



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER No. 04

Series of 2022

INFORMATION TECHNOLOGY POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN

WHEREAS, Public Office is a Public Trust. It is a settled principle of law that municipal corporations are agencies of the State for the promotion and maintenance of local self-government and as such are endowed with the police powers in order to effectively accomplish and carry out the declared objects of its creation;

WHEREAS, a Local Government Unit is a political subdivision of the State which is constituted by law and possessed of substantial control over its own affairs to develop not only at its own pace and discretion but also with its own resources and assets. With its broadened powers and increased responsibilities, a local government unit must now operate on a much larger scale including more extensive operations which entail more expenses;

WHEREAS, Article One, Section 444 (b) (1) (x) of Republic Act (RA) 7160, otherwise known as the Local Government Code of 1991 directs executive officials and employees of the municipality to faithfully discharge their duties and functions as provided by law;

WHEREAS, Municipal Ordinance (MO) No. 9, Series of 2017, recognizes the importance of information and communications technology as a mechanism for more responsive local governance and ultimately mandates the creation of the Information and Communications Technology Office (ICTO) and prescribes its powers, duties and functions;

WHEREAS, Section 4 of MO 9 mandates as one of the functions of the ICTO to develop and implement ICT standards and policies;

WHEREAS, there is a need to mainstream, institutionalize and communicate IT policies and procedures in the overall process of local governance to achieve effectiveness and efficiency in public service delivery and clarify expectations among the various stakeholders;

NOW, THEREFORE, I, DR. CEZAR T. QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby mandate the institutionalization of the **INFORMATION TECHNOLOGY POLICY OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN**:

SECTION I. SCOPE AND PURPOSE. This policy shall be applicable to the Local Government Unit of Bayambang (LGU-Bayambang). Whenever applicable, it shall also apply to other entities that do business with the LGU-Bayambang where official LGU data shall be accessed, processed, and/or stored.

"Balay ko, Pawilen ko, Aroon ko, tan Tabangan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS

April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M

April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR

Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100

SECTION II. INFORMATION SYSTEMS COMMITTEE. A committee in the Municipal Government of Bayambang to be known as the “Information Systems Committee” (ISC) is hereby reorganized.

- A. Composition. The ISC shall be composed of the Chairperson, a Vice-Chairperson and six (6) Members.

The following are hereby designated as members of the ISC:

CHAIRPERSON	: Municipal Administrator
VICE-CHAIRPERSON	: Head, Information and Communications Technology Office (ICTO)
MEMBERS	: Head, Municipal Planning and Development Office (MPDO) Head, Municipal Budget Office (MBO) Head, Human Resource Management Office (HRMO) Head, Internal Audit Unit (IAU) Head, Municipal Disaster Risk Reduction Management Office (MDRRMO) Data Protection Officer (DPO) President, Bayambang Employees’ Association (BEA)

- B. Functions. The ISC is mandated to:

1. Ensure holistic review of any proposed ICT policy, procedure, standard, program, project, or activity, including the LGU Information System Strategic Plan, prior to its endorsement/recommendation to the Mayor, considering factors such as risks, organizational context, cost-effectiveness, and sustainability, among others;
2. Formulate its own internal rules to carry out its mandate effectively and efficiently; and
3. Exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

- C. Secretariat. The ICTO shall serve as the secretariat of the ISC.

SECTION III. GENERAL PRINCIPLES. Decisions concerning ICT shall be guided by the following principles.

- A. Development-oriented and Needs-based. Acquisition and provision of LGU-provisioned ICT assets shall be based on need, as defined by the mandate of the requesting individual or office and alignment with program, project or activities with local development goals, and subject to written approval (hard copy or through online) of the Municipal Mayor.