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

RESOLUTION NO. 2025-03

RESOLUTION ON THE ASSIGNMENT OF MITHI MEMBERS FOR THE TECHNICAL WORKING GROUP (TWG) AND SECRETARIAT AND CREATION OF SECTORAL CLUSTERS

WHEREAS, the MITHI Steering Committee was established through Joint Memorandum Circular No. 2024-01 to ensure the effective harmonization and optimization of government Information and Communications Technology (ICT) resources, aligning with national economic and digital transformation priorities, and supporting the efficient allocation of public funds.

WHEREAS, it was discussed on the 16 December 2024 MITHI Steering Committee to designate members of the TWG and Secretariat for MITHI. Designating members in the TWG and Secretariat will ensure continuity, stability, expertise, facilitating efficient coordination, and informed decision-making. Their consistent understanding of goals and projects supports strategic planning, reduces turnover disruptions, and enhances the group's ability to respond effectively to emerging challenges.

WHEREAS, to enhance harmonization and ensure coherent integration of ICT systems within related sectors, the MITHI Steering Committee agrees to establish six sectoral clusters as TWGs under the MITHI framework, namely:

1. **Economic Development Sector**
2. **Human Development Sector**
3. **Good Governance Sector (including Government-Owned Controlled Corporations (GOCCs))**
4. **Security, Peace, and Justice Sector**
5. **Food Security, Ecological Protection and Climate Change Sector**
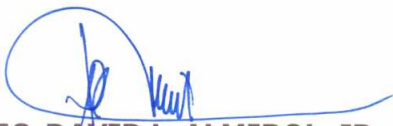6. **Education and Science and Technology Sector**

WHEREAS, each cluster will be composed of the Department of Information and Communications Technology (DICT), the Department of Budget and Management (DBM), the National Economic and Development Authority (NEDA), and the MITHI Secretariat as members. Invited members may include, but are not limited to, representatives from the Anti-Red Tape Authority (ARTA), Department of Education (DepEd), Commission on Higher Education (CHED), Department of the Interior and Local Government (DILG), Governance Commission for GOCCs (GCG), and other related agencies as deemed necessary by the MITHI Steering Committee.

WHEREAS, the creation of these clusters aims to facilitate system harmonization and interoperability within each sector, enabling the Steering Committee to make informed decisions on ICT project proposals and implementations.

THEREFORE, RESOLVED, that the MITHI Steering Committee hereby directs the DICT, DBM, and NEDA to designate and assign at least two (2) members of their respective TWG and Secretariat who will participate in the steering committee meetings and collaborate with their inter-agency counterparts for the successful implementation of the MITHI projects, programs, and activities.

BE IT FURTHER RESOLVED, that the MITHI Steering Committee hereby establishes the six aforementioned sectoral clusters as TWGs and directs DICT, DBM, and NEDA to designate appropriate representatives to participate and collaborate effectively within these clusters. Furthermore, the Steering Committee encourages invited agencies, including but not limited to the ARTA, DepEd, CHED, DILG, GCG, and the to assign qualified representatives to actively engage and contribute to each sectoral cluster relevant to their mandates. The specific duties and responsibilities, as well as the deliverables and reporting requirements, are outlined in Annex A.

Done this 14ᵗʰ day of February 2025.

USEC. DAVID L. ALMIROL, JR.
Chairperson
Department of Information and Communications Technology

USEC. MARIA FRANCESCA M. DEL ROSARIO
Co-Chairperson
Department of Budget and Management

OIC - USEC. MA. MONICA P. PAGUSAN
Vice-Chairperson
National Economic and Development Authority

ASEC. GERARDO E. MAULA
Member
Department of Budget and Management

OIC - ASEC. FLORANTE G. IGTIBEN
Member
National Economic and Development Authority

DIR. JUNE VINCENT MANUEL S. GAUDAN
Member
Department of Information and Communications Technology

ANNEX A

SUBJECT: GUIDELINES OUTLINING THE DUTIES, RESPONSIBILITIES, DELIVERABLES, AND REPORTING TIMELINE OF THE MITHI TWG

1.0 DUTIES AND RESPONSIBILITIES OF THE MITHI TWG

1.1 Project Assessment and Review

1.1.1 Check Alignment with MITHI Guidelines and Overall Government Digitalization Initiative: Ensure that projects are in line with the MITHI guidelines setting the criteria and process of endorsing ICT projects, and identification of ICT initiatives characterized by interoperability, resource sharing, collaborative processes between two or more agencies under the same sector.

1.2 Project Recommendations

1.2.1 Prepare Reports: Provide recommendations on the approval or rejection of ICT proposals based on the assessment criteria, including suggestions for improvements where necessary.

1.2.2 Prioritize Projects: Rank projects based on urgency, impact, and alignment with national priorities and make recommendations accordingly.

1.3 Documentation and Record Keeping

1.4.1 Maintain Records: Ensure all assessment documents, evaluations, meeting minutes, and related correspondence are properly documented and accessible for future reference.

2.0 REPORTING REQUIREMENTS

2.1 Reporting to the MITHI Secretariat and Steering Committee

2.1.1 Progress Reports: TWG members will submit regular internal reports to the MITHI Secretariat outlining the status of the review process, challenges encountered, and key findings.

2.1.2 Final Evaluation Reports: After completing assessments, the TWG will submit final evaluation reports for their specific sector to the MITHI Steering Committee through the Secretariat, which include the results of their review, recommendations for approval or revision, and any suggestions for improvement.

3.0   SCHEDULE OF MEETINGS

3.1   Initial Meeting

3.1.1   Convene at the start of the review period to familiarize the TWG with the guidelines, review criteria, and expectations for the assessment process. This can be conducted through a workshop with the MITHI Steering Committee.

3.2   Regular Meetings

3.2.1   Bi-monthly Meetings: To review progress, discuss pending projects, resolve any issues related to the assessments, and make final recommendations, and submit the reports to the MITHI Steering Committee.

3.2.2   Meetings will be held on Fridays during the 2nd and 4th weeks of the month, subject to approval by the MITHI Steering Committee. If a holiday falls on a meeting day, the meeting will be rescheduled to the preceding working day.

3.2.3   Ad-hoc Meetings: As needed, especially for urgent reviews or for special discussions on particularly complex projects.

4.0   REPORTING TIMELINE

4.1   TWG members should provide status updates during the bi-weekly meetings.

4.2   Submit final endorsement and recommendation reports for their sector to the MITHI Steering Committee within 2 weeks after completing the assessments for all submitted proposals.