

REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO. 2012-01

November 28, 2012

TO : All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned and/or -Controlled Corporations, Congress of the Philippines, the Judiciary, Constitutional Commissions, and the Office of the Ombudsman

SUBJECT: Government-Wide Medium-Term Information and Communication Technology (ICT) Harmonization Initiative (MITHI) for FY2014 to 2016

BACKGROUND AND RATIONALE

- Information and Communications Technology (ICT) has come to play such a pervasive and critical role in the government machinery that it is no exaggeration to claim that it is absolutely indispensable. More and more government programs and projects feature systems and approaches that are ICT-related. It has thus become imperative to institute a mechanism to ensure a systematic process for the planning, budgeting, implementation, monitoring, and evaluation of a harmonized government-wide ICT blueprint.
- Through this Joint Memorandum Circular, the Department of Budget and Management (DBM), the Information and Communications Technology Office (ICTO) of the Department of Science and Technology (DOST), and the National Economic and Development Authority (NEDA) endeavor to be the Convenor-Agencies for the conduct of a Government-Wide Medium-Term Information and Communications Technology Harmonization Initiative (MITHI) to cover FY2014 to 2016.
- Executive Order No. 265 issued on July 12, 2000, approved and adopted a Government Information Systems Plan (GISP). It has been more than a decade since. The E-Government Master Plan (EGMP) that is currently being formulated by the DOST-ICTO is intended to update the GISP. The EGMP, being a "Master Plan", will be the singular authoritative strategic blueprint for Philippine E-Governance. MITHI, in turn, is envisioned as a process that will complement the EGMP by infusing the formulation of the latter with a collaborative and participative spirit brought to bear by every unit in the bureaucratic machinery.

- MITHI will ensure the coherence of ICT programs and projects with each other and the consistency of the same with the five (5) Key Result Areas (KRA) of the Administration as laid out in EO No. 43 and the Philippine Development Plan 2011-2016. Coordinating ICT programs and projects will enable the bureaucracy to take advantage of various synergies, economies of scale and improve the country's global competitiveness ranking. Likewise, as each participant-agency contributes to the review and crafting of the national plan, a commitment is made to the role of each one in carrying out this plan into fruition.

STATEMENT OF POLICIES

- The DBM is mandated to promote the sound, efficient and effective management and utilization of government resources as instruments in the achievement of national socioeconomic and political development goals (Executive Order No. 21, Series of 1936).
- The DOST-ICTO is mandated to ensure the provision of efficient and effective information and communications technology infrastructure, information systems and resources to support efficient, effective, transparent and accountable governance and, in particular, support the speedy and efficient enforcement of rules and delivery of accessible public services to the people. It is also mandated to formulate the GISP and administer the E-Government Fund (Executive Order No. 47 series of 2011).
- The NEDA is the national planning body responsible for coordinating the formulation of continuing and integrated development plans, policies and programs which are embodied in the Philippine Development Plan (PDP), including the formulation of annual and medium-term public investment programs and the monitoring and evaluation of plan implementation (Executive Order 230, series of 1987).
- The mandate of the Convenor-Agencies support the very intent of harmonizing policies and efforts on planning, coordinating, programming, budgeting, implementation, monitoring, and evaluation of ICT programs and projects.

PURPOSE

- This Circular aims to inform participating agencies of the processes integral to the formulation of the MITHI for FY2014 to 2016 and of the roles and responsibilities of each participating agency in the same.

COVERAGE

- This Circular covers all Departments, Agencies, State Universities and Colleges (SUCs), and Government-Owned or-Controlled Corporations (GOCCs).

- The Congress, Judiciary, Constitutional Commissions and the Office of the Ombudsman are encouraged to participate in the processes pertinent to this Circular.

DEFINITION

- *ICT* is defined as the totality of electronic means to collect, store, process, disseminate, propagate, and present information to end-users in support of their activities. It consists, among others, of computer systems, office systems, and consumer electronics, as well as networked information infrastructure, the components of which include the telephone system, the internet, fax machines, and computers.
- *ICT-related resources, programs, and projects* shall partake of its conventional meaning, the applicability of this Circular to which shall be for the Participating Agencies to ascribe, and for the Steering Committee to decide with finality. In moments of doubt, the prudent course of action should be inclusion in the submissions required by MITHI.

BENEFITS OF FAITHFUL PARTICIPATION

- While the ICT-related resources, programs, and projects processed through the MITHI will still form part of the agency budget proposals, the noteworthy difference is that they shall already be considered by the DBM as evaluated and endorsed by recognized technically proficient government stakeholders. On the same vein, the provision of funds for major capital ICT projects included in MITHI which require the Investment Coordination Committee (ICC) review and endorsement, may be facilitated.
- Faithful participation in the processes and related activities of MITHI including submissions and derivatives thereof, as required from the Participating Agencies in relation to this Circular, may be accepted by the DOST-ICTO as sufficient compliance with the requirement to submit separate Information Systems Strategic Plans (ISSP) pursuant to various executive issuances.

EFFECT OF NON-PARTICIPATION

- Resources, programs, and projects that are not processed through the methods and venues prescribed by this Circular and subsequent pertinent issuances related to MITHI may not be accorded funding.

CONSTITUENT UNITS

- Steering Committee

- The Steering Committee shall ensure the effective formulation and implementation of MITHI in light of the EGMP by, among others:
 - o Facilitating the compilation of an inventory of existing, ongoing and proposed ICT-related programs and projects;
 - o Facilitating the compilation of an inventory of existing, ongoing, and proposed requisitions of ICT-related resources;
 - o Rationalizing the inventories and translating the same into a strategic three-year e-Government Master Plan;
 - o Finalizing the strategic three-year e-Government Master Plan;
 - o Ensuring budgetary support for the ICT-related resources and programs and projects which have been prioritized based on the e-Government Master Plan; and
 - o Formulating criteria for the evaluation, monitoring, and review of the ICT-related programs and projects

- The Steering Committee shall be comprised of:

Chairperson

RICHARD E. MOYA

Undersecretary

Transparency and ICT Initiatives Office
Department of Budget and Management

Vice-Chairperson

LOUIS NAPOLEON C. CASAMBRE

Executive Director / Undersecretary

Information and Communications Technology Office
Department of Science and Technology

AMELITA D. CASTILLO

Assistant Secretary

Department of Budget and Management

NESTOR R. MIJARES IV

Deputy Director-General

National Economic Development
Authority

DENIS F. VILLORENTE (OIC)

Deputy Executive Director

Information and Communications Technology Office
Department of Science and Technology

- Advisory Members

- The Advisory Members shall extend technical and other relevant support to aid the Steering Committee in the fulfillment of their roles with respect to MITHI.

GUILLERMO M. LUZ
Private Sector Chairman
National Competitiveness Council

GEORGE P. TARDIO
President
Philippine Association of Government
Electronics Engineers, Inc.

CLARITO L. MAGSINO
President
Chief Information Officers Forum, Inc.

- Participating Agencies

- The Participating Agencies shall be comprised of all Departments, Agencies, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs); and also Congress, the Judiciary, Constitutional Commissions and the Office of the Ombudsman whose faithful participations are likewise anticipated;
- The Participating Agencies shall candidly cooperate and actively participate in the MITHI by, among others:
 - Designating agency-representatives who should have the capacity and the competency to make pertinent executive decisions on behalf of the agency in each of the three areas represented by the following:
 - Chief Information Officer or equivalent
 - Planning Officer or equivalent
 - Budget Officer or equivalent;
 - Providing the following details for such Chief Information Officer, Planning Officer, and Budget Officer, or other pertinent representatives, in a spreadsheet file in the following format; details for each representative being on separate Rows:
 - Column 1: Name of Officer
 - Column 2: Agency Name
 - Column 3: Agency Address
 - Column 4: Position
 - Column 5: E-mail Address 1
 - Column 6: E-mail Address 2
 - Column 7: Landline Number 1
 - Column 8: Landline Number 2
 - Column 9: Fax Number
 - Column 10: Mobile Number 1
 - Column 11: Mobile Number 2

Secondary e-mail addresses and numbers may be left blank; the other pieces of information are required. Details should be e-mailed to directory@mithi.gov.ph on or before **December 28, 2012**;

- Ensuring the presence and participation of such designated representatives in the plenary sessions and other activities pertinent to MITHI;
- Submitting information as required by this Circular and for the accomplishment of the objectives of MITHI.

Submissions for the ICT Resources survey should be e-mailed to mithi_survey@ncc.gov.ph. This submission is due on **December 28, 2012**. The questionnaire may be downloaded from www.ncc.gov.ph.

- Secretariat

- The Steering Committee Secretariat shall be comprised of the e-Government Fund Management Office of the DOST-ICTO and the Office of the Chief Information Officer (OCIO) of the DBM.
- The Secretariat shall provide the necessary logistical, informational, and documentary assistance to the Steering Committee and the Participating Agencies in relation to MITHI.
- Inquiries and concerns may be addressed to info@mithi.gov.ph.

SEPARABILITY CLAUSE

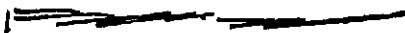
- If any clause, sentence, or provision of this Circular shall be invalid or unconstitutional, its remaining parts shall not be affected thereby.

REPEALING CLAUSE

- All orders, rules, and regulations inconsistent with or contrary to the provisions of this Circular are hereby repealed or modified accordingly.

EFFECTIVITY

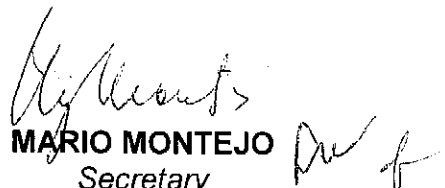
- This Circular shall take effect immediately.




FLORENCIO B. ABAD
Secretary
Department of Budget and Management

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Government-Wide Medium-Term Information and Communication Technology
(ICT) Harmonization Initiative (MITHI) for FY2014 to 2016


ARSENIO M. BALISACAN
Secretary
National Economic and
Development Authority


MARIO MONTEJO
Secretary
Department of Science and Technology

 **DOST-OSEC**

OSEC 12-87457
OFFICE OF THE SECRETARY
Department of Science and Technology