Authority of the President:


RENATO S. DE VILLA
Executive Secretary

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March 9, 2001

Received

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Date

