



Sangguniang Panlalawigan

BATAAN CAPITOL, BALANGA CITY



EXCERPT FROM THE MINUTES OF THE 25TH SPECIAL SESSION
VIA ZOOM MEETING OF THE SANGGUNIANG PANLALAWIGAN OF BATAAN
HELD IN THE PROVINCE OF BATAAN ON DECEMBER 01, 2021

PRESENT:

Hon. Ma. Cristina M. Garcia, Vice Governor and Presiding Officer

FIRST DISTRICT:

- Hon. Benjamin C. Serrano, Jr., Board Member
- Hon. Jomar L. Gaza J.D., Board Member
- Hon. Reynaldo T. Ibe, Jr., Board Member
- Hon. Godofredo B. Galicia, Jr., M.D., Board Member
- Hon. Maria Khristine G. Dela Fuente, Board Member

SECOND DISTRICT:

- Hon. Maria Margarita R. Roque, Board Member
- Hon. Manuel N. Beltran, Board Member
- Hon. Edgardo P. Calimbas, Board Member
- Hon. Jose C. Villapando, Sr., Board Member
- Hon. Romano L. Del Rosario, Board Member
- Hon. Doroteo M. Austria, Board Member (FABC President)
- Hon. Noel Joseph L. Valdecañas, Board Member (PCL President)
- Hon. Precious D. Manuel, Board Member (SKF President)
- Hon. Rosita N. Sison, Board Member (IPM Representative)

ABSENT:

None

**ORDINANCE NO. 27
Series of 2021**

**AN ORDINANCE CREATING THE PROVINCIAL
INFORMATION TECHNOLOGY OFFICE (PITO), AND
PROVIDING FOR ITS TASKS, FUNCTIONS, PERSONNEL AND
APPROPRIATION THEREOF AND FOR OTHER PURPOSES.**

Sponsored by: HON. NOEL JOSEPH L. VALDECAÑAS

WHEREAS, as specified in the Local Government Code of 1991, Book I, Chapter 2 – General Powers and Attributes of Local Government Units, Section 17, Basic Services and Facilities, every local government unit (LGU) shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them, which may entail exercising such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities;

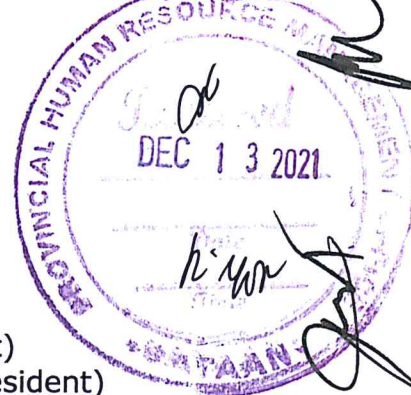
ALBERT S. GARCIA
Provincial Governor

"EXCELLENT PUBLIC SERVICE TOWARDS A BETTER QUALITY OF LIFE FOR ALL"

SANGGUNIANG PANLALAWIGAN
CAPITOL BATAAN

RELEASED
RECORDS DIVISION

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WHEREAS, as stipulated in Republic Act No. 10844, otherwise known as the "Department of Information and Communications Technology Act of 2015", which was signed into law on 23 May 2016:

The Department of Information and Communications Technology (DICT) shall be the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda.

- The DICT shall strengthen its efforts on the following focus areas:
 - Policy and Planning;
 - Improved Public Access;
 - Resource-Sharing and Capacity-Building;
 - Consumer Protection and Industry Development.
- Apart from this, the DICT is expected to spearhead the following endeavors:
 - Nation building Through ICT;
 - Safeguarding of Information;
 - Advancement of ICT in the Philippines.
- Aligning with the current administration's ICT Agenda, the DICT will prioritize the following:
 - Development of a National Broadband Plan to accelerate the deployment of fiber optic cables and wireless technologies to improve internet speed;
 - Provision of Wi-Fi access at no charge in selected public places including parks, plazas, public libraries, schools, government hospitals, train stations, airports, and seaports;
 - Development of a National ICT Portal.

WHEREAS, upon review and deliberation, the Sangguniang Panlalawigan finds the same in order, without prejudice to pertinent laws, rules and regulations;

NOW THEREFORE, be it enacted by the Sangguniang Panlalawigan of Bataan, in a session duly assembled that:


Section 1. TITLE.

This Ordinance shall be known as: AN ORDINANCE CREATING THE PROVINCIAL INFORMATION TECHNOLOGY OFFICE (PITO), AND PROVIDING FOR ITS TASKS, FUNCTIONS, PERSONNEL AND APPROPRIATION THEREOF AND FOR OTHER PURPOSES.

Section 2. CREATION.

There is hereby the creation of a body responsible for the planning, development and promotion of the Agency's information technology agenda that shall be called as the "**Provincial Information Technology Office (PITO).**"


ALBERT S. GARCIA
Provincial Governor


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Section 3. COMPOSITION.

The following position titles are hereby created in conformity with the qualification standards set by the Civil Service Commission and its index of Occupational Services, Position Titles and Salary Grade for local government units:

Title of Position	Salary Grade	Remarks
Provincial Information Technology Officer (Provincial Government Department Head)	26	NEW - to be created (urgent)
Information Technology Officer II	22	VACANT - Transfer from MIS to PITO
Administrative Division		
Computer Operator IV	14	For creation (deferred)
Computer Operator III	12	VACANT - Transfer from MIS to PITO
Computer Operator II	9	Occupied - Transferred from MIS to PITO
Messenger	2	Occupied - Transferred from MIS to PITO
Web & Systems Development Division		
Computer Programmer III	18	For creation (deferred)
Information Systems Analyst I	12	Occupied - Transferred from MIS to PITO
Computer Programmer I	11	Occupied - Transferred from MIS to PITO
Computer Operator III	12	VACANT - Transfer from MIS to PITO
Computer Operator I	7	Occupied - Transferred from MIS to PITO
Systems Maintenance and Support Division		
Computer Maintenance Technologist II	15	For creation (deferred)
Computer Operator III	12	Occupied - Transferred from MIS to PITO
Computer Operator I	7	Occupied - Transferred from MIS to PITO
Electronics & Communication Equipment Technician II	8	For creation (deferred)
Electronics & Communication Equipment Technician I	6	For creation (deferred)

Section 4. POWERS AND FUNCTIONS.

ADMINISTRATIVE DIVISION.

This division is in charge of planning, coordinating with and executing a comprehensive range of administrative services that support the office's operations.

ALBERT S. GARCIA
 Provincial Governor

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 Provincial Governor

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WEB AND SYSTEMS DEVELOPMENT.

This division executes the plans and programs related to IT. It (1) analyzes and assesses the business process of the department and other offices to ensure seamless business flow of transactions, (2) develops an information system and web portal that implements effective and efficient data recording and proper information dissemination, and (3) maintains an accurate database records and troubleshoot database related problems.

SYSTEMS AND MAINTENANCE SUPPORT.

This division shall focus on: (1) monitoring and maintaining IT-related systems and infrastructures; (2) managing the local area network and internet connectivity including application development and troubleshoot problems that arise; and (3) installing and configuring hardware and software to ensure the functional operation of the office.

Section 5. DUTIES AND RESPONSIBILITIES.

The personnel at the Provincial Information Technology Office shall perform the following:

Provincial Government Department Head (SG-26)

- Oversees the management of all the divisions of the office that have the sole mandate of promoting ICT plans and programs designed to support or provide activities for the whole agency;
- Generate reports required by top management, other agencies from data and information stored in the existing database.

Information Technology Officer II (SG-22)

- Oversees the general operations of the Web, Admin and Technical Division;
- Designates tasks and projects among the MIS Office staff for various Whirlwind and Strategic Initiatives;
- Conducts coaching and monitoring sessions to staff members for continuous guidance and performance monitoring;
- Assists in various PGB multimedia and other requests as needed.

Administrative Division

Computer Operator IV (SG-14)

- Analyze, design, and implement information systems;
- Facilitates systems development, webserver setup and maintenance, systems deployment and trainings;
- Performs such other duties and task assigned from time to time.

Computer Operator III (SG-12)

- Assists in the operation and monitoring of all activities related to the operations and maintenance of the servers, computers and network security using established procedures and best practices;

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- Devise plans in the planning, design, research and acquisition of new or upgraded hardware and software systems and maintains current knowledge of hardware, software and network technology and recommends modifications as necessary.

Computer Operator II (SG-9)

- Liaises with different departments in administrative matters such as but not limited to writing of letters and correspondences;
- Assists in the implementation of work plan into integration of data and knowledge management needed in a day-to-day operations within the organization.

Messenger (SG-2)

- Picks up and delivers messages, documents, packages, and other items between offices or departments within the agency or directly to other related, traveling by foot, bicycle, motorcycle or automobile.

Web & Systems Development Division

Computer Programmer III (SG-18)

- Customizes a general purpose software package to provide specific functionality beyond the default settings;
- Analyzes/Identifies abnormal agency's database system performance/problems and recommend solutions;
- Evaluates emergency technologies and potential effects on database system applications.

Information Systems Analyst I (SG-12)

- Maintains and performs service tests for the PGB network connectivity;
- Oversees the MIS Technical Division operations and disseminates task to the Technical Team;
- Assists in various PGB multimedia and other requests as needed.

Computer Programmer I (SG-11)

- Designs and creates software programs;
- Integrates systems and software, analyzes algorithms and modifies source-code;
- Writes system instructions, debugs and maintains operating systems.

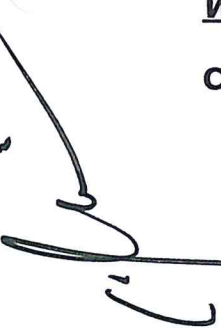
Computer Operator III (SG-12)

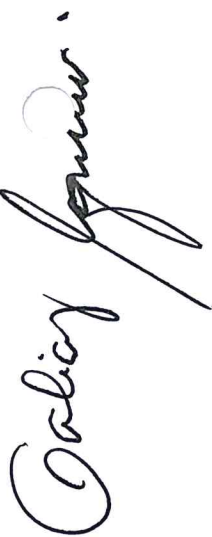
- Assists in the operation and monitoring of all activities related to the operations and maintenance of the servers, computers and network security using established procedures and best practices;
- Assists in the planning, design, research and acquisition of new or upgraded hardware and software systems and maintains current knowledge of hardware, software and network technology and recommends modifications as necessary.


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Provincial Governor





























Computer Operator I (SG-7)

- Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware.

Systems Maintenance & Support Division

Computer Maintenance Technologist II (SG-15)

- Supports the implementation of the office's plans and programs in coordination with stakeholders and other divisions;
- Ensures that systems, procedures, and standards are strictly implemented in its daily operation including incidence, troubleshooting alerts, daily logs and escalation;
- Facilitates the use and applications of certain developed and produced software for agency-level application and follow instructions based on the established guidelines and instructions.

Computer Operator III (SG-12)

- In-charge of troubleshooting and coordinating with different offices on both hardware and software maintenance;
- Monitors system and network upgrades in order to secure data credibility and efficiency in operations.

Computer Operator I (SG-7)

- Responds to inquiries and requests to assistance with the PGB's operating systems, networks and databases.

Electronics & Communication Equipment Technician II (SG-8)

- Ensures all power and manual tools are operated in accordance with health and safety regulations;
- Carries out scheduled preventative maintenance and servicing equipment.

Electronics & Communication Equipment Technician I (SG-6)

- Assembles, installs, repairs and troubleshoots electronic components and systems;
- Sources or fabricates replacement parts for electronic systems.

Section 6. FUNDING.

The Local Government Unit shall incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the PITO.

Section 7. SEPARABILITY CLAUSE.

Should any provision in this ordinance be declared unconstitutional by any competent court, the remaining provisions shall remain valid and legal.

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 - Center: **ALBERT S. GARCIA**
 Provincial Governor
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Section 8. REPEALING CLAUSE.

Any ordinance, rule and regulation and executive issuance found inconsistent with the provisions of this ordinance is hereby repealed or modified accordingly.

Section 9. EFFECTIVITY.

This Ordinance shall take effect after ten (10) days from the date copy hereof is posted in a bulletin board and the entrance of the Bunker, Provincial Capitol Building and in at least two (2) other conspicuous places.

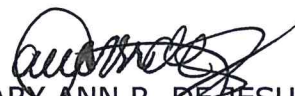
ENACTED and APPROVED this 1st day of December, 2021 in the Province of Bataan.

APPROVED UNANIMOUSLY.


We hereby certify to the correctness of the above-quoted ordinance.

Final


Pro. Sec. General



MARY ANN R. DE JESUS, MPA
OIC Secretary to the SP

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BENJAMIN C. SERRANO, JR.
Board Member


JOMAR L. GAZA J.D.
Board Member


REYNALDO T. IBE, JR.
Board Member


GODOFREDO B. GALICIA, JR., M.D.
Board Member


MARIA KRISTINE G. DELA FUENTE
Board Member


MARIA MARGARITA R. ROQUE
Board Member


MANUEL N. BELTRAN
Board Member


EDGARDO P. CALIMBAS
Board Member

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Provincial Governor



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JOSE C. VILLAPANDO, SR.
Board Member


ROMANO L. DEL ROSARIO
Board Member


DOROTEO M. AUSTRIA
Board Member
(FABC President)


NOEL JOSEPH L. VALDECAÑAS
Board Member
(PCL President)

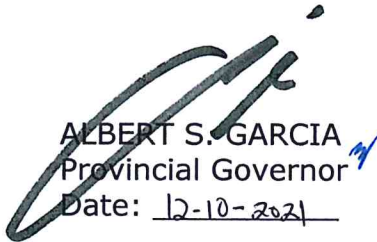

PRECIOUS D. MANUEL
Board Member
(SKF President)


ROSITA N. SISON
Board Member
(IPM Representative)

ATTESTED:


MA. CRISTINA M. GARCIA
Vice Governor
(Presiding Officer)

APPROVED:


ALBERT S. GARCIA
Provincial Governor
Date: 12-10-2021





