REPUBLIC OF THE PHILIPPINES
Government-Wide Medium-Term Information & Communications
Technology Harmonization Initiative (MITHI)
INTER-AGENCY STEERING COMMITTEE

Joint Memorandum Circular No. 2014-01

January __23__ , 2014

TO   :   **All Heads of Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government-Owned and/or -Controlled Corporations, Congress, the Judiciary and the Constitutional Commissions**

SUBJECT: **ICT Plan and Budget for FY 2015: Government-Wide Medium-Term Information and Communications Technology Harmonization Initiative (MITHI)**

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1. BACKGROUND

1.1 Pursuant to the core mandates of the following agencies, through Joint Memorandum Circular No. 2012-01, dated November 28, 2012, the Department of Budget and Management (DBM), the Information and Communications Technology Office (ICTO) of the Department of Science and Technology (DOST), and the National Economic and Development Authority (NEDA) have instituted the Government-Wide Medium-Term Information and Communications Technology (ICT) Harmonization Initiative (MITHI).

1.2 DBM-DOST-NEDA JMC 2012-01 created a MITHI Steering Committee composed of representatives from the aforementioned agencies, occupying at least third level positions, tasked and empowered to undertake the implementation of MITHI, including the budgetary aspect of approved ICT resource requirements and ICT programs and projects.

2. PURPOSE

2.1 This Joint Memorandum Circular (JMC) aims to guide the submission of departments/agencies in relation to the formulation of their FY 2015 budget, particularly as regards ICT.

2.2 This JMC shall guide the next critical activities under MITHI.

3. COVERAGE

3.1 By department/agency

3.1.1 This JMC shall apply to all Departments and Agencies of the National Government, State Universities and Colleges (SUCs), and Government-Owned and/or -Controlled Corporations (GOCCs).

3.1.1.1 Participation by all GOCCs, regardless if the same are self-sustaining, shall be mandatory, insofar as the planning aspect (vis-à-vis the budgeting aspect) of MITHI is concerned.

3.1.1.2 GOCCs which require subsidy and/or additional equity shall be required to participate in the budgeting aspect of MITHI.

3.1.2 The Congress, the Judiciary, the Constitutional Commissions and the Office of the Ombudsman are encouraged to participate to have a truly government-wide harmonization of ICT resources.

3.1.3 This JMC is also pertinent to non-governmental institutions as these are invited to participate in MITHI in consultative and advisory capacities so that their initiatives may also be aligned with those of the government.

3.2 By subject: All ICT-related resources, programs, and projects that shall require government support in any form are covered by this JMC.

4. ICT BUDGET PREPARATION FOR FY 2015

4.1 One of the goals of MITHI is better integration and greater correspondence and correlation between the Information Systems Strategic Plan (ISSP) and the budget documents, so as to ensure that plans have adequate budget support and to that, the budget is translated into actual implementation. In view of the foregoing, MITHI will be utilizing a Streamlined ISSP Template (see Annex A): Other information related to the Streamlined ISSP may be found in items 4.5. and 5.4.

4.1.1 All existing and proposed ICT-related resources, programs, and projects, and their resource requirements, shall be included in the agency ISSP. Likewise, all ICT-pertinent budgetary requests shall be included in the agency budget proposals.

4.1.2 "ICT-related resources, programs, and projects" and "ICT-pertinent budgetary requests" shall partake of their conventional meanings. Agencies may employ their best judgment as to which items fall within the definitions. In moments of doubt, the prudent course of action should be inclusion in the submissions required by MITHI.

4.2 There will be ICT-pertinent sub-object classes in the Online Submission of Budget Proposal (OSBP) System to which each item shall be grouped under. (See Annex B for details, descriptions, and specific examples for each additional sub-object class and Annex C for the pertinent Unified Accounts Code Structure)

4.2.1 Component ICT Resources

4.2.1.1 Organic use hardware and software for end-user office productivity shall be logged under General Administration and Support Services, Support to Operations, or Operations, whichever is applicable.

4.2.1.2 ICT hardware, software, and other ICT resources that are requested, particularly for specific Programs and Projects (vis-à-vis for organic use), shall be logged under the respective program or project to which they pertain.

4.2.2 All FY 2015 budgetary requirements for ICT Programs and Projects (including Systems and Databases) should be included in the ISSP and the DBM OSBP System submission.

4.3 ICT programs and projects (even if they contain items which are not ICT-related) shall be tagged in the OSBP System of the DBM under the Key Program Code for MITHI.

4.4 The printout from the OSBP System of items tagged as part of MITHI and logged into ICT sub-object classes, combined with the ISSP, shall serve as the primary evaluation document for the FY 2015 ICT Plan and Budget of the Agency.

4.5 The ICT Plan and Budget shall be submitted to the MITHI Steering Committee for evaluation, through the Information and Communications Technology Office of the Department of Science and Technology (DOST-ICTO) in accordance with DBM-DOST-NEDA JMC 2012-01. The submission shall be made through delivery of physical documents to the Office of Executive Director Louis Napoleon C. Casambre of the DOST-ICTO, and a soft copy e-mailed to secretariat@mithi.gov.ph.

4.5.1 As these submission requirements (i.e., the ISSP, the OSBP System printout, and other budget documents) are the very evaluation documents which will be the bases for review, agencies which do not comply with the requirement or which have incomplete submissions will enjoy no ICT budgetary support.

4.5.2 However, it is recognized that the Streamlined ISSP inherently requires an appreciable interval of time in order that it may be properly formulated. Consequently, agencies may prioritize items pertinent to FY 2015 (vis-à-vis those for FY 2016 and FY 2017), and the same shall be accepted as sufficient bases for evaluation.

4.5.3 The immediately preceding concession notwithstanding, the complete ISSP must be submitted as required by this JMC on or before November 28, 2014. Failing this, related approved budgetary items pertinent to the agency shall be withdrawn, if still possible; but if not, any related release shall be precluded.

4.6 The joint DBM-DOST-NEDA team appointed by the MITHI Steering Committee shall evaluate all submissions. The team and the MITHI Steering Committee itself may also coordinate with Cluster Steering Committees (where already existing) to facilitate the review.

4.6.1 Endorsement of programs and projects shall be based on the following considerations:

4.6.1.1 Priority programs and projects as identified by the Administration;

4.6.1.2 Consistency with the E-Government Master Plan (EGMP) and where applicable, the Cluster Information System Strategic Plan;

4.6.1.3 Redundancy with the different modules and facilities already in their respective stages of development and deployment

pertinent to the Integrated Government Philippines (iGovPhil) Project of the DOST-ICTO (See Annex D);

4.6.1.4 Feasibility of being incorporated into programs and projects (predominantly interoperable and inter-agency) already previously approved under MITHI (See Annex E);

4.6.1.5 Magnitude and degree of impact on government back-end and frontline services;

4.6.1.6 Level of maturity/readiness of programs and projects proposed to be undertaken;

4.6.1.7 Capability of the agency to implement the proposed programs and projects based on track record; and,

4.6.1.8 Other circumstances as the MITHI Steering Committee and the Cluster Steering Committees may deem relevant and controlling.

4.6.2 The MITHI Steering Committee and Cluster Steering Committees can call agencies to conferences akin to Technical Budget Hearings (TBH) conventionally conducted by the DBM.

4.7 Items consequently endorsed by the MITHI Steering Committee shall then constitute the recommended ICT budget level for the agency which submitted the same.

4.8 The DBM Executive Review Board (ERB) shall have final authority to make decisions on programs and projects in relation to budgetary allocation. However, to facilitate ERB examination, resource requirements, programs and projects that were approved under the auspices of MITHI shall be considered as evaluated and endorsed by recognized technically proficient government stakeholders.

5. OTHER PROVISIONS

5.1 Programs and projects heretofore requiring NEDA Investment Coordination Committee (ICC) review and approval, and other similar processes requiring the review and endorsement of other agencies, shall undergo the same processes heretofore required. The MITHI Steering Committee endorsement may form part of the supporting documents for such review processes.

5.2 All ICT-pertinent budget items and sub-items subsequently approved and incorporated into the National Expenditure Program and the General Appropriations Act for FY 2015 shall not be realigned without prior approval of the MITHI Steering Committee. Further guidelines shall be issued on the matter.

5.3 All agencies to which E-Government Funds have been given since the inception of the Fund shall be required to submit a Project Status Report or a Project Completion Report, as the case may be, before any new proposal shall be considered.

5.4 The Streamlined ISSP shall be mandatory on all agencies.

5.4.1 Agencies with existing ISSPs shall likewise translate the same into the streamlined format.

5.4.2 For purposes of information: For the two fiscal years subsequent to FY 2015, i.e., FY 2016 and FY 2017, an updated development plan shall be submitted instead. The annual development plan shall report results on and highlight changes to the ISSP submitted pursuant to this JMC. Further guidelines on the foregoing shall be issued in the future.

5.5 Particularly with reference to Budget Execution for FY 2014 in relation to the list of approved projects in Annex E as issued by MITHI from FY 2013:

5.5.1 Lead agencies already assigned will submit the Detailed Project Plan for their respective projects to the MITHI Steering Committee through the Office of Executive Director Louis Napoleon C. Casambre of the DOST-ICTO with a soft copy submission to the secretariat@mithi.gov.ph.

5.5.2 New proposals may also still be considered. Concept Plans (see Annex F for template) may be submitted to the MITHI Steering Committee through the Office of Executive Director Louis Napoleon C. Casambre of the DOST-ICTO with a soft copy submission to secretariat@mithi.gov.ph. However, review of these new projects shall be contingent on whether or not funds will be available for realignment in accordance with existing laws and rules.

6. INFORMATION

6.1 Fora on the ICT Plan and Budget for FY 2015 shall be held on January 23 and 24, 2014. These fora shall primarily be for agency Chief Information Officers (CIOs), information systems (IS) planners, and other equivalent and similar units of an agency, so that the same can better coordinate with their budget officers who attended the DBM Budget Fora held on January 13 to 16, 2014.

6.2 Details and updates shall be sent to the e-mail addresses of the agency point persons previously nominated by the agency participants to MITHI (FY2012-2015) pursuant to DBM-DOST-NEDA JMC 2012-01. Agencies are charged with notifying the MITHI-Project Management Office as to changes in agency point persons. An e-mail to secretariat@mithi.gov.ph will suffice.

6.3 Further inquiries and clarifications may be made through the secretariat@mithi.gov.ph.

6.4 Information on MITHI are available at www.mithi.gov.ph. The same shall be updated regularly.

7. SEPARABILITY CLAUSE

If any clause, sentence, or provision of this JMC shall be declared invalid or unconstitutional, its remaining parts shall not be affected thereby.

8. REPEALING CLAUSE

All orders, rules, and regulations inconsistent with or contrary to the provisions of this JMC are hereby repealed or modified accordingly.

9. EFFECTIVITY

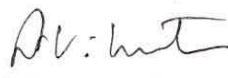This Circular shall take effect immediately.

Chairperson

RICHARD E. MOYA
Undersecretary
Transparency and ICT Initiatives Office
Department of Budget and Management

Vice-Chairperson

LOUIS NAPOLEON C. CASAMBRE
Executive Director / Undersecretary
Information and Communications Technology Office
Department of Science and Technology

AMELITA D. CASTILLO
Assistant Secretary
Department of Budget and Management

NESTOR R. MIJARES IV
Deputy Director-General
National Economic Development
Authority

DENIS F. VILLORENTE (OIC)
Deputy Executive Director
Information and Communications Technology Office
Department of Science and Technology

ANNEX A

Streamlined ISSP Template

ISSP TEMPLATE

REVISED 2014

AGENCY
LOGO

Website: _____

INFORMATION SYSTEMS STRATEGIC PLAN (ISSP)

For the period _____ to _____

_____
Name of Department/Agency

Prepared by:

Signature:_____

Name in Print: _____

Position:_____

Tel. No.: _____ Fax No.:_____

E-Mail Address: _____

APPROVED BY:

Scope

[　] Department-Wide

[　] Department - Central Office/Head Office

　　　[　] Central Office only
　　　[　] With Regional Offices/Field Offices
　　　[　] With Bureaus

[　] Agency-Wide

　　　[　] Central Office only
　　　[　] With Regional Offices/Field Offices

_____
Name & Signature of Agency Head

Information and Communications Technology Office

ISSP TEMPLATE
REVISED 2014

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Information and Communications Technology Office

ISSP TEMPLATE
REVISED 2014

DEFINITION OF TERMS:

The terms and phrases used in the ISSP Template shall be understood to mean as follows:

1. Agency – refers to any bureau, office, commission, authority, or instrumentality of the national government, including government-owned or–controlled corporations (GOCC), authorized by law or by their respective charters to contract for or undertake information and communications technology networks and databases, infrastructure or development projects.

2. Application System - refers to a group of related activities or processes designed to support a very specific function (e.g. Payroll System, Accounting System, etc.). It is referred to as "computer-based information system" prepared for the organization to process tasks that are unique to the particular needs or "tailor fit" for the particular operation.

3. Biometrics - the science and technology of measuring and statistically analyzing biological data. In ICT, it refers to technologies for measuring and analyzing human body characteristics such as fingerprints, eye retinas and irises, voice patterns, facial patterns and hand measurements, especially for the authentication of someone. *("What is?Com's Encyclopedia of technology Terms; Que Publishing 2002)*

4. Business Process- a collection of business transactions between business partners and/or internal activities within one business. These transactions and/or activities together support the objective of the business process.

5. Computing Scheme - may be classified into two, namely stand-alone or independent systems, and networked systems.

    A. Stand-alone or Independent Systems – a computing scenario wherein a computer system runs an application system or IS independent of other systems. The operating system, application program and database are resident in the same computer and not dependent on other computer systems.

    B. Networked Systems – a computing scenario wherein computers, printers and other devices are linked together, allowing users to exchange and share information and resources. Networking is classified as follows:

        B.1. Local Area Networking (LAN) – which is confined to moderate sized geographic areas such as one office, building, warehouse or campus. LAN can operate in different computing scenarios, namely:

            B.1.1 Centralized - is a networking characterized by:
            - One site supplying all information processing
            - Information integrated at one location
            - Development of software and control are integrated at one location

            B.1.2. Centralized-Distributed – where the database in a central server is divided into disjoint (non-overlapping) partitions. Each partition (also called a fragment) is assigned to a particular remote site. In this scenario, the data is moved closer to local users and is more accessible.

B.1.3 Open Systems - can be ported across a wide range of systems and inter-operate with other application on local and remote systems and interact with other users, which facilitates user portability.

B.1.4 Client-Server – the most recent approach in networking wherein the logic of the application is divided between a front-end computer (called the client) and a back-end computer (called a server). The client generally provides and uses information while the server retrieves, selects, sorts, calculates, sends only needed data and manages the database.

B.2. Wide Area Networking (WAN) – which usually consists of a series of complex packet switches interconnected by communication lines and spans large geographical distances.

6. Content Management Software – a software used to manage the content of the website and consists of two (2) elements: the content management application (CMA) and the content delivery application (CDA). It enables one to add/or manipulate content on a website. *(p.5 NCC Government Website Workshop Manual)*

7. Data Warehouse - stores data from current and previous years that has been extracted from the various operational and management databases of an organization.

8. Data Archiving - an effort to avoid database chaos, intended to let organizations cull old data from their rational databases in a way that allows it to be easily restored if necessary. This could be in the form of: (1) print media like records, photos, films and negatives; (2) electronic media like videos, diskettes, magnetic tape, databases, CD-ROM and Web page snap shots. Archiving, in general, is a process that will ensure that information is preserved against technological obsolescence and physical damage. It will also help conserve very expensive resources and ensure that the research potential of the information is fully exploited. In the Philippines Statistical System (PSS), the adoption of archiving measures has been identified by the NSCB through Resolution No. 11 (s. 1997) as a key policy to ensure the preservation, systematic storage and retrieval of statistical data including records on their methodology, concepts and other metadata.

9. Database Management System (DBMS) - viewed as a system software package that controls the development, use, and maintenance of the databases of computer–using organizations.

10. Database (DB) - an organized group or set of inter-related information about a subject that can be processed, retrieved, analyzed and used in drawing conclusions and making decisions.

11. Firewall – a system designed to prevent unauthorized access to or from a network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially Intranets.

12. Hardware - the electronic and physical components, boards, peripherals and equipment that make up a computer system as distinguished from the programs (software) that tell these components what to do. It is the physical component consisting of the input devices, central processor, output devices and storage devices.

13. Hub – a central connecting device in a star topology network that allows the network to add workstations by extending the transmission signal. A central point of connection between media segment that organizes and transmits incoming signals to the other media segments.

14. Information and Communications Technology (ICT) - is 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. A combination of computer technology, microelectronics applications, and communications and 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.

15. ICT Solutions - the various ICT technologies that are currently existing or will be proposed to run the information systems. Examples of ICT solutions are: for Network – Virtual Private Network, Thin Client; Wireless; for Security – Firewall, Public Key Infrastructure (PKI); for Storage – Storage Attached Network (SAN), Imaging, Warehousing; for Data Capture – Biometrics, Finger Scan, Optical Scan, Optical Mark Reader (OMR), Optical Character Recognition (OCR).

16. Information System (IS) - a 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.).

17. Information Systems Planner (IS Planner) – designated by the department secretary/agency head who shall work with the management and Chief Information Officer (CIO) and mainly responsible for the formulation, development and implementation of an Information Systems Strategic Plan (ISSP).

18. Information Systems Strategic Plan (ISSP) - refers to a three (3) to five (5) year computerization framework of an agency which describes how the organization intends to strategically use ICT in pursuit of its mission and functions. A written expression of how an agency intends to use ICT to support its data processing and decision-making processes.

19. In-house Development - the user (within the agency) is involved in the design and operations of IS, actively participates in the change process and the user's knowledge and expertise is incorporated.

20. Internet - a worldwide interconnection of millions of computer networks and databases. It is popularly referred to as the Information Superhighway, the Web, or simply as the Net.

21. Internet Service Provider (ISP) – an entity or company that provides connection services to the Internet. Access to the Internet is provided through its facility linked to the Internet. Such service provider may be a commercial entity, an institution, a university, or any other entity that has already a link to the Internet.

22. Management Information Systems – information systems which include external information in addition to the internal information about the agency's operation. This information will be used for goal setting, and decision-making purposes of the different levels of management in the organization.

23. Mission-Critical Frontline Services - basically transactional, customer-driven business processes designed to provide direct public access to government services, reduce the processing and approval time of government transactions with the public, electronically organize and store vital data/information for easy retrieval or updating, processing, and sharing with government monitoring or statistical agencies; and ensure greater transparency, accountability and integrity of government operations and transactions.

24. Modem – a device that converts digital signals from the computer into analog signals to be transmitted over communication media to be transmitted back to digital signals read by computer. It can be either external or internal. It is an electronic device that makes possible the transmission of data to or from a computer via telephone or other communication lines.

25. Network - a computer-based communication and data exchange systems created by electronically connecting two or more computers/workstations. It is composed of two or more computers that can communicate with each other.

26. Network Layout – the logical or physical diagram of both the existing and proposed interconnection of computers and associated devices to provide end-users with a means of communicating and receiving information electronically without being limited by geographical distance.

27. Office Automation System (OAS) – collect, process, store and transmit information in the form of electronic office communications.

28. Online Systems – real-time processing systems that process data immediately after they are generated and can provide immediate output to users.

29. Operating System – software that supervises and controls tasks on a computer. The software that directs a computer's operations, as by controlling and scheduling the execution of other programs and managing storage and input/output.

30. Outsource – an arrangement in which one company provides services for another company. ("What is?Com's Encyclopedia of Technology Terms; Que Publishing 2002)

31. Personal Digital Assistant (PDA) – refers to wide variety of handheld and palm-sized PCs, electronic organizers, and smart phones.

32. Printer – a device that prints text or illustrations on paper. There are many different types of printers. In terms of technology utilized, printers are categorized into the following: (1) daisy wheel, (2) dot matrix, (3) ink-jet, (4) laser, (5) line printer, and (6) thermal printer.

33. Router – a device that physically connects two networks, or a network to the Internet, converting address and sending on only the message that need to pass to other network.

34. Server – a computer that shares its resources, such as printers and files, with other computers on the network, an example of this is a Novell Network Server which shares its disc space with a workstation that does not have a disk drive of its own. A computer that makes services, as access to data files, programs and peripheral devices, available to workstations on a network.

35. Software - a set of instructions to a computer (and its peripheral equipment) to execute a command or process data. It uses a computer-understandable language. The non-physical components, which maybe an operating system, a development language, database management system, network management software, set of computer tools and utilities, or an application package, as well as the machine coded instructions that direct and control the different hardware facilities.

36. Software License - agreement between a user and a software house, giving details of the rights of the user to use or copy software (www.petercollin.com); a legal right granted for a company/agency to run a software program. For every software program used, a license is needed and granted to the user (company or agency) and is documented in a license agreement (www.microsoft.com/indic/licensing).

37. Software Packages – or "canned program" is a set of programs prepared for applications that are common to the needs of many organizations. This is made available to users by the software manufacturer to include the operating instructions and documentation of the programs as part of the packages.

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38. Telecommunication – refers to the transmission of electronic signals; electronic transmission of any type of electronic information (voice, image, video, data, etc.). The movement of information in the form of voice, text, image, video or all of these multimedia using electrical, electromagnetic wave and light technology.

39. Web Hosting – the business of housing, serving, and maintaining files for one or more websites *("What is?Com's Encyclopedia of Technology Terms; Que Publishing 2002).*

40. Workstation – a networked personal computing device with more power than a standard IBM PC or Macintosh. Typically, a workstation has an operating system such as UNIX that is capable of running several tasks at the same time. It has several megabytes of memory and a large high-resolution display.

GENERAL INSTRUCTIONS

1. This Template is prescribed primarily to guide government agencies to formulate and present its ISSP in brief. Government agencies may provide information that could add better clarity to the ISSP. The ISSP Template Revised 2014 contains the basic information that is required by the government and therefore does not inhibit the agency from making their ISSPs more complex for other purposes.

2. The agency must submit their ISSP together with a transmittal letter signed by the agency head and addressed to the Executive Director, ICTO Bldg., C.P. Garcia Ave., U.P. Campus, Diliman, Quezon City.

3. In the cover page:

   3.1 State full name of the agency if the ISSP covers only an attached agency/bureau.
   3.2 State full name of the person who actually prepared the ISSP. If it is a technical working group or committee, state the name of the group/committee head. Indicate his/her e-mail address.
   3.3 The ISSP must be approved and signed by the Head of Agency, or Chairman of the Board, or SUC President, as the case maybe.
   3.4 Indicate the URL/website of the agency.
   3.5 Please check appropriate box to describe the scope of the ISSP.

4. Agencies must submit two (2) hard copies of the final ISSP to ICT Office (ICTO): 1 original and the other a certified true copy plus a soft copy in a CD.

5. Agencies are advised to use font size 12 and government sized (A4) bond paper, however, page margin may vary.

6. The ISSP Template Revised 2014 can be downloaded from the ICTO website: http://www.icto.dost.gov.ph.

7. For clarifications please contact ICT Office (ICTO) at telephone nos. 920-01-01 local 3912 or 920-74-19 or send e-mail messages to *egfmo@ncc.gov.ph*.

8. ICTO may release ICT Advisories on any updates to this Template.

PART I.   ORGANIZATIONAL PROFILE

A.   DEPARTMENT/AGENCY VISION/MISSION STATEMENT

A.1.   Mandate

- Legal Basis
  Ex. Sec. 2, Title I of the National Internal Revenue Code of 1997
  a.   *assessment and collection of all national internal revenue taxes, fees, and charges;*
  b.   *enforcement of all forfeitures, penalties, and fines connected therewith, including the execution of judgments in all cases decided in its favor by the Court of Tax Appeals and the ordinary courts; and*
  c.   *give effect to and administer the supervisory and police powers conferred to it by this Code or other laws.*
- Functions
  Ex. Large Taxpayers Service
  It performs functions relative to taxpayers' assistance, collection, assessment and monitoring of activities of taxpayers, both regular large and excise taxpayers, including computerized and non-computerized processing and analysis of data on said taxpayers.

A.2.   Vision Statement
Ex. The BIR is an institution of service excellence, a partner in nation-building, manned by globally competitive professionals with integrity and patriotism.

A.3.   Mission Statement
Ex. The BIR is an institution of Public Servants committed to collect taxes for nation-building through excellent, efficient, transparent service, just and fair enforcement of tax laws, uplifting the life of every Filipino.

A.4.   Major Final Outputs
Ex. MFO 1: Tax Collection Services

Fill-in Instructions:
A.1 - State the legal basis for the creation of the organization and should likewise describe the major functions as indicated/mandated in the legal basis.
A.2 - State the wishful projection of the organization into the future; a statement of what your organization wants to become; an intuitive picture of an end state.
A.3 - State the organization's scope and operations that assert its basic purpose, specify its principal products/services that set it apart/distinguish it from others
A.4 - Enumerate the MFOs as prescribed in the Organizational Performance Indicator Framework (OPIF). An MFO is a good or service that a department/agency is mandated to deliver to external clients through the implementation of programs, activities and projects. Emphasis should be on the MFOs that are aligned with the Philippine Development Plan's Key Result Areas and the critical indicators and results presented in the PDP Results Matrices.

PART I.   ORGANIZATIONAL PROFILE

B.   DEPARTMENT/AGENCY PROFILE

B.1.   Name of Designated IS Planner
- Plantilla Position
- Organizational Unit
- E-mail Address
- Contact number/s

B.2.   Current Annual ICT Budget
- Other Sources of Funds

B.3.   Organizational Structure
- Total No. of Employees
- No. of Regional/Extension Offices (if any)
- No. of Provincial Offices (if any)
- No. of Other Offices (e.g. District, Field, etc.)

Fill-in Instructions:
Provide all data being asked in Part I B.1 to B.3. For those preparing a department-wide ISSP, proceed to Part I Table B-1 page 3.
- *B.1 - Please refer to page ii-c no. 17 for the definition of IS Planner.*
- *B.2 - Indicate the Total Annual ICT Budget for the current fiscal year. Other possible sources of funds should be indicated separately.*
- *B.3 - Indicate the total number of employees including those on part-time or full-time basis, regular, contractual and casual employees and those assigned to regional/extension, provincial and other offices. Indicate the number of regional offices, provincial offices and other offices, if any.*

ISSP TEMPLATE
REVISED 2014

PART I.   ORGANIZATIONAL PROFILE

TABLE B-1 (FOR DEPARTMENT-WIDE ORGANIZATIONS ONLY)

ORGANIZATIONAL UNIT₁	NAME OF AGENCY HEAD₂	DESIGNATED IS PLANNER₃				NUMBER OF EMPLOYEES₄	CURRENT ANNUAL ICT BUDGET₅
		NAME₃ₐ	PLANTILLA POSITION₃♭	E-MAIL ADDRESS₃c	CONTACT NUMBER₃d		

Fill-in Instructions:
For each organizational unit:
1 - List all bureaus, attached agencies, and regional/extension/field/provincial offices (if any) under the control and supervision of the department.
2 - Indicate the complete name of the agency head.
3 - Indicate the complete name of the IS Planner of each unit, their respective plantilla position, e-mail address/es and contact number/s.
4 - Indicate the total number of employees to include part-time or full-time basis, regular, contractual and casual employees.
5 - State the Total Annual ICT Budget (as reported per GAA) for the current fiscal year.

PART I. ORGANIZATIONAL PROFILE

C. THE DEPARTMENT/AGENCY AND ITS ENVIRONMENT (FUNCTIONAL INTERFACE CHART)

Example:

C. BIR and its Environment
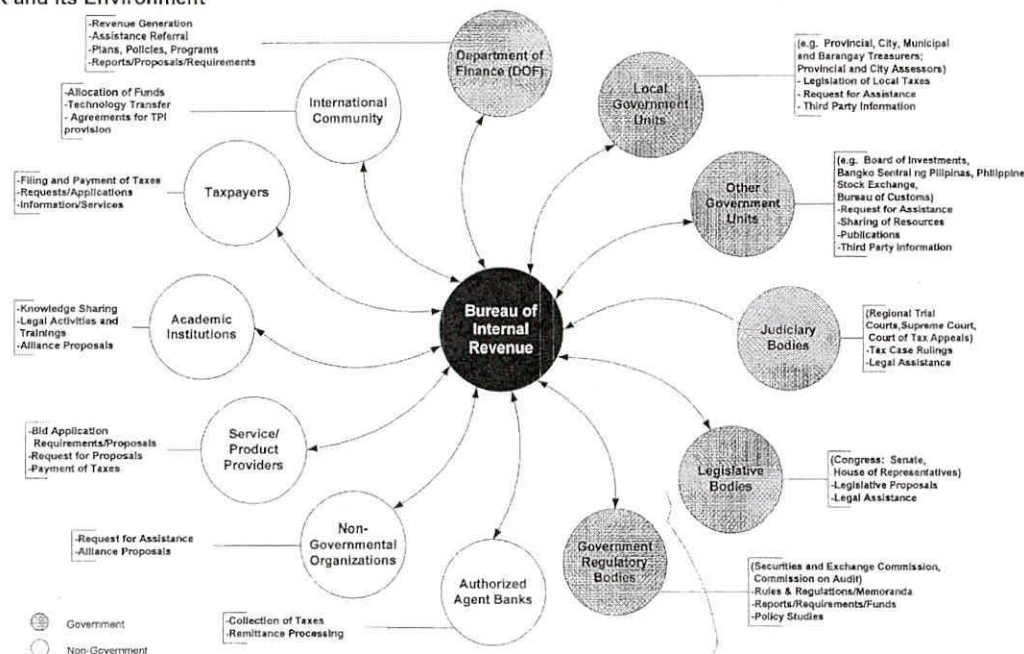
Fill-in Instructions:

C. *Illustrate the agency and its linkages with its clientele, stakeholders, beneficiaries and other organizations/institutions whether in government, private or non-government institutions that greatly help/contribute in the attainment of the agency's MFOs. Refer to **Annex A-1** for another sample diagram.*

> ## PART I. ORGANIZATIONAL PROFILE
>
> ### D. PRESENT ICT SITUATION (STRATEGIC CHALLENGES)
> *Example:*
>
> *D. 1. 1 Frontline Services*
>
> - *Online registration through eREG – For online registration, eREG system looks up to Lightweight Directory Access Protocol (LDAP) to check the existence of a taxpayer. While TINVer can display possible searches by typing a taxpayer's name or TIN, LDAP is limited to validation whether a particular taxpayer can apply for TIN. The latter likewise has no facility to check for lost or forgotten TINs.*
> - *Registration of Small and Medium-sized Enterprises (SMEs) – Before approving the registration of SMEs, DTI requires a TIN issued by BIR from SMEs wishing to operate a business. As such, an interface with DTI is necessary to immediately provide TINs to SMEs. At present, the Bureau has an agreement with DTI to have an interface with eRegistration for all businesses registered through the use of the Philippine Business Registry (PBR).*
> - *Registration of Corporations – For faster registration of corporations, the Bureau gives a set of pre-generated TINs to be used by SEC in processing the registration. This is in line with BIR's Memoranda of Agreement with SEC to allow file transfers of all TINs registered with the latter.*
>
> *With the current setup of the Bureau's registration systems, it is deemed beneficial for the Bureau to have an online real-time facility that updates the registration database of the newly formed corporations from SEC and registered businesses from DTI.*
>
> - *Registration of Cash Register Machines (CRM)/Point of Sale (POS) Machines – CRMs and POS Machines can be registered in two ways: (1) online machine registration through Electronic Accreditation Registration (eAccReg) and (2) manual submission of requirements through RDOs. In line with the Commissioner's vision of the Bureau, eAccReg needs to be linked with eREG to provide taxpayers with an easier and faster means of registering TINs and machines*
> - *Online payment through eFPS – The system directs the taxpayer to the Payment module where the taxpayer enters the bank account number, merchant's name and amount of taxes. The bank must be an AAB within the jurisdiction of the RDO where he is registered. All tax payments are automatically debited from the account. All payments made through eFPS are confirmed through an email notification sent by eBroadcasting.*

Fill-in Instructions:

D. *Briefly describe in narrative form the current level of computerization of the agency in terms of: (1) mission critical/frontline services, (2) office automation, and 3) web presence. Agency should be able to assess the extent of ICT use within the organization, indicate percentage (%) of computer literacy, and computer ratio/density. The narrative description presents the macro view of business operations and ICT situation e.g. inter-agency applications, interoperability, standards, etc.*

ISSP TEMPLATE
REVISED 2014

PART I. ORGANIZATIONAL PROFILE

E. STRATEGIC CONCERNS FOR ICT USE

MAJOR FINAL OUTPUT₁	CRITICAL MANAGEMENT/OPERATING/ BUSINESS SYTEMS₂	PROBLEMS₃	INTENDED USE OF ICT₄
Example: *Tax Collection Services* *1. Assessment Service*	*Example:* *1. Tax Audit*	*Example:* • *Difficulty in objective audit selection due to lack of tax and information returns data within ITS (arising from limited data encoding, backlog in encoding, lack of data processors in the RDOs)* • *Difficulty in monitoring the level of taxpayer compliance*	*Example:* • *Case Management System* • *OCR* • *Business Intelligence* • *eReportCard – Provides taxpayers with information on their company's tax payment performance* • *eRaffle (Premyo sa Resibo)* • *Computer-Assisted Audit Tools & Techniques System (CAATTS)* • *Geographic Information System (GIS)*
2. Collection Service	*1. Returns Processing*	• *Difficulty in filing tax declarations*	• *eFPS – An online facility to receive electronic tax returns and payments*

Fill-in Instructions:
1 - List each MFO which can be enhanced or facilitated by the adoption of ICT. In case the MFO approved by DBM is too broad, please cite the specific product or service under each MFO that can be enhanced or facilitated through ICT.
2 - Describe the actual business operations/activities performed by the organization in relation to Col. 1.
3 - Refers to the barriers/obstacles that hinder or cause delay in the performance of the business operations/activities identified in Col. 2.
4 - Indicate the intended ICT solution to address the problems cited in Col. 3.
Examples are provided in each column for your reference.

PART II. INFORMATION SYSTEMS STRATEGY

A. CONCEPTUAL FRAMEWORK FOR INFORMATION SYSTEMS (DIAGRAM OF IS INTERFACE)

Fill-in Instructions:

A. *Present the general design of all ISs showing subsystems, linkages, sources of data or information and databases. Refer to **Annex A-2** for an example of Conceptual Framework of IS. Use red symbols for ISs that are for development, blue symbols for ISs that are for enhancement, black symbols for ISs that are operational and continuing and green symbols for ISs/applications that will be availed from iGovPhil Program and other cross-agency ICT projects. (Please see **Annex A-3** for the Catalogue of Shared Services that will be provided by iGovPhil and other cross-agency ICT projects.)*

PART II.	INFORMATION SYSTEMS STRATEGY

B.   DETAILED DESCRIPTION OF PROPOSED INFORMATION SYSTEMS

NAME OF INFORMATION SYSTEM/ SUB-SYSTEM₁		*Example:* *RANK: 1 Electronic Filing and Payment System (eFPS)*
DESCRIPTION₂		*Simplify forms and enhance session management to support increase in the number of eFPS users. The system will also be enhanced to provide better management reports on the monitoring of taxpayers' compliance. It will be integrated with eTIS to ensure that data in the forms filed online will be recorded automatically and will be available for viewing in eTIS by BIR personnel real-time. The back-end process of eFPS will also be enhanced to support the eTIS data requirements.*
STATUS₃		*For enhancement*
DEVELOPMENT STRATEGY₄		*Outsourced*
COMPUTING SCHEME₅		*Client-Server*
USERS	INTERNAL₆	*BIR Personnel*
	EXTERNAL₇	*Taxpayers*
OWNER₈		*Information Systems Group*

Fill-in Instructions:
B.   *Prepare this table as many as there are ISs, including its sub-systems (SSs). Please rank in order of priority with 1 being the highest.*
    1 - List all ISs proposed for development or for enhancement as shown in Part II.A page 7.
    2 - Describe each IS in terms of its performance indicator/s in relation to relevant MFOs, salient features and major information generated.
    3 - Write whether the identified IS is for development or for enhancement.
    4 - Indicate whether the IS is for in-house development, outsourcing, or a combination of both. The use of ready-made software or off-the-shelf software may also be considered as another option.
    5 - State the proposed computing scheme for each IS/SS. Refer to page ii-a no. 5 for the definition of computing scheme.
    6 - Indicate the specific office/group/unit within the organization that specifically use the IS (internal user/s).
    7 - Indicate all entities that are outside of the organization but make use of the system (external user/s).
    8 - Indicate the organizational unit for which the IS was developed (owner).

PART II.   INFORMATION SYSTEMS (ISs) STRATEGY

C. DATABASES REQUIRED

NAME OF DATABASE$_1$		
GENERAL CONTENTS/ DESCRIPTION$_2$		
STATUS$_3$		
INFORMATION SYSTEMS SERVED$_4$		
DATA ARCHIVING/STORAGE MEDIA$_5$		
USERS	**INTERNAL**$_6$	
	EXTERNAL$_7$	
OWNER$_8$		

Fill-in Instructions:

C.   *Describe all databases to be created or enhanced as shown in Part II.A, page 7(Diagram of IS Interface). Create a table for each database.*
   1 -   *Write the name of the database.*
   2 -   *Describe each database in terms of its purpose and content in general.*
   3 -   *Write whether the identified database is for build-up, for conversion or for migration.*
   4 -   *Identify the IS that will make use of the database identified.*
   5 -   *Identify how or in what form you intend to store/preserve the data.*
   6 -   *Indicate the specific office/group/unit within the organization that specifically uses the database (internal user/s).*
   7 -   *Indicate all entities that are outside of the organization but make use of the database (external user/s).*
   8 -   *Indicate the organizational unit that will manage the database (owner).*

PART II. INFORMATION SYSTEMS (ISs) STRATEGY

    D.   NETWORK LAYOUT

Fill-in Instructions:

D.   *Present the general design of proposed network architecture showing the retained and proposed infrastructure including the number of data centers, servers and capacity requirements (e.g. bandwidth requirement per site). Use red symbols if for development, blue symbols if for enhancement, black symbols if operational and continuing and green symbols if will be availed from iGovPhil Program and other cross-agency ICT projects. (Please see **Annex A-3** for the Catalogue of Shared Services that will be provided by iGovPhil and other cross-agency projects.) Refer to **Annex A-4.1** and **Annex A-4.2** for examples of a cross-agency and internal network layouts, respectively.*

PART III.	DETAILED DESCRIPTION OF ICT PROJECTS

A. INTERNAL ICT PROJECTS

A.1	NAME/TITLE	*Example: Tax Computerization Project*
A.2	OBJECTIVES	*To establish an integrated tax system designed to provide a standard processing framework for the Bureau's functions related to tax collection and administration.*
A.3.	DURATION	*2014-2016*
A.4	DELIVERABLES	*Integrated Tax System, Integrated Tax Database*

Fill-in Instructions:
A.   For each internal ICT project, complete the information required in Part III A.1-A.4. Prepare one table for each ICT project.
   A.1 - Write the name/title of the ICT project to be described.
   A.2 - List specific objectives
   A.3 - Indicate duration of project.
   A.4 - List deliverables (e.g. policies for issuance, trainings to be conducted, covered ISs and Dbs identified in Part II-B and II-C, infrastructure, etc.)

PART III. DETAILED DESCRIPTION OF ICT PROJECTS

B. CROSS-AGENCY ICT PROJECTS

B.1	**NAME/TITLE**	*Example:* *Asset Information Management Program*
B.2	**OBJECTIVES**	*To establish a systematic, strategic and integrated revenue management system for assets-related transactions for enhanced fiscal policy formulation and improved revenue collection*
B.3.	**DURATION**	*2014-2015*
B.4	**DELIVERABLES**	• *Build-up of a taxpayer database management system of asset-related and other relevant information from processed tax amnesty returns, SALNs, TPI and other existing internal information within the BIR.* • *Development of business intelligence solutions for administration and decision-making process.*
B.5	**LEAD AGENCY**	*DOF and BIR*
B.6	**IMPLEMENTING AGENCIES**	*DOF and TPIs (SEC, LRA, BOC, CAAP, MARINA, LTFRB, LTO, IPO, IC, BOI)*

Fill-in Instructions:
B. For each cross-agency ICT project, complete the information required in Part III B.1-B.6. Prepare one table for each ICT project.
   - B.1 - Write the name/title of the ICT project to be described.
   - B.2 - List specific objectives
   - B.3 - Indicate duration of project.
   - B.4 - List deliverables (e.g. policies for issuance, trainings to be conducted, covered ISs and Dbs identified in Part II-B and II-C, infrastructure, etc.)
   - B.5 – Identify the lead agency
   - B.6 – Identify the implementing agencies

PART III.   DETAILED DESCRIPTION OF ICT PROJECTS

C.   PERFORMANCE MEASUREMENT FRAMEWORK

Hierarchy of targeted results[1]	Objectively verifiable indicators (OVI)[2]	Baseline data[3]	Targets[4]	Data collection methods[5]	Responsibility to collect data[6]
Intermediate outcome of ICT project refers to changes in behavior of targeted stakeholders as a result of the implementation of the ICT project. *Example: Enhanced access to collection services*	*% of delinquent taxpayers* *% of taxpayers filing online*	*<Current> % of delinquent taxpayers* *<Current> % of taxpayers filing online to total taxpayers*	*< % >decrease in delinquent taxpayers* *< %> increase of taxpayers filing online*	Mandatory reporting, Business intelligence module	ISG, Project M&E Group
Immediate outcome of ICT project implementation/ installation. Immediate outcome refers to changes in institutional capabilities of the Agency in adopting/utilizing the ICT system developed or installed *Example: Improved tax collection*	*Tax revenue-to-GDP ratio* *No. of personal contact for tax transactions*	*<Current> tax revenue-GDP ratio* *<Current> no. of personal contact for tax transactions*	*Tax revenue-to-GDP ratio improved to 15.6% by 2016* *Reduced no. of personal contact to ?*	Mandatory reporting, Business intelligence module	ISG, Project M&E Group
Outputs related to the installation/ implementation of the ICT project in the agency within the lifetime of the project. These are completed deliverables of the project. *Example: Enhanced eFPS adopted*	*No. of simplified forms* *No. of processes* *No. of policies issued*	No. of forms to be simplified *<Current> No. of processes* # of policies for revision or issuance	*<no.> of simplified forms* *Reduced no. of processes to ?* Issued <no.> policies	Mandatory reporting	ISG, Project M&E Group

Fill-in Instructions:

C.   Considering all the ICT projects, complete the information required above based on the outcome or result that the agency wants to attain.

    C.1 - Write the hierarchy of outcomes of the ICT Project clustered into intermediate outcome, immediate outcome and outputs.

    C.2 - List measurable indicators that will prove that the outcomes and outputs mentioned in column 1 have been achieved.

    C.3 - State corresponding baseline data of the indicator mentioned in column 2 prior to the implementation of the ICT project.

    C.4 - Enumerate targets of the project for each OVI in column 2 and using the information in column 3.

    C.5 – Identify data collection method for gathering the required data.

    C.6 – Identify the Unit, internal or external to the agency, responsible for collecting the data. Information will have to be analyzed and submitted by M&E Teams to ICTO.

PART IV. RESOURCE REQUIREMENTS

A. DEPLOYMENT OF ICT EQUIPMENT AND SERVICES

ITEM₁	NAME OF OFFICE/ ORGANIZATIONAL UNITS₂	PROPOSED NUMBER OF UNITS₃		
		YEAR 1	YEAR 2	YEAR 3
Examples:				
1. *Office Productivity*				
Laptops CPU Passmark 3244	*OSEC*	*10*		
	Monitoring Office	*80*		
	Regional Offices	*50*	*50*	*50*
	Revenue District Offices	*50*	*50*	*50*
	Large Taxpayer District Offices	*100*	*100*	*100*
2. *Internal ICT Projects*				
Internal Project1				
Blade Servers	*Revenue Data Center1*	*40*		
Leased Line Subscription	*Revenue District Office 1*	*1*	*1*	*1*
Internal Project2				
Blade Servers	*Revenue Data Center1*	*20*		
3. *Cross-Agency ICT Projects*				
Cross-Agency Project1				
Smart Card Readers	*Revenue District Offices*	*700*	*1000*	*1300*
Systems Development				

Fill-in Instructions:

1 - *Describe in general terms the ICT equipment to be deployed (e.g. laptop CPU Passmark 3244). Please do not include detailed technical specifications. Existing ICT inventory should be listed separately. Please refer to **Annex A-5**. For those who have accomplished the 2012 MITHI ICT Resources Survey, kindly update only the relevant sections in Annex A-5 that have changes or which have not been completed.*

2 - *Indicate the location where the ICT equipment will be deployed.*

3 - *Specify the number of units to be deployed.*

PART IV.	RESOURCE REQUIREMENTS

B. ICT ORGANIZATIONAL STRUCTURE

B.1 EXISTING ICT ORGANIZATIONAL STRUCTURE

B.2 PROPOSED ICT ORGANIZATIONAL STRUCTURE

Fill-in Instructions:
B.1 Draw your existing ICT Organizational Structure. Indicate number of permanent, contractual, outsourced or project-based manpower by position. (Example: Computer Programmer III: permanent = 0, contractual = 10, outsourced = 5, project-based = 2)
B.2 Illustrate your proposed ICT Organizational Structure. Indicate number of permanent, contractual, outsourced or project-based manpower by position.

PART IV.	RESOURCE REQUIREMENTS

B.3.   PLACEMENT OF THE PROPOSED ICT ORGANIZATIONAL STRUCTURE IN THE AGENCY ORGANIZATIONAL CHART

Fill-in Instructions:
Show how your proposed ICT organizational structure will be placed in the Organizational Chart. Specify what office will have direct supervision and control over it.

PART V.	DEVELOPMENT AND INVESTMENT PROGRAM

A. ICT PROJECTS IMPLEMENTATION SCHEDULE

NAME OF ICT PROJECT/S	YEAR 1	YEAR 2	YEAR 3
Example:			
1. Tax Computerization Project (TCP)			
2. Asset Information Management Program			

B. INFORMATION SYSTEMS (IS) IMPLEMENTATION SCHEDULE

NAME OF INFORMATION SYSTEMS/ SUB-SYSTEMS OR MODULES	YEAR 1	YEAR 2	YEAR 3
Example:			
1. Enhanced e-Filing and Payment System (eFPS)			
1.1 eFiling			
1.2 ePayment			
2. AIM-P System			

Fill-in Instructions:

A. *Indicate the year you intend to develop the proposed ICT Projects.*
B. *Indicate the year you intend to develop the IS, sub-systems or modules.*

PART V.   DEVELOPMENT AND INVESTMENT PROGRAM

C. SUMMARY OF INVESTMENTS

BUDGET ITEM/ ACCOUNT[1]	YEAR 1_2		YEAR 2_2		YEAR 3_2	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
1. Office Productivity A. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) • Lease of laptops • Office productivity tools						
2. Internal ICT Project 1 A. CAPITAL OUTLAY • Hardware • Other office equipment • Civil works B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) • Software subscription • Internet service • Systems development • Office supplies						
3. Cross-Agency ICT Project 1 A. CAPITAL OUTLAY • Hardware • Civil Works B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) • Software subscription • Professional services • Training						
4. Continuing Expenses for Existing Systems A. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) • Software subscription • Internet service						

Fill-in Instructions:
1- *Please include continuing costs of existing operational applications/information systems/databases. Please see* **Annex A-6** *for the classification of ICT expense items.*
2- *Indicate the physical targets and corresponding estimated cost needed for each budget item.*

PART V. DEVELOPMENT AND INVESTMENT PROGRAM

D. YEAR 1 COST BREAKDOWN

DETAILED COST ITEMS	OFFICE PRODUCTIVITY	INTERNAL ICT PROJECT 1	INTERNAL ICT PROJECT 2	CROSS-AGENCY PROJECT 1	CROSS-AGENCY PROJECT 2	CONTINUING COSTS
Examples:						
1. Office Equipment						
Laptops						
Servers						
Router						
2. Software						
OS						
3. Professional Services						
a. Systems Dev't - Case management IS						
b. Consultancy Fees						
c. Other Contractuals						
5. Training						
Web programming						
6. Communication						
Leased line subscription						
7. Travel						
8. Civil Works						
9. Supplies and Materials						
TOTAL COST						

Fill-in Instruction:
Kindly add additional columns depending on the number of internal and cross-agency projects that will be targeted for implementation and additional rows for relevant cost items.

ANNEX B

ICT Pertinent Expenditure Items

ANNEX B
ICT-PERTINENT EXPENDITURE ITEMS SPECIFIED UNDER NATIONAL BUDGET CIRCULAR 120 FOR FY 2015 BUDGET PREPARATION

I. MAINTENANCE AND OTHER OPERATING EXPENSES

1.0 TRAINING AND SCHOLARSHIP EXPENSES

    1.1   ICT Training Expenses (e.g. Systems Analysis and Design, Web Design and Development, Change Management, Users' Training, Executives' Training, IT Managers' Training, Project Management, Business Process and Reengineering, Procurement and Contract Management, Programming)

2.0 SUPPLIES AND MATERIALS EXPENSES

    2.1   ICT Office Supplies, particularly expendable and semi-expendable ICT supplies, accessories, and peripherals (e.g. monitor/terminal, hard disk, toner, webcam, headset, digital camera, video card, ink jet printer and other portable printers, ink cartridge, mini-projector, CD-ROM drive, DVD-ROM drive, flash drive, USB, external hard drive, IP phone, memory card, processor, dongle, mouse pad, keyboard, internal or external modems, scanner, speaker, external microphone, sound card, AVR, UPS, Bluetooth device, fax machine, wires and cables, CMOS battery, media card readers, video camera, portable plotters, touchscreen, digital pen, CPU casing, motherboard, portable projector screen, RAM, etc.)

3.0 COMMUNICATION EXPENSES

    3.1   Telephone (mobile and landline)

    3.2   Internet Subscription

    3.3   Cable, Satellite, Telegraph and Radio

4.0 PROFESSIONAL SERVICES

    4.1   ICT Consultancy Services - covers all ICT consultancies other than maintenance of existing systems (e.g. consultants, contracted services, outsourced services)

5.0 GENERAL SERVICES

    5.1   General ICT Services pertains to maintenance of existing ICT systems

6.0 REPAIRS AND MAINTENANCE

    6.1   ICT Infrastructure, Machineries and Equipment include communication networks, data center and storage facility.

    6.2   ICT Office Equipment- include office ICT equipment (e.g. desktop computers, mobile computing devices, tablets, printers, scanners, etc.), network devices (e.g. switches, routers, power supplies), and software.

    6.3   Leased ICT Infrastructure, Machineries and Equipment

    6.4   Leased ICT Office Equipment

7.0 OTHER MOOE

    7.1   RENT/LEASE EXPENSES
        7.1.1 ICT Office Equipment (e.g. desktop computers, mobile computing devices, printers, scanners, projector, projector screen, fax machine, etc.)
        7.1.2 ICT Infrastructure Machineries and Equipment (e.g. communication networks, data center and storage facilities, etc.)

    7.2   SUBSCRIPTION EXPENSES

        7.2.1 ICT Software Subscriptions
        7.2.2 Data Center Service
        7.2.3 Cloud Computing Service

II. CAPITAL OUTLAYS

1.0 OFFICE EQUIPMENT, FURNITURE AND FIXTURES

    1.1   ICT Office Equipment include desktop computers, mobile computing devices, tablets, printers, scanners, projector, projector screen and other ICT office equipment necessary for office productivity, and network devices (e.g. switches, routers, power supplies).

    1.2   ICT Software includes essential office productivity software, network management and database management software.

2.0 MACHINERIES AND EQUIPMENT

    2.1   ICT Infrastructure, Machineries and Equipment - shall include the value or cost of machineries for communication networks and data center and storage facilities.

ANNEX C

ICT Shared Services

ANNEX C: CATALOGUE OF SHARED SERVICES

	Shared Services	Lead Agency	Readily Available	By June 2014	By 2015	In the Pipeline
1	Government Cloud (GovCloud)	**DOST-ICTO** Contact: Antonette Torres Email address: toni.torres@icto.dost.gov.ph For more info, visit: i.gov.ph	▨			
2	Philippine National Public Key Infrastructure (PNPKI)		▨			
3	Government Web Hosting Service (GWHS)		▨			
4	Government-Wide Email System (GovMail)		▨			
5	Agency Records Inventory System (AgRIS)		▨			
6	Fiber Optic Network			▨		
7	Government Data Center			▨		
8	PhPay and ProgRESIBO			▨		
9	Forms Generator			▨		
10	Project Management (ProMan)			▨		
11	Archives Record Management Information System (ARMIS)			▨		
12	Voice Over Internet Protocol (VOIP)			▨		
13	Video Conferencing			▨		
14	Enterprise Service Bus (ESB)			▨		
15	Single Sign-On				▨	
16	Agency Service Registry				▨	
17	Enterprise Resource Planning System (ERP)				▨	
18	Philippine Government Enterprise Architecture (PGEA)					▨
19	Comprehensive Human Resource Information System (CHRIS)	**DBM** Contact: Tess Garcia Email address: mtgarcia@pfm.gov.ph			▨	
20	Government Integrated Financial Management Information System (GIFMIS)					▨

ANNEX D

List of Interoperable Projects for FY 2014

ANNEX D

MITHI APPROVED INTEROPERABLE PROJECTS FOR FY 2014

CLUSTER	PROJECT	LEAD AGENCY	DESCRIPTION
I. Public Financial Management	**Government Human Resource Information System (GHRIS)**	DBM	The CHRIS or commonly known as the Government Human Resource Information System (GHRIS) is an internet based Human Resources Management Software that will facilitate and automate all the human resource management functions of the National Government.
	Government Integrated Financial Management Information System (GIFMIS)	DOF, DBM, COA and BTr	A customized and integrated application or automation of financial operations of the national government particularly financial planning and budgeting, treasury, and accounting functions. This eventually will generate reliable and accurate reports in a timely manner for the use of government decision makers and the scrutiny of the public
II. Ease of Doing Business	**Ease of doing business**	DTI	The Ease of doing business or commonly known as The Philippines Business Registry (PBR) is a Government-initiated project that will facilitate business registration-related transactions by integrating all agencies involved in business registration. It shall provide a faster process for business registration, thus strengthening the government's effort of providing quality service to the people and realizing its commitment to curb corruption and reduce red tape in the bureaucracy. In particular, it is a web-based system that shall serve as a one-stop shop for entrepreneurs who need to transact with several agencies to be able to start operating a business. Each of the agencies' computerized registration systems will be interlinked so that applicants need not physically go to each agency to register their businesses.

III. Higher Education	**CHEDNet**	CHED	CHEDNet is envisioned to integrate process/activities on CHED's on graduate employability concerns such as enrollment/graduate records, employment linkages, and verification of graduates. CHEDNet is also envisoned to linked internal process on record management, accounting, and document management.
	Learning Commons	CHED	The LC is envisioned to be an online repository for HE research. Likened to a web portal, the LC will contain document management functions to allow storage and retrieval for the desired research.
	eLibrary	National Library	This system is a generic system for SUCs based on best practices. The ES is customizable and is envisioned to be deployed in SUCs that needs it. It contains a student records management module, faculty management, and course management among others.
	Enrollment System	CHED	This system is a generic system for SUCs based on best practices. The ES is customizable and is envisioned to be deployed in SUCs that needs it. It contains a student records management module, faculty management, and course management among others.
IV. Health	**Philippine Health Information Exchange (PHIE)**	DOH	This will serve as a middleware that will translate and allow different health system applications and interphase with health registries (e.g. patient, provider, drugs, etc) that will be also be developed in 2013/2014. This project aims to deploy a middleware health information exchange to enable existing health applications to interoperate. The ultimate goal of offering citizens an integrated experience when availing healthcare services from their community clinic to the hospital to PhilHealth. Health facilities can record the services they render using electronic health records, claim from PhilHealth and comply with DOH's quality care monitoring program. From a single project (HIE), several citizen-centric services are immediately made

			available.
	Philippine Health Enterprise Data Warehouse	DOH	This project is intended to develop an Enterprise Health Data Warehouse that will include additional data or information requirements, and features where the citizenry can benefit the most. Example of this is a web service where people can access services like location of health care facilities and services offered, information for better management and control of one's health, e.g. morbidity, mortality data, location of pharmaceutical companies, public assistance services for health financing, directory of health facilities, query to product information, among others.
	National Disease Registry Enhancement	DOH	One of the registries that will also be needed to interphase with the PHIE (above). This project shall harmonize existing communicable and non-communicable disease registries, data sources, data submission, and databases towards a National Disease Registry System. It will strengthen the health system by improving the efficiency and effectiveness of the health service delivery through quality information supporting planning, program implementation, allocation of resources, prevention and response management to disease outbreaks.
	Integrated Health Goods Licensing Information System (IHG-LIS) Phase 3	DOH	The primary objectives of the project are to be able to enhance the system developed from Phase 2 and complete the integrated system solution for increased operational efficiency and effectiveness of health regulations.
			Help ensure standard coding and nomenclature of health goods and access to such information by various stakeholders such as hospitals, Philhealth for claims reimbursements, Pharmaceutical Outlets, NPCPAM, Congressional Oversight Committee on drug prices and inventories.
	Standards (SNOMED,	DOH	Identifying and defining standards on health information exchange to facilitate inter-operability

	HL7, Loinc, etc), Training, change management		among health systems.
	CHITS partial expansion pilot	DOH	Electronic medical record system for government health facilities. Since 2004, CHITS has been expanding to rural health units around the country. CHITS is being managed by the UP Manila – National Telehealth Center. It is an integral part of the "Using Computers and Cellphones to Improve Local Health Information Systems" program.
	HOMIS (DOH) partial expansion	DOH	The HOMIS generates information on hospitals to support the delivery of hospital services and the management of the hospital
V. Justice, Peace and Order	**Unified clearances harmonization plan**	DOJ	Creating the roadmap for the system that will create a unified clearance system and will improve the delivery of clearances such as NBI clearance, police clearance, barangay clearance among others, to the public.
	Unified Case Lodging System (Case Registry)	DOJ	Case Registry for use by DOJ, Supreme Court and Police and BJMP
	Harmonized Inmate Management Information System (HIMIS)	DOJ, Supreme Court and BJMP	Provides real time tracking, recording, managing of inmates and improves the clearing of individual citizen cases.
VI. iGov and Infrastructure	**Integrated Government-Philippines (iGov-Phil)**	iGov Phil and ICTO	The National Computer Center (NCC), in collaboration with the Advanced Science and Technology Institute (ASTI), came up with this project to set up a government shared network that will facilitate deployment and integration of mission-critical ICT projects especially those that deliver common government services. Initially, ICTO will be targeting integration of the following developed systems: e-Serbisyo as the single sign on portal, Unified Multi-Purpose ID (UMID), the

			Public Key Infrastructure (PKI), e-Bayad and the Philippine Government Electronic Procurement System (PhilGEPS). In addition, an official electronic communication system will also be installed to secure communication lines among key officials in the government. This project is different from the proposed Philippines National Single Window (NSW), which is envisioned to facilitate trade through efficiencies in the Customs and authorization processes. However, the NSW and other common service information systems like the proposed Government Integrated Financial Management Information System (GIFMIS) and the National Payroll System (NPS) can be linked, in the future, with the enhanced systems in this project like the eBayad and PKI.
	Implementing the Philippine Community e-Center	NCC	The project seeks to establish new Community eCenters (CeCs) in municipalities where there are no shared internet access facilities, transform existing school computer laboratories and internet cafes, where feasible, to become CeCs, and enhance and strengthen existing CeCs. The CeC is: • A shared facility providing affordable access to ICT-enabled services and relevant content • A conduit for e-government and other services. • A tool for empowerment and participation of unserved and underserved communities in development.
	Social Protection Support Initiative	DSWD	The Social Protection Support Initiatives (SPSI) Convergence project is an effort to develop and implement collaboration of the three (3) social protection agencies through their respective individual projects aimed to improve the quality of life of commonly identified target beneficiaries. Specifically, the SPSI project aims to achieve the following objectives: To develop a functional convergence structure at

			the national and local level (target pilot sites); • To harmonize service delivery programs among the four partner agencies (at the national and local levels); and • To streamline and integrate related and complementary processes;
	AIMP - Phase 3	BIR	The Asset Information Management Program (AMP) is created for the purposes of enhancing revenue administration, revenue collection and policy formulation,the DOF, in coordination with the BIR, LRA, DTI , SEC andLTO and other concerned agencies shall institute anInformation Management Program for the effective use of information declared or obtainable from the Tax Amnesty.
	National Public Transit Information System	ICTO	-
VII. Citizen Registry	**Citizen's Registry**	NSO	The project is in connection with Executive Order # 420, requiring all government agencies and government-owned and controlled corporations to streamline and harmonize the different government identification systems. All participating government instrumentalities shall issue their program members, constituents or clients a Common Reference Number (CRN) that shall be used by individuals in transacting with different government instrumentalities. It facilitates access to various government services like the provision of health and other social security benefits or the issuance of birth certificates, clearances, licenses or passports. Project Components: 1. Establishment of a Common Reference Number (CRN) and the Central Verification and enrollment Agency (CVEA) Central Facility 2. System Development: • Data Capture System

			- Card Production System - CRN Service Application System 3. Establishment of Gateways 4. Change Management Hardware/Software Acquisition
VIII. Transparency and Citizen's Participation	**Open Data Initiative**	PCDSPO	

ANNEX E

Concept Plan Template

PROPOSED MITHI CONCEPT PAPER

FINAL VERSION

Agency: Provide the name of the proponent agency. If appropriate, the name of the unit within the agency that is leading the development of the project should be provided.

Title: Provide the title of the proposed project. Ideally the title should provide some indication of either the problem or the nature of the proposed initiative (solution to the problem).

Rationale and Proposal Background Proponents are asked to provide a brief description of the problems and challenges being addressed by the project. This section should include an explanation of the reasons why the agency should be taking the lead in addressing the problem, including direct references to the agency's mandate and reform agenda. Proponents may also cite possible opportunities that can be created through the project. The section should also provide statements as to how addressing the problem will contribute to meeting GOP priorities – with direct references to appropriate elements of the key result areas under EO No. 43 (2011), the Philippine Development Plan 2011-2016, the Government Information Systems Plan, the Philippine Digital Strategy and/or other related documents or reports.

Box 1.0 provides some questions that can help the proponents in presenting the main points and ideas for the section. Kindly limit your discussion to 500-700 words for this section.

> **Box 1.0:** Guide Questions for Rationale and Proposal Background
> a) What is the nature of the problem being addressed by the project?
> b) How can the proposal be linked to the agency's mandate? How can the project support current government plans and priorities?
> c) Can the proposal be considered as a mission critical project? How can service interoperability and harmonization address the challenges?

Objective(s)/ Expected Results: Proponents are asked to present clear and concise statements pertaining to the project's objectives. Kindly state objectives following the S (specific) -M (measurable) - A (achievable) - R (realistic) – T (time-bound) principle.

Depending on the size of the project, a set of sub-objectives may be provided that help to clarify specific intentions.

If the project is intended as a "pilot", the agency should provide a clear statement of intent to replicate/scale-up the project if the expected results of the pilot project are achieved.

Kindly limit your discussion to 300-500 words for this section.

Operational Concept, Schedule & Deliverables	Provide a brief description explaining how the project will be implemented (e.g. Strategy, approach, or model) and the processes that will be used to ensure successful implementation of the project. This section should also provide the deliverables per phase of the project. The systems diagram/architectural design and the Gantt chart are mandatory annexes. For projects PhP 50 million and above, additional annexes are required (e.g. CV, detailed costing, process map, flowcharts, etc.). Otherwise, annexes are optional.

Project Phase	Description	Specific Outputs

a) **Project Phase**- Clear project phases or project management framework
b) **Description**- Description of the various activities and milestones for each phase
c) **Specific Outputs**- enumerate the general outputs/deliverables per phase

Kindly limit your discussion to 400-600 words for this section.

Scope and Estimated Cost:	Provide descriptions and explanations that will define the size and limitations of the proposed project. A discussion of the project scope includes, but is not limited to some of the following considerations: a) Specific geographic location; b) Particular group as the target beneficiary and other stakeholders; c) A particular approach (participatory, consensus, customer/client/citizen focus); d) Particular concern or issue (occupational, gender, environmental, etc.); timing, duration and level of effort. In a separate section, provide an initial estimate of the anticipated range of the cost of the proposed project (based on previous experience and/or in consultation with specialists). A more detailed budget estimates will be developed as part of the project plan.

Phase or Component and Activities	Resources (these are the cost items like PCs, Servers, Server OS, Internet Subscription, Training, other services, etc.)	Estimated Cost (in PhP million)

Issues/Risks: Identify and describe the possible major issues that may need to be addressed either prior to or during the implementation of the proposed project.

For each issue identified, propose a possible solution that could be explored during the development of the project plan in order to manage the risks associated with each of the identified issues.

Issue/Risks Identified	Possible Solution(s)
1.	•
2.	•
3.	•
4.	•

Performance Measurement Framework (PMF) Indicate the framework by which objectives of the project are identified, targets are declared, and specific processes are applied to monitor and measure attainment of these objectives and targets.

Hierarchy of targeted results	Objectively verifiable indicators (OVI)	Baseline data (Note: This is optional)	Specific Outcome/Indicator Targeted in PDP 2011-2016 Results Matrices
1	2	3	4
This column presents the	This	This captures	Cite specific

hierarchy of objectives of the EGF Project clustered into ultimate outcome, intermediate outcome, immediate outcome, and outputs.	captures the operational definition of the outcomes and outputs, mentioned in column 1.	the corresponding baseline data of the indicator mentioned in column 2 prior to the implementation of the ICT project.	outcome or indicator targeted in PDP 2011-2016 Results Matrices.
Ultimate outcome of ICT project refers to changes in condition as a result of the implementation of the ICT project. *Example: Improved health condition.*			
Intermediate outcome of ICT project refers to changes in behavior of targeted stakeholders as a result of the implementation of the ICT project. *Examples: Improved service delivery.* *Improved access to service.*			
Immediate outcome of ICT project implementation/ installation. Immediate outcome refers to changes in institutional capabilities of the Agency in adopting/utilizing the ICT system developed or installed **Example: Improved**			

capability of the Agency in the use of the Members Health Benefit System.			
Outputs related to the installation/implementation of the ICT project in the agency within the lifetime of the project. These are completed deliverables of the project. *Example: Registration System adopted;*			

Sustainability Plan Discuss sustainability strategies that would ensure continuous operation of the project. Proponents can also discuss the relevance of integration and harmonization of services in sustaining the project.

Previous e-Gov't/ ICT Experience Provide examples that demonstrate the agency's readiness to effectively engage in the design and implementation of e-government/e-governance projects:

	Name of Project	Brief Description	Status
1			
2			
3			

Agency Endorsement We, the undersigned, have reviewed and endorsed the concept paper for the project as described above.

Head of Agency: _____

Signature over Printed Name and Date

**Highest Ranking ICT
Officer:** _____
    Signature over Printed Name
    and Date