



"Making ICT Serve the People"

NCC MEMORANDUM CIRCULAR NO. 2003-02

FOR : ALL HEADS OF NATIONAL GOVERNMENT DEPARTMENTS/ AGENCIES/BUREAUS, CONSTITUTIONAL OFFICES, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, STATE COLLEGES AND UNIVERSITIES AND COA RESIDENT AUDITORS

SUBJECT : PRESCRIBING A STANDARD TEMPLATE FOR THE INFORMATION SYSTEMS STRATEGIC PLAN (ISSP)

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SECTION 1: STATEMENT OF POLICY

Executive Order (E.O.) No. 265 was issued July 12, 2000 approving and adopting the Government Information Systems Plan (GISP) as a framework and guide for all computerization efforts in government.

Section 2 of E.O. No. 265 states that "all government agencies and instrumentalities including local government units shall align their respective computerization projects with the priorities identified in the GISP".

Chapter 4 of the GISP provides that "The National Computer Center (NCC), being the technical arm of the ITECC in the overall management and coordination of the GISP in coordination with agencies concerned and with the assistance from the private sector, review and recommend measures to update or improve operational policies, programs and guidelines on the preparation of agency information systems strategic plans (ISSPs), which shall serve as building blocks to the GISP".

In light of the above, the NCC prescribes the ISSP Template Revised 2003 as the standard format in the preparation of government ISSPs. Attachment 1 presents the ISSP Template Revised 2003.

SECTION 2: CONSIDERATIONS FOR REVISING THE ISSP FORMAT

2.1 The NCC Memorandum Circular No. 99-01 "Prescribing the Guidelines for Information Systems Planning in Government" was issued on November 29, 1999 to implement the mandatory requirement for all departments, attached agencies, GOCCs, GFIs and SUCs to submit a 5-year ISSP to NCC for approval following a prescribed format or template specified as Annex A. There is a need to update the ISSP format prescribed as Annex A of the NCC MC No. 99-01 and come up with a standard ISSP template to facilitate the formulation of agency-wide ISSPs.

- 2.2 Considering the rapid change in technology and the re-engineering program of the government bureaucracy, there is a need to shorten the IS planning phase from 5-year planning to minimum of 3-year planning.
- 2.3 There is a need to include in the ISSP template pressing concerns related to the thrusts of eGovernment, GISP, IT21, ITECC Strategic Roadmap, eCommerce, RPWEB and internet connection, networking, databases and data archiving, IPR, security and other issues.
- 2.4 Results of pilot testing and public consultation with the IS Planners in government and private sector on the ISSP template were considered in the improvement of the template.

SECTION 3: COVERAGE

The following should submit their ISSP to NCC using the standard ISSP Template Revised 2003 as shown in Attachment 1 of this circular:

- 3.1 Agencies who do not have yet an ISSP as of October 2003.
- 3.2 Agencies who are currently drafting their ISSPs as of October 2003.
- 3.3 Agencies whose ISSPs are valid up to December 2002 only.
- 3.4 Agencies who have undergone re-engineering process (e.g. those who have been transferred administratively to another department).
- 3.5 Agencies who need to submit updates to their original ISSP as endorsed/approved by NCC.
- 3.6 Agencies who are into procurement of ICT resources regardless of source of funds and do not have approved ISSPs.
- 3.7 Agencies who opt to avail of the Build Operate Transfer (BOT) scheme (in any of its variances) in their ICT resource procurement for projects which are not covered in their ISSPs.

Agencies whose ISSPs have been reviewed, endorsed or approved by the NCC as of September 2003 are not required to reformat their ISSPs.

Another template has been designed by NCC to suit the ICT needs of the Local Government Units (LGUs). LGUs who opt to make their ISSPs are therefore encouraged to use the recommended format specifically designed for LGUs only.

SECTION 4: RESPONSIBILITY OF THE DESIGNATED INFORMATION SYSTEMS (IS) PLANNER AND THE NCC

- 4.1 Agency Heads shall designate one IS Planner who is at least a third ranking executive in the Agency (pursuant to EO 190 s.1994). Division Chiefs or the Head, MIS could be designated as IS Planners. NCC shall maintain a database of IS Planners with their names, plantilla position and e-mail addresses for coordination.
- 4.2 The IS Planner shall be responsible for the submission of their agency ISSP to NCC using the standard ISSP Template Revised 2003 (Attachment 1 of this NCC MC). NCC shall publish in its website, a Registry of Agencies with approved ISSPs. The same Registry shall be forwarded to the Department of Budget and Management monthly for information/reference.
- 4.3 The IS Planner shall act as the executive sponsor of their agency ISSP. He shall make sure that all ICT resource procurement required under their ISSP shall be included in the agency's approved Annual Procurement Plan (APP). Article II Section 7 of the "Government Procurement Reform Act" (RA 9184) states that "No government procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan of the Procuring entity". A copy of the approved APP which shall reflect the NCC approved ICT resources shall be submitted to NCC instead of an Information Systems Development Plan (ISDP) as required under Section 6 of NCC MC No. 99-01. Agencies which do not have an approved ISSP are required to submit a copy of their approved APP to NCC in securing a clearance to procure any ICT Resource.
- 4.4 The IS Planner shall submit to NCC a status report on the implementation of their ISSP every semester. The IS Planner must inform the NCC at the end of every semester of all ISSP-related accomplishments. NCC shall publish in its website information on the status of ISSPs including government ICT projects. As prescribed under Chapter 4 of the GISP, the NCC shall monitor ISSP implementation and shall submit, through the ITECC, a report to the President and Congress on the performance of the agencies.
- 4.5 All designated IS Planners shall be under the direct supervision of the Agency Head. The agency head should create a special group/team to support the IS Planner or hire an ICT Consultant to assist them in their IS planning activities.

SECTION 5: REPEALING CLAUSE

This Memorandum Circular amends the ISP format prescribed in NCC Memorandum Circular No. 99-01. All other circulars and provisions thereof which are inconsistent with this NCC MC are hereby repealed or amended accordingly.

SECTION 6: EFFECTIVITY

This NCC Memorandum Circular No. 2003-02 shall take effect on the 31st day of July 2003.

(sgd.) **DR. IBARRA M. GONZALEZ**
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