



MEDIUM-TERM INFORMATION AND COMMUNICATIONS TECHNOLOGY HARMONIZATION INITIATIVE (MITHI) STEERING COMMITTEE

RESOLUTION NO. 2025-01

RESOLUTION ESTABLISHING THE SCOPE, PROCESS, CRITERIA FOR THE PRIORITIZATION AND ENDORSEMENT OF MITHI

WHEREAS, in accordance with Joint Memorandum Circular No. 2024-01, the MITHI Steering Committee, co-chaired by the Department of Information and Communications Technology (DICT) and the Department of Budget and Management (DBM), with the National Economic and Development Authority (NEDA) serving as Vice Chair, ensures that Information and Communications Technology (ICT) proposals are aligned with the Philippine Development Plan (PDP) and national digitalization priorities and subject to DBM National Budget Memorandum No. 153 (December 27, 2024), MITHI will issue guidelines providing a reference for government entities seeking funding for ICT projects;

WHEREAS, the Revised Policy Guidelines and Procedures for the Formulation of the Three-Year Rolling Infrastructure Program (TRIP) issued through the the DBM and NEDA Joint Circular No. 2024-02 emphasize the importance of reviewing ICT projects in accordance with established evaluation frameworks and guidelines, and ensure that these projects are aligned with national priorities;

WHEREAS, Joint Memorandum Circular No. 2024-01, issued by DICT and the DBM, with the NEDA tasks the MITHI Steering Committee with ensuring national harmonization, including cross-agency interoperability, the elimination of duplication, and alignment of ICT projects with overarching government priorities such as the TRIP, and Program Convergence Budgeting (PCB);

THEREFORE, RESOLVED that the following processes and criteria shall guide the review, prioritization, and endorsement of ICT projects under MITHI. The MITHI Steering Committee is issuing the "Guidelines for Information and Communication Technology-Related Proposals and Budget Preparation Requests" for Departments, National Government Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs), State Universities and Colleges (SUCs), Constitutional Fiscal Autonomy (CFAG), and Other Government Instrumentalities, which are attached as Annex A.

ADOPTED, this 14th day of February 2025.



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Department of Information and Communications Technology



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ANNEX A

SUBJECT: GUIDELINES FOR THE INFORMATION AND COMMUNICATION TECHNOLOGY-RELATED PROPOSALS AND BUDGET PREPARATION REQUESTS OF DEPARTMENTS, NGAs, GOCCs, SUCs, CFAG, AND OTHER GOVERNMENT INSTRUMENTALITIES

1.0 INTRODUCTION

1.1 Purpose

- 1.1.1 Subject to the DBM National Budget Memorandum No. 153 issued on December 27, 2024, these guidelines complement the National Budget Call for FY 2026 as a reference for all Departments, NGAs, GOCCs, SUCs, CFAG, and other government instrumentalities requesting funding from the national budget for ICT-related Projects, Activities, and Programs (PAPs) for fiscal year 2026.
- 1.2.1 In compliance with Joint Memorandum Circular No. 2024-01, establishing the MITHI composed of the DICT, DBM, as Co-Chairpersons, and NEDA as Vice Chairperson, the MITHI Steering Committee shall ensure that submitted ICT project proposals are aligned with the PDP and national government’s priority programs on digitalization.

2.0 CRITERIA FOR ICT PROJECT REVIEW AND ENDORSEMENT BY MITHI

2.1 National Prioritization

- 2.1.1 The proposed ICT projects and priorities shall be anchored on the National Government’s commitment to the achievement of the PDP 2023–2028 issued by NEDA and shall align with the objectives of the 2030 Agenda for Sustainable Development Goals and AmBisyon Natin 2040.
- 2.1.2 According to the PDP, the digital transformation of government will result in more efficient and faster service delivery, greater transparency, and fewer opportunities for corruption at various levels. It can also help the government build robust data systems that will create better programs, such as targeted social protection and more efficient systems for linking employment opportunities.
- 2.1.3 All ICT projects shall be considered and aligned with the following:
 - 2.1.1.1 In accordance with NEDA Memorandum on the Updating of the Public Investment Program (PIP) 2023-2028;
 - 2.1.1.2 As outlined by Formulation of the TRIP for Fiscal Years (FYs) 2026-2028; and/or
 - 2.1.1.3 PCB for Public Financial Management (PFM) Systems in accordance with Executive Orders No. 29 (s. 2023) on Strengthening the Integration of Public Financial Management Information Systems, Streamlining Processes Thereof, and Amending Executive Order No. 55 (s. 2011) For The Purpose and Executive Order No. 170 (s. 2022) on Adoption of Digital Payments for Government Disbursements and Collections.

2.2 **Resource Optimization**

- 2.2.1 Based on the PDP and given the tight fiscal space, the government must pursue bureaucratic efficiency to maximize the benefits from public spending. Doing so involves rightsizing, a whole-of-government approach to reengineering systems and procedures, accelerating digital transformation in government, and raising the productivity performance of agencies, as well as the competencies of public servants.
- 2.2.2 The MITHI Steering Committee shall encourage resource pooling, multi-tenant platforms, and other similar digital infrastructures to reduce costs.
- 2.2.3 FY 2026 budget on ICT proposals shall aim to:
 - 2.2.3.1 Manage the lingering effect of inflation
 - 2.2.3.2 Support infrastructure investments given its multiplier effect in boosting the Philippine economy
 - 2.2.3.3 Sustain the government’s effort to digitalize public financial management to boost bureaucratic efficiency and drive effective and transparent service delivery
 - 2.2.3.4 Create a more inclusive and balanced development landscape across the country by striking a balance on the geographical budgetary needs of rural or urban areas in the regions, aside from the National Capital Region, while enabling our local counterparts through capacity development
- 2.2.4 As part of the evaluation process, MITHI Steering Committee shall consider how requesting agencies utilized their previous year’s budget and the implementation progress of their mandated programs.

2.3 **Interoperability Framework**

- 2.3.1 Government Interoperability Framework is a structured approach to the technical review of ICT budget proposals to ensure seamless integration, cost efficiency, and standardization across ICT financial planning, procurement, and usage.
- 2.3.2 MITHI Steering Committee shall align with existing local and international ICT standards to ensure that ICT proposals adhere to best practices on the following interoperability¹ layers:
 - 2.3.2.1 Interconnection: covers standards related to networks and system development to enable communication between systems
 - 2.3.2.2 Data Integration: contains standards for the description of data that enable exchange between disparate systems
 - 2.3.2.3 Information access and presentation refer to the presentation of data to the user through various means of access to e-government services
 - 2.3.2.4 Content management and metadata pertain to the standards for retrieving and managing government information

¹ Philippine eGovernment Interoperability Framework (PeGIF) Initiative, Department of Science and Technology (October 2013)

- 2.3.3 MITHI shall promote open standards, secure open-source application development, Application Programming Interfaces (APIs), and other similar technologies and platforms to ensure system interoperability.

2.4 **Cross-Agency Collaboration**

- 2.4.1 MITHI Steering Committee shall standardize templates, procedures, and mechanisms for streamlining ICT PAPs into cost categories that are clearly defined and universally recognized.
- 2.4.2 Together with the Government Procurement Policy Board (GPPB) and the Procurement Service of the DBM (PS-DBM), the MITHI Steering Committee shall develop standardized procurement policies and frameworks to enable shared ICT services.^{2 3}
- 2.4.3 MITHI Steering Committee shall provide recommendations on standardized ICT training and workforce development to relevant government agencies. This initiative aims to enhance ICT investment efficiency and foster skill-sharing programs across departments.
- 2.4.4 MITHI Steering Committee shall provide recommendations on common systems that can be subject to collaboration between Departments, NGAs, GOCCs, SUCs, CFAG, and other government instrumentalities.

2.5 **Scalability and Sustainability**

- 2.5.1 MITHI Steering Committee shall establish a Security and Privacy Assessment for Risk reporting mechanism to ensure that ICT project proposals comply with all relevant rules and regulations.
- 2.5.2 MITHI Steering Committee shall define Key Performance Indicators (KPIs) to monitor and track endorsed ICT projects, in accordance with the policies and procedures of the DBM on Program Expenditure Classification (PREX-C).
- 2.5.3 MITHI Steering Committee shall establish and implement a unified financial data governance mechanism in compliance with the Unified Accounts Code Structure (UACS) to ensure data consistency for ICT PAPs across agencies.

3.0 **PROCESS FOR ICT PROJECT REVIEW AND ENDORSEMENT BY MITHI**

3.1 **Process Flow⁴**

- 3.1.1 Agency enrolls TRIP and PCB ICT projects to NEDA and PCB lead agencies.
- 3.1.2 The Agency submits the Information Systems Strategic Plan (ISSP) with the proposed ICT projects/programs to DICT.

² In alignment with Republic Act No. 12116, General Provision Section 24. Use and Procurement of Information Technology Equipment. "The amounts authorized in this Act for Information and Communications Technology (ICT) equipment shall be used for the provision of personal computers inclusive of operating systems, basic software and other essential electronic devices to their respective officials and employees. Said ICT equipment, if included in the electronic catalogue of the PhilGEPS, shall be procured exclusively from the PS as common-use supplies and equipment, pursuant to L.O.I. No. 755, E.O. No. 359, and A.O. No. 17."

³ In alignment with Republic Act No. 12116, General Provision Section 25. Compliance with the Information Systems Strategic Plan (ISSP). "The amounts authorized in this Act for ICT requirements shall be used in accordance with the agency's ISSP, which shall be consistent with the policies and guidelines relative to the Medium-Term Information and Communication Technology Harmonization Initiative."

⁴ The Process Flow has been vetted from the DICT, DBM-BMBs and DBM-BTB.

- 3.1.3 DICT conducts a technical review of the ISSP. Once the DICT finds the submitted ISSP to be compliant with the completeness and technical requirements, the DICT will endorse the ISSP.
- 3.1.4 DICT identifies the ICT projects for harmonization and interoperability and sends the list to the MITHI Secretariat.
- 3.1.5 The agency submits ICT project proposals from their endorsed ISSP through Online Submission of Budget Proposals (OSBP) System v2.0.
- 3.1.6 MITHI Steering Committee to deliberate and endorse ICT project proposals. At its discretion, the MITHI Steering Committee may require agencies to undergo an ICT Budget Briefing.
- 3.1.7 MITHI Secretariat to assist DBM Budget Analysts for clarification and faster processing.

3.2 **Projects Enrolled in TRIP and PCB**

- 3.2.1 In accordance with the DBM-NEDA Joint Memorandum Circular No. 2024-02, the revised policy guidelines and procedures for the formulation of TRIP⁵.
 - 3.2.1.1 The TRIP shall be submitted by NEDA to the DBM upon approval/confirmation of the Infrastructure and Utilities Development Committee (INFRACOM) for: (a) the determination of program spending levels for presentation/approval of the Development Budget Coordination Committee (DBCC); and (b) consideration in determining agency budget ceilings. This shall then serve as the basis for the list of infrastructure-related PAPs (new and ongoing) to be included by DBM in the National Expenditure Program (NEP). Further, it shall be updated annually to guide the Forward Estimates (FEs) for ongoing and new infrastructure PAPs for budgeting purposes.
 - 3.2.1.2 All proposed ICT-related PAPs shall be included in the agency's ISSP, which shall be prepared subject to compliance with the rules and regulations issued by DICT.
 - 3.2.1.3 Upon issuance of the notice for submission, agencies shall submit to NEDA their respective TRIPs through the Public Investment Program Online (PIPOL) System.
 - 3.2.1.4 These submissions shall be reviewed, processed, and incorporated by the INFRACOM/TRIP Secretariat, in consultation with relevant agencies, into a consolidated TRIP.
 - 3.2.1.5 Thereafter, the consolidated TRIP shall be presented to the INFRACOM in the 1st quarter of the year for its approval.
- 3.2.2 The National Budget Memorandum No. 150 otherwise known as the Budget Preparation Activities and Documentary Requirements for Priority Programs Under the PCB Approach dated 5 February 2024, shall be followed for the enrollment of programs to PCB⁶.

⁵ National Economic and Development Authority (NEDA) Memorandum. "Revised Policy Guidelines and Procedures for the Formulation of the Three-Year Rolling Infrastructure Program (TRIP)".

⁶ National Budget Memorandum No. 150. "Budget Preparation Activities and Documentary Requirements for Priority Programs Under the Program Convergence Budgeting (PCB) Approach".

- 3.2.3 A participating agency submits their targets and funding requirements for the PCB Program to the lead agency for review. Only coordinated programs, projects, targets and funding should be included in **BP Forms 206** and **708**.
 - 3.2.3.1 PCB lead agency must ensure the participating agencies' contributions are reasonable, appropriate, and aligned with the PCB Program's goals.
 - 3.2.3.2 Both the participating and the lead agency must ensure that PCB proposals are prepared coordinately. Any inconsistency between the hard copy and encoded data in the OSBP v.2 will be resolved by the encoded data, which will be considered the official submission.
- 3.2.4 The MITHI TWG shall evaluate ICT proposals as included in the summary of duly enrolled projects and certified by NEDA for PIP/TRIP and the lead agency for PCB.
- 3.2.5 TRIP and PCB projects should be included in the ISSP submitted by the requesting agency for the ICT project proposals for endorsement of the MITHI Steering Committee. However, if they fail to meet the evaluation criteria, their proposal will be subjected to an ICT Budget Briefing (IBB).

3.3 Submission of ISSP

- 3.3.1 In accordance with Section 25 of the General Provisions of Republic Act No. 12116, also known as the General Appropriations Act (GAA) for Fiscal Year 2025, and DICT Memorandum Order No. 237 dated 23 May 1989. All ICT requirements must align with the agency's ISSP. The ISSP must also adhere to the policies and guidelines issued by MITHI.
- 3.3.2 Agencies that already have approved and endorsed ISSP before this resolution are not covered in the provisions outlined in item 3.3.1.
 - 3.3.2.1 Example: Agency already submitted its ISSP before FY 2026, item 3.3.1 will not apply.
 - 3.3.2.2 Example: If the Agency submits its new ISSP for Calendar Year (CY) 2026 – 2028 or CY 2027 – 2029, the above provisions will apply.
- 3.3.3 ISSP submissions covering FY 2027 to 2029 will be received by the DICT on or before April 30, 2025.
- 3.3.4 All ISSP submissions and subject for amendment after April 30, 2025, will follow the new guidelines to be released by MITHI.
- 3.3.5 The prevailing policies and guidelines for ISSP submission⁷ are as follows:
- 3.3.6 The requesting agency shall submit the physical copies of their proposed ISSP to the DICT Central Office - Central Receiving and Releasing Unit (DICT-CRRU) located in Carlos. P. Garcia Avenue, U.P. Campus, Diliman, Quezon City. Electronic copies shall be submitted via electronic mail

⁷ DICT Department Circular No. 001 s2024. "Guidelines for the submission of the Information Systems Strategic Plan for the Technical Review, Evaluation, and Endorsement for the Department of Information and Communications Technology, Title II. Submission of ISSP, page 5 to 7".

(email) to the DICT-CRRU at crru@dict.gov.ph and to the DICT ISSP Evaluation Team at issp@dict.gov.ph

- 3.3.6.1 The technical review and evaluation of submitted ISSPs shall commence only upon the confirmation of the completeness of submitted documentary requirements by the Government Digital Transformation Bureau – Government Systems Strategic Program Division (GDTB-GSSPD). Requesting agencies with incomplete requirements shall be notified that their submission will not be processed until all requirements have been submitted.
- 3.3.6.2 After confirmation of completeness, an evaluator shall be assigned to review the ISSP and its attachments.
- 3.3.6.3 The GDTB-GSSPD shall issue an Initial Evaluation Report to the IS Planner of the Requesting Agency. The Initial Evaluation Report shall contain findings and recommendations from the GDTB-GSSPD.
- 3.3.6.4 The Requesting Agency shall revise its ISSP in accordance with the Initial Evaluation Report and submit the same to DICT. Upon determination that the submitted revised ISSP complies with the Initial Evaluation Report, the GDTB-GSSPD shall schedule the conduct of an Executive Panel Review Committee.
- 3.3.6.5 The Executive Panel Review Committee may either:
 - 3.3.6.5.1 requires the requesting agency to implement further revisions of the ISSP based on technicalities, feasibility, justification of projects or systems, and alignment with their objectives and to the ICT development agenda; or
 - 3.3.6.5.2 instruct the GDTB-GSSPD to notify the Requesting Agency to submit the following in preparation for the endorsement by the Undersecretary for E-Government (OUEG):
 - 3.3.6.5.2.1 Two (2) hard copies of the final ISSP, originally signed by: (1) the IS Planner and (2) the Head of the Requesting Agency, the Chairperson of the Board, or the SUC President, as the case may be;
 - 3.3.6.5.2.2 Two (2) soft copies of the final and originally signed ISSP, one in PDF and another in Word format, stored in a removable flash drive.
- 3.3.7 The DICT stamped-endorsed ISSP, and the duly signed endorsement letter shall be released to the requesting agency. A copy of the endorsement letter shall be sent to the requesting agency via email, copy furnishing DBM or GCG. The requesting agency shall then transmit a copy of the DICT stamped-endorsed ISSP to DBM.
- 3.3.8 Agencies must notify and submit a digital copy of the complete ISSP submission via email to secretariat@mithi.gov.ph.
 - 3.3.8.1 Documents should be saved in PDF format.

- 3.3.8.2 File should be named "Agency Name_ISSP_Years Covered". For example, "DBM_ISSP_2025-2027".
- 3.3.8.3 Email subject should be "Agency Name_ISSP_Years Covered". For example, "DBM_ISSP_2025-2027".
- 3.3.9 The MITHI Secretariat will coordinate to address unresolved issues or delays and will likewise release a certification that the submitted ISSP may be used for budget review.
- 3.3.10 Exclusion to the ISSP Submission Requirement
 - 3.3.10.1 In the case of CFAG, such as the Judiciary, and Constitutional Commissions, MITHI does not require a submission of their ISSPs to ensure that the constitutional provision on its fiscal autonomy is respected as found in the Philippine Constitution
 - 3.3.10.2 Article VIII Section 3 provides, "The Judiciary shall enjoy fiscal autonomy. Appropriations for the Judiciary may not be reduced by the legislature below the amount appropriated for the previous year and, after approval, shall be automatically and regularly released."
 - 3.3.10.3 Article IX Section 5 provides, "The Commission shall enjoy fiscal autonomy. Their approved annual appropriations shall be automatically and regularly released."

3.4 Online Submission of Budget Proposals

- 3.4.1 Agency submits ICT project proposals through the OSBP System v2.0.
- 3.4.2 The DBM National Budget Memorandum No. 153 otherwise known as the National Budget Call for FY 2026 dated 27 December 2024 shall be used as policies and guidelines for the submission of budget proposals⁸.
- 3.4.3 All BP Forms shall be accomplished consistent with Annex B (Budget Preparation Guidelines, Forms and Instructions) of the said NBM.
- 3.4.4 The required submission modality shall be through the OSBP System v2.0, where the entries in the completed BP Forms shall be encoded by the authorized agency representatives.
- 3.4.5 The requesting agency shall log in to <http://osbp.dbm.gov.ph>
 - 3.4.5.1 Upon successful login, the page allows the user to view and select the Operating units under the Department and Agency. The coverage is as follows: Department-Agency-Region-Division.
 - 3.4.5.2 Once the budget officer of the requesting agency is already done encoding the content of the BP Forms in the system, the OSBP System v2.0 shall be used to generate and print two (2) sets of hard copies of all BP Forms, including those forms considered as "Not Applicable", for submission to the DBM.

⁸ DBM National Budget Memorandum No. 153, *National Budget Call for FY 2026, 4.0 General Submission Requirements, 4.1 – 4.5, page 5 to page 6.*

These copies should be duly signed and endorsed by the Department Secretary or the Head of the Agency/SUC.

- 3.4.5.3 Government Initiative Indicators (TAGS) aid in identifying priority programs in the agency in support of the government initiatives.
- 3.4.5.4 It must be emphasized that the submitted hard copy must contain exact information as encoded in the OSBP System v2.0. In the event of any inconsistency or discrepancy in the figures, the soft copy encoded by the authorized agency representatives shall prevail and will be considered the official submission of the agency.
- 3.4.6 To enable the DBM to thoroughly evaluate the proposed amendment, deletion, or addition of special or general provisions, agencies are required to completely fill-out **BP Form 300**, especially the justification for the revision, deletion, or inclusion of such provisions, taking into account the legal basis/es and conformity with the existing budgeting, accounting, auditing, and other pertinent laws, rules, regulations, and policies. Incomplete **BP Form 300** shall be a ground for not considering the proposed special and general provisions.
- 3.4.7 All BP Forms and supporting documents cited in the said NBM shall be submitted to the following:
 - 3.4.7.1 Administrative Service - Central Records Division, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, with respect to all national government agencies, including the following SUCs - University of the Philippines System, Philippine Energy Research and Policy Institute, and the Mindanao State University System; and
 - 3.4.7.2 DBM Regional Offices concerned, for the rest of the SUCs, Metropolitan Manila Development Authority and Metropolitan Baguio City, La Trinidad, Itogon, Sablan, Tuba, and Tublay Development Authority.
- 3.4.8 Strict adherence to the submission deadlines specified in the FY2026 Budget Preparation Calendar⁹ should be observed.
- 3.4.9 In line with the FY2026 Budget Preparation Calendar, deadlines for the submission of ICT project proposals are as follows:
 - 3.4.9.1 For Tier 1 ICT project proposals, the MITHI Steering Committee shall submit ICT endorsements to DBM on February 28, 2025.
 - 3.4.9.2 For Tier 2 ICT project proposals, the MITHI Steering Committee shall submit ICT endorsements to DBM on or before May 5, 2025.

3.5 **Information Communications and Technology (ICT) Budget Briefing (IBB) for ICT Proposals.**

- 3.5.1 The IBB serves as an *ad hoc* clarificatory briefing initiated by MITHI for agencies to present particular items in their proposals as uploaded

⁹ DBM National Budget Memorandum No. 153, *National Budget Call for FY 2026, Annex C – Calendar of Activities, FY 2026 Budget Preparation Calendar*, page 92.

in the OSBP. This may include project concept notes, detailed technical specification and market studies and other documents that may pertain to PIP/TRIP from NEDA and the PCB from the lead agency. The purpose of this briefing is to aid the Budget Preparation and Execution Group in their analysis in preparation for the Technical Budget Hearing.

3.5.2 The MITHI Steering Committee may identify and request relevant supporting documents and presentations from the agency requested to appear in the IBB.

4.0 MITHI Secretariat shall assist Budget Preparation Group for any clarification and faster processing of ICT-related budget proposals.

5.0 These guidelines are being issued for the purposes of the FY 2026 Budget Preparation and shall take effect immediately.