

*Tanggapan ng Kalihim  
Office of the Secretary*

March 10 2000

DECS MEMORANDUM  
No 102, s 2000

**CREATING THE DECS INFORMATION AND COMMUNICATIONS  
TECHNOLOGY TASK FORCE AND SUPPORT UNITS**

To Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1 To facilitate the creation and implementation of the DECS Information and Communication Technology (ICT) and to provide the over-all direction that is required for such an undertaking a Task Force is hereby organized to be composed of the following

Lilia Z Roces	Head
Lourdes Alagar	Member
Cleofe Ocampo	Member
Marcos Rodil	Member
Ferdinand San Jose	Member

2 The Task Force shall undertake the following activities

- a provide policy guidance and direction for the updating of the DEC's Information Systems Plan (ISP) in consonance with approved systems and procedures new policies and priorities of the Department
- b coordinate all existing DECS ICT projects and recommend initiation of future major ICT projects and monitor their status of development and implementation
- c recommend ICT related infrastructures and coordinate the acquisition and deployment of computer and communications hardware and software and
- d design and supervise the conduct of training programs to orient DECS staff on the mechanics of the information systems

3 Recognizing the need to provide technical assistance to technology users, support units in bureaus centers or divisions closely involved in ICT activities shall be established These offices shall assume any of the following conditions

- a handle a major aggregation of information to form a large database, e.g. the Research and Statistics Division which generates and disseminates basic education statistics the Personnel Division with personnel data and service histories
- b process large volume of transactions, e.g. the Accounting Division the Payroll Division and
- c perform critical duties and responsibilities that warrant rapid solutions to technology problems, e.g. the Office of the Secretary, the Regional Offices etc

4 These Support Units shall perform the following duties and responsibilities corollary to the DECS ICT Task Force

- a act as main resource for system analysis design and programming
- b periodically review and evaluate existing hardware and software and make recommendations that respond effectively and efficiently to users and management requirements,
- c monitor ICT-related projects for proper compliance with standards and specifications and submit to the DECS ICT Task Force status report of implementation, and
- d act as a help desk for ICT matters

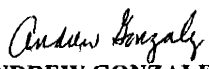
5 The Support Units shall be under the administrative management of their respective offices. The personnel to be assigned to these units shall be identified by the heads of the respective offices within the next three (3) months of the date of this Memorandum

6 It should be underscored that heads of the Support Units shall closely coordinate with the DECS ICT Task Force to be assured of unified directions and decisions related to information systems

7 All concerned DECS officials are enjoined to extend full cooperation and support to the DECS ICT Task Force in order to implement the Department's management information system at the soonest possible time

8 This Memorandum supersedes Office Memorandum dated January 11, 2000 entitled Assignment to the Information and Communications Technology Management Office (ICT-MO)

9 Immediate dissemination of this Memorandum for the information and appropriate action of all concerned is desired

  
ANDREW GONZALEZ, FSC  
Secretary

**Reference**

Office Memorandum dated January 11 2000

Allotment 1—(D O 50-97)

To be indicated in the Perpetual Index  
under the following subjects

~~/~~ BUREAUS & OFFICES  
~~/~~ COMMITTEES  
~~/~~ INFORMATION TECHNOLOGY