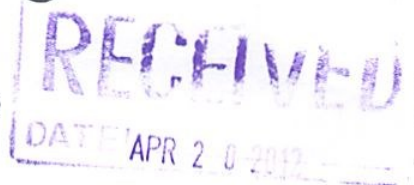REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE TWELFTH
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE
SANGGUNIANG PANLUNGSOD SESSION HALL,
ORMOC CITY HALL BUILDING
ON APRIL 19, 2012

PRESENT:

Hon. Nepomuceno P. Aparis I,	Vice Mayor & Presiding Officer
Hon. Ruben R. Capahi,	City Councilor, Majority Floor Leader
Hon. Rolando M. Villasencio,	City Councilor, Minority Floor Leader
Hon. Claudio P. Larrazabal,	City Councilor, Presiding Officer "Pro-Tempore"
Hon. Mario M. Rodriguez,	City Councilor, Assist. Minority Floor Leader
Hon. Lea Doris C. Villar,	City Councilor, Assist. Majority Floor Leader
Hon. Filomeno P. Maglasang,	City Councilor
Hon. Jose C. Alfaro, Jr.,	City Councilor
Hon. Sotero M. Pepito,	City Councilor
Hon. Demosthenes F. Tugonon,	City Councilor
Hon. Antonio M. Codilla,	Ex-Officio City Councilor Chapter President, Liga ng mga Barangay ng Ormoc

ON OFFICIAL BUSINESS:

Hon. Corinne M. Corro,	(On Official Business), Ex-Officio City Councilor, SK Federation President

ABSENT:

Hon. Rafael C. Omega, Jr.,	(On Leave), City Councilor

PREFATORY STATEMENT

The Sangguniang Panlungsod, as the Legislative Body of the city, has the responsibility to enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants X X X (Sec. 458, Local Government Code of 1991). Furthermore, the Code provides that the Sangguniang Panlungsod shall approve ordinances and pass resolutions necessary for an efficient and effective city government, and in this connection shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects , services and activities of the city government (Sec. 458 (1) (viii) of LGC of 1991).

Anent thereto, this august Body received an indorsement from the Office of the City Mayor relative to the request of Engr. Raoul E. Cam, City Planning and Development Coordinator, for the creation of the Information Technology Division under the City Planning and Development Office.

It can be recalled that in 2003 the CPDO organized an IT Team composed of employees from different local offices of the city mainly to undertake the needed preparation for the implementation of the new Government Accounting System (NGAS) consisting of the initial website development and networking of only five (5) offices, namely: City Accounting Office, City Treasurer's Office, City Budget Office, City Assessor's Office and Permits and Licensing Division. The IT Team successfully handled the challenge and since then their duties and functions have immensely broadened.

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Among the highlights of CPDO-IT Team accomplishments are : the development of several software information systems which are presently used by various offices to expedite office transactions resulting in savings for the city of millions of pesos; interconnection of local and national offices thru Land Area Network (LAN) and Wide Area Network (WAN); efficient management of LGU-Ormoc Website and the GIS application for Urban Disaster Risk Management and CBMIS. These notable undertakings of the team complement the city's program of government which is geared towards good governance and efficiency in the delivery of basic services.

In line with the vital role assumed by the IT Team, the formal creation of an Information Technology Division under CPDO is hereby sought in order to unite and place the present members of the IT Team into one office and define each of their functions for a better public service.

Taking into consideration the financial capability of the city to control and maintain the said office, this sanggunian believes that there is merit to the proposed creation, the purpose of which is geared towards the welfare of the city.

FOREGOING PREMISES CONSIDERED, on motion of City Councilor Ruben R. Capahi, Chairman, Committee on Good Government, severally seconded by City Councilors Sotero M. Pepito, Antonio M. Codilla and Claudio P. Larrazabal; be it

RESOLVED , to enact :

ORDINANCE NO. 172

AN ORDINANCE CREATING THE INFORMATION TECHNOLOGY DIVISION UNDER THE CITY PLANNING AND DEVELOPMENT OFFICE TOGETHER WITH THE CORRESPONDING POSITIONS AND APPROPRIATION NECESSARY FOR ITS EFFECTIVE AND EFFICIENT OPERATION.

BE IT ENACTED, by the Twelfth Sangguniang Panlungsod ng Ormoc,That :

SECTION 1. This Ordinance shall be known and cited as **"AN ORDINANCE CREATING THE INFORMATION TECHNOLOGY DIVISION UNDER THE CITY PLANNING AND DEVELOPMENT OFFICE TOGETHER WITH THE CORRESPONDING POSITIONS AND APPROPRIATION NECESSARY FOR ITS EFFECTIVE AND EFFICIENT OPERATION".**

SECTION 2. There is hereby created an Information Technology Division under the City Planning and Development Office together with the corresponding positions that will serve as initial workforce of the office.

SECTION 3. OBJECTIVES OF THE CPDO- INFORMATION TECHNOLOGY DIVISION.

1. To interconnect all departments/offices of the LGU of Ormoc thru Local Area Network (LAN) and Wide Area Network (WAN) for database sharing of information.

2. To develop, implement and maintain software application systems (computer programs) of all departments/offices in LGU-Ormoc as well as that of several national agencies in Ormoc City. These software applications will expedite the day–to-day operations of the offices concerned.

3. To manage and maintain the hardware infrastructure of the LGU's Local Area Network (LAN) and Wide Area

4. Network (WAN) for its efficient operation and optimum performance at all times.

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5. To maintain and repair all IT related office equipment both in local and several national offices in the city.

6. To develop and maintain the city's official website. (WWW.ORMOC.GOV.PH)

SECTION 4. <u>**NOMENCLATURES OF NEW POSITIONS CREATED**</u>. The following are the newly created positions under the Information Technology Division with the corresponding salary grade levels and monthly salaries, to wit:

No. of Items	POSITION	Salary Grade	Monthly Salary
1	Information Technology Officer II 1	SG 22	P32,973.00
3	Computer Operator IV	SG 14	P19,112.00
1	Computer Programmer I	SG 11	P15,649.00
1	Computer Maintenance Technologist I	SG 11	P15,649.00
2	Computer Operator I	SG 7	P11,869.00
2	Administrative Aide I	SG 2	P 7,575.00

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SECTION 5. <u>QUALIFICATIONS, DUTIES AND FUNCTIONS:</u>

I. INFORMATION TECHNOLOGY OFFICER II

EDUCATION : Bachelors Degree relevant to the job.
ELIGIBILITY : Career Service (Professional) / 2nd Level Eligibility
EXPERIENCE : Three (3) years of experience relevant to the job.
TRAINING : Sixteen (16) hours of relevant training

DUTIES AND RESPONSIBILITIES:
General Management:

➤ Plans, organizes and control all actions of the division.

➤ Coordinates directly with the user departments heads regarding system/projects to be developed, maintained or enhanced and trainings to be conducted.

➤ Approve all evaluated and recommended IT-equipment related procurement of all departments seeing to it that it is in conformity with the approved information system plan of the organization.

➤ Supervise/Direct Systems Administration

- Maintain and operate the Local Area Network (LAN) of the agency.
- Light Programming
- Project management for systems related projects
- Analyzing <u>system logs</u> and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing <u>data center</u> environments.
- Performing routine audits of systems and software.
- Performing <u>backups</u>.
- Applying <u>operating system</u> updates, patches, and configuration changes.
- Installing and configuring new <u>hardware</u> and <u>software</u>.
- Adding, removing, or updating <u>user account</u> information, resetting <u>passwords</u>, etc.
- Answering technical queries.

- Responsibility for <u>security</u>.
- Responsibility for <u>documenting</u> the configuration of the system.
- <u>Troubleshooting</u> any reported problems.
- System <u>performance tuning</u>.
- Ensuring that the network infrastructure is up and running.
- On call when the computer system goes down or malfunctions, and must be able to quickly and correctly diagnose what is wrong and introduce best option to fix it.

➢ Supervise\Direct Database Administration

- responsible for the environmental aspects of a <u>database</u>. This includes:

- Recoverability - Creating and testing <u>Backups</u>
- Integrity - Verifying or helping to verify <u>data integrity</u>
- Security - Defining and/or implementing <u>access controls</u> to the data
- Availability - Ensuring maximum <u>uptime</u>
- Performance - Ensuring maximum performance given budgetary constraints
- Development and testing support - Helping programmers and engineers to efficiently utilize the database.
- Installation of new software — install new versions of DBMS software, application software, and other software related to DBMS administration. Test this new software before it is moved into a production environment.
- Security administration — to monitor and administer DBMS security. This involves adding and removing users, administering quotas, auditing, and checking for security problems.
- Data analysis — To analyze the data stored in the database and to make recommendations relating to performance and
- efficiency of that data storage. This might relate to the more effective use of indexes, enabling "Parallel Query" execution, or other DBMS specific features.
- Database design (preliminary) — coordinate with systems developer in the preliminary database-design stages.
- Data modeling and optimization — to optimize the system layout to take the most advantage of the I/O subsystem.
- Administration of existing enterprise databases and the analysis, design, and creation of new databases.

→ Data modeling, database optimization, understanding and implementation of schemas, and the ability to interpret and write complex SQL queries
→ Proactively monitor systems for optimum performance and capacity constraints
→ Establish standards and best practices for SQL
→ Interact with and systems developers in SQL scripting

➢ Perform such other duties and functions as maybe assigned by the supervisor.

II. COMPUTER OPERATOR IV (Network Administration):

EDUCATION   : Completion of two years studies in college or High School
                          Graduate with relevant vocational / trade course
ELIGIBILITY   : Career Service (Sub professional)
                          Data Encoder
                          (MC11, S.96-CAT I) First Level Eligibility
EXPERIENCE   : Three (3) years of relevant experience
TRAINING   : Sixteen (16) hours of relevant training

DUTIES AND RESPONSIBILITIES :

- Network Administration

  - Manages the data communications needs of the company.
  - Manages the physical network infrastructure, including wired and wireless local area network (LAN).
  - Manages infrastructure servers: Active Directory, WINS, DNS, DHCP, Proxy, RAS, and Internet Security and Acceleration (ISA) Server.
  - Manages the acquisition of new network hardware as required.
  - Participates in network planning, design, development, deployment, and modification.
  - Monitors and controls service levels of network suppliers.
  - Liaises with the Service Monitoring and Control SMF to establish a list of monitored network activities.
  - Ensures that data communication within the company is reliable and of sufficient capacity to meet business needs.
  - Provides physical connections to the corporate LAN as required.
  - Ensures that data communications packets are routed efficiently
  - Provides regular feedback on network performance, both in general and against specific service levels.
  - Provides access to the corporate network via dial-up or virtual private network (VPN) as required.
  - Monitors bandwidth use, analyzes traffic patterns and volumes, and determines impact/implications of issues.
  - Manages GIS-related projects.
  - Ensures security standards are upheld.

- Supervise in the Maintenance and repair of all IT related equipment of the LGU and several national office of the City.
- Evaluate IT related equipment purchased by the agency.
- Perform such other duties and functions as maybe assigned by the supervisor.

III. COMPUTER OPERATOR IV (Systems Development Section)

EDUCATION : Completion of two years studies in college or High SchoolGraduate with relevant vocational / trade course
ELIGIBILITY : Career Service (Sub professional)
Data Encoder
(MC11, S.96-CAT I) First Level Eligibility
EXPERIENCE : Three (3) years of relevant experience
TRAINING : Sixteen (16) hours of relevant training
DUTIES AND RESPONSIBILITIES :

- Supervise in the development of software application system for the different Department/Office using VB 6 programming software.
- Develop software application system for the different Department/Office using VB 6 programming software.
- Maintain and monitor the software application systems installed at the different offices\departments to be operational at all times.
- Perform such other duties and functions as maybe assigned by the supervisor.

IV. COMPUTER MAINTENANCE TECHNOLOGIST I

EDUCATION : Bachelor Degree relevant to the job.
ELIGIBILITY : Career Service (Professional) / 2nd Level Eligibility
EXPERIENCE : None required
TRAINING : None required

DUTIES AND RESPONSIBILITIES :

➢ Maintenance and repair of all IT related equipment of the LGU and several national office of the City.

➢ Perform such other duties and functions as maybe assigned by the supervisor.

V. COMPUTER PROGRAMMER I

EDUCATION   : Bachelor Degree relevant to the job.
ELIGIBILITY   : Career Service (Professional) / 2nd Level Eligibility
EXPERIENCE : None required
TRAINING   : None required
DUTIES AND RESPONSIBILITIES :

➢ Develop software application system for the different   Department/Office using VB 6 programming software.
➢ Maintain and monitor the software application systems installed at the different offices\departments to be operational at all times.
➢ Perform such other duties and functions as maybe assigned by the supervisor.

VI. COMPUTER OPERATOR I

EDUCATION   : Completion of two years studies in college or High School
                    Graduate with relevant vocational / trade course
ELIGIBILITY   : Career Service (Sub professional)
                    Data Encoder
                    (MC11, S.96-CAT I) First Level Eligibility
EXPERIENCE : None required
TRAINING   : None required

DUTIES AND RESPONSIBILITIES :

➢ Assist in the operation and maintenance of network administration section (technical support).
➢ Perform Administrative activities of the office.
➢ Perform such other duties and functions as maybe assigned by the supervisor.

VII. ADMINISTRATIVE AIDE I (Network\Computer Technician)

EDUCATION   : Must be able to read and write.
EXPERIENCE : None required
TRAINING   : None required
ELIGIBILITY   : None required

DUTIES AND RESPONSIBILITIES :
➢ Assist in maintenance and repair of all IT related equipment in the agency.
➢ Develop and maintain the Official Website of the LGU.
➢ Perform such other duties and functions as maybe assigned by the supervisor.

SECTION 6. The appropriation necessary to carry out and implement the purposes of this Ordinance shall be taken from the current appropriation of the City Planning and Development Office.

SECTION 7. Should any part or provision of this Ordinance be held unconstitutional and declared invalid by competent court, other parts or provisions hereof which are not affected thereby shall continue to be in full force and in effect.

SECTION 8. This Ordinance shall take effect immediately subject to the compliance of the necessary posting requirements.

Ord. No. 172

ENACTED, April 19, 2012.

RESOLVED, FURTHER, to furnish copies of this ordinance each to the Honorable City Mayor Eric C. Codilla; the City Administrator; the City Budget Officer; the City Accountant; the City Treasurer; the Human Resource Management Office; the City Auditor; the City Planning Development Office; the Regional Director, Civil Service Commission, Regional Office No. 8 thru the Civil Service Commission Field Office, Ormoc City; and other offices concerned.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.

MARIA ANTONIETA G. CO HAT
OIC – SP Secretary
(Supervising Administrative Officer)

ATTESTED:

NEPOMUCENO P. APARIS I
Vice Mayor & Presiding Officer

APPROVED:

ERIC C. CODILLA
City Mayor
April 23, 2012