

Republika n Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

October 18, 1978

MEMORANDUM
No. 285, s. 1978

LETTERS OF INSTRUCTIONS NOS. 750 and 751

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Coordinator, State Colleges and Universities
Schools Superintendents

1. Inclosed are Letters of Instructions Nos. 750 and 751 relative to the procurement and acquisition of EDP equipment and services and the development of the master plan for EDP in the government pursuant to P.D. No. 1480.

2. In this connection, it is desired that the aforementioned Letters of Instructions be given the widest publicity possible.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incls.:

As stated

Reference:

None

Allotment: 1-2-3-4-5, 0, 1-76)

To be indicated in the Perpetual Index
under the following subjects:

~~EQUIPMENT~~
~~RULES & REGULATIONS~~
~~PURCHASE~~

(Inclosure to MGC Memorandum No. 285, s, 1970)

MALACAÑANG
Manila

LETTER OF INSTRUCTIONS NO. 750

RELATIVE TO THE PROCUREMENT AND ACQUISITION
OF EDP EQUIPMENT AND SERVICES

TO: All Heads of Ministries, Bureaus, Offices and Agencies,
Government-Owned and Controlled Corporations, and Other
Government Instrumentalities

The Managing Director, National Computer Center

All Others Concerned

WHEREAS, there is a need to establish a rational framework for the acquisition and utilization of electronic data processing (EDP) facilities to prevent the undue proliferation and under-utilization of computers in the Government;

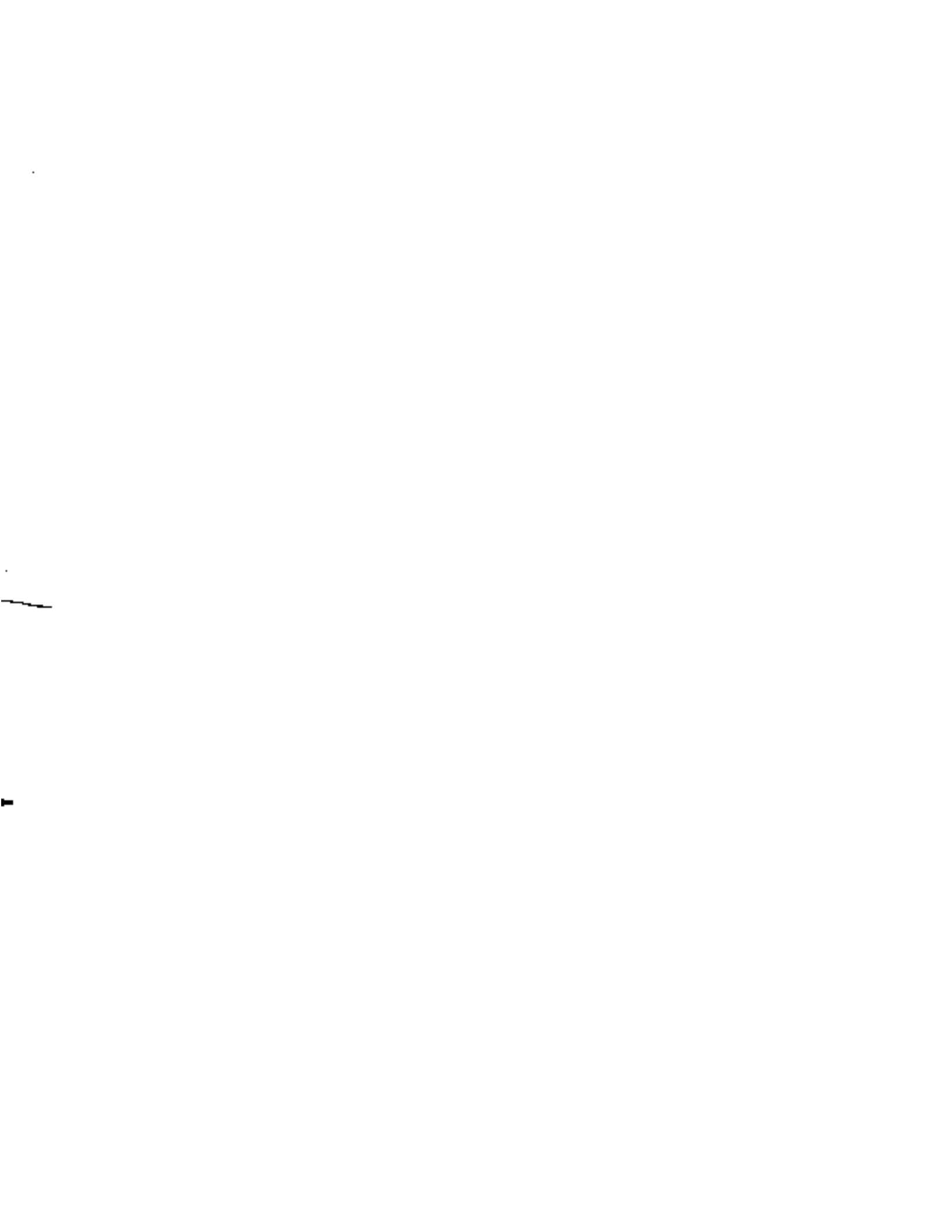
WHEREAS, Presidential Decree No. 1480 provides for the development of a National Computer Development Program for the optimum operations of all government computer installations, as well as an integrated strategy for overall development of the country's computer industry;

WHEREAS, pending the formulation of the Program, it is necessary to regulate the acquisition of computer equipment and facilities to avert dissipation of resources;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and direct the following:

1. All Government procurement for computer equipment and services, whether on a lease-rental arrangement or purchase basis and irrespective of fund sources shall be approved by the Office of the President upon recommendation of the National Computer Center. Memorandum Order No. 352, 1973 is hereby repealed.

Before new EDP equipment or services are acquired, existing government EDP resources should be given priority and should be fully utilized in meeting government needs for EDP equipment and services.



2. As a general rule, public bidding shall be strictly observed in the procurement and acquisition of EDP equipment.

3. No new procurement of computer equipment by any government agency, government-owned or controlled corporation, including local governments, shall be approved pending the formulation of a Computer Development Program of the Government, except:

a) where a public bidding has been conducted for the acquisition of the computer equipment prior to the promulgation of this Letter of Instructions;

b) where there is an existing contract for the ~~delivery and installation of~~ computer equipment;

c) where the ministry, agency or corporation needs cannot be met by existing installations and/or service bureaus of the private sector; and

d) where deferment of such acquisition would jeopardize the operations of the ministry or agency concerned.

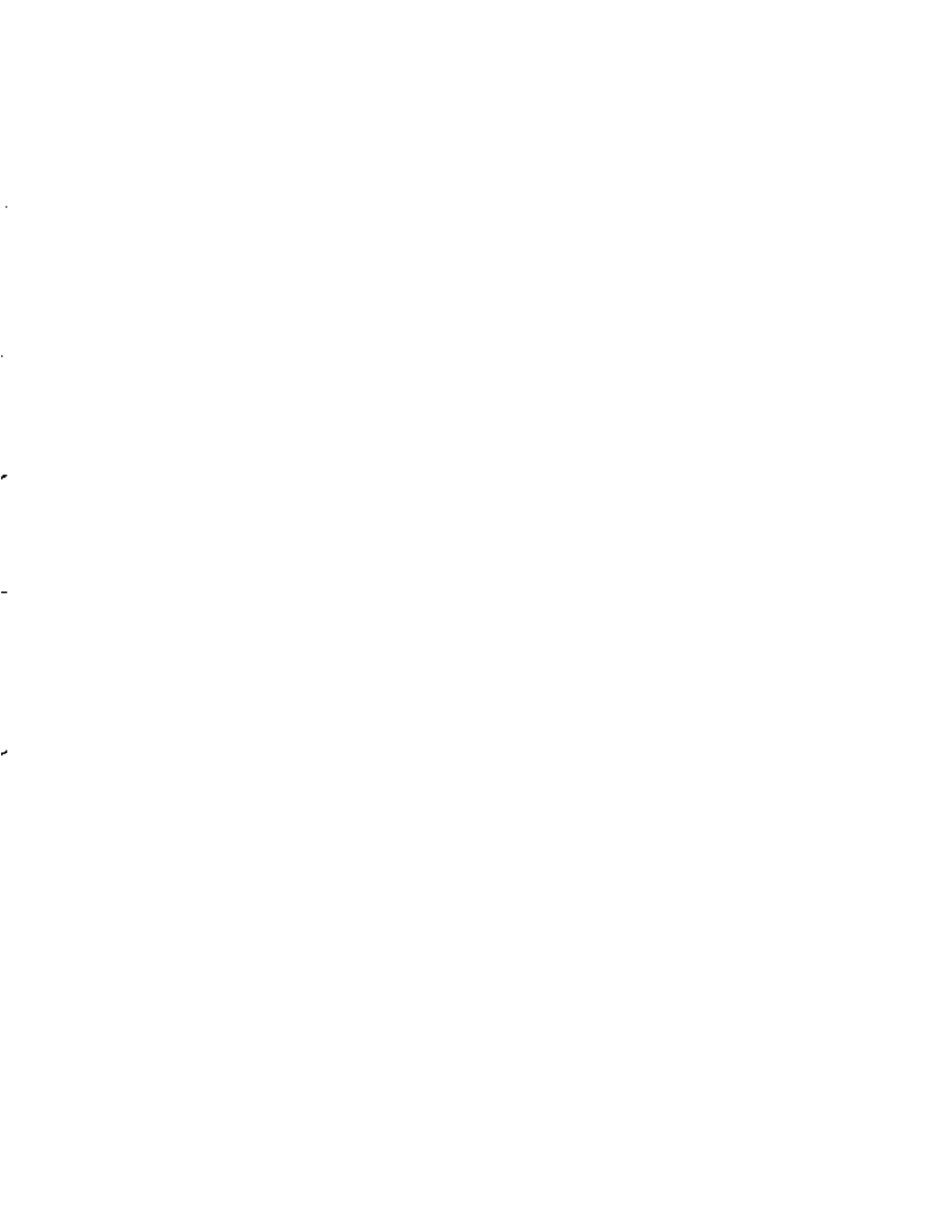
The National Computer Center shall promulgate the necessary guidelines for the ~~effective and efficient implementation of this letter of Instructions.~~

This Letter of Instructions shall take effect immediately.

Done in the City of Manila, this 16th day of October, in the ~~year of our Lord, nineteen hundred and seventy-eight.~~

(SGD.) FERDINAND E. MARCOS
President of the Philippines

A true copy



MALACANANG
Manila

LETTER OF INSTRUCTIONS NO. 751

RELATIVE TO THE DEVELOPMENT OF THE MASTER PLAN
FOR EDP IN THE GOVERNMENT PURSUANT TO P.D. NO. 480

All Heads of Ministries, Bureaus, Offices and
Agencies, Government-Owned and Controlled Corporations,
and other Government Instrumentalities

The Managing Director, National Computer Center

All Others Concerned

WHEREAS, it is the policy of the Government to create the
propriate environment for the rational use and application of
puter technology to further national development;

WHEREAS, there is an urgent need to safeguard public interest
the procurement of electronic data processing (EDP) equipment
services; provide for the effective evaluation of EDP and
ated programs for the economical and efficient realization of
gram objectives, encourage the development of government-wide
formation systems needed for planning and decision-making;
tionalize the development and maintenance of EDP projects and
ta bases, and promote the development, retention and optimum
ilization of qualified technical and managerial EDP personnel;

WHEREAS, in recognition of said need, the National Computer
nter has been restructured, pursuant to Presidential Decree No.
80, in order that it may effectively formulate policies and
andards and coordinate all activities related to computerization
the country;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the
ilippines, do hereby order and direct:

1. The National Computer Center (NCC), in furtherance of
its role as the policy body of the government on computerization,
shall formulate and adopt a long-range strategy to organize all
overnment EDP services within the computer-sharing framework
hich would optimize existing Special Centers, Functional Centers,
egional Computer Centers, and an Interlinking Computer Center.

2. The NCC shall proceed with the development of the Master
Plan for EDP in the Government pursuant to Presidential Decree No.
480 in close consultation and coordination with the different
ministries and agencies. Said Plan shall include a national program
for computer education and training, for information processing and
national information systems development.

3. The ministries and agencies shall prepare EDP plans containing information on their projects, equipment and personnel, which plans shall be the basis for the development and updating of the EDP Master Plan. The contents, format and timing of these plans shall be established along the guidelines set by the National Computer Center in coordination with the Ministry of the Budget.

4. The principle of full visibility of the costs of developing and operating EDP projects shall be adopted. Full costing systems shall be introduced for all ministries and other EDP centers in accordance with the guidelines developed by NCC and the Ministry of the Budget.

5. The NCC shall establish within its structure a Policy, Planning and Standards Office to develop, disseminate and interpret policies and guidelines for EDP applications, procurement and operations; to monitor the progress of government EDP; and to ensure the EDP experiences are shared with and among all ministries and agencies.

* The NCC may call upon the heads of all ministries, bureaus, agencies, and all government offices and instrumentalities, including government-owned or controlled corporations, to provide necessary information and assistance to carry out the provisions of these Instructions.

This Letter of Instructions shall take effect immediately.

Done in the City of Manila, this 16th day of October, in the year of Our Lord, nineteen hundred and seventy-eight.

(Sgd.) FERDINAND E. MARCOS
President of the Philippines

A true copy

