

**[ PNP MEMORANDUM CIRCULAR NO. 2010-016,  
August 26, 2010 ]**

**CONSULTATION OF ALL INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (ICT) MATTERS TO DICTM**

1. REFERENCES

- a. Executive Order No. 269 series of 2004, entitled "Creating the Commission on Information and Communications Technology (CICT);
- b. Activation of DICTM pursuant to NHQ-PNP General Orders Number DPL-09-08 dated April 1, 2009;
- c. Verbal Instruction of Chief, PNP to standardize the PNP policies, programs, and projects pertaining to ICT; and
- d. Chief, PNP approved Memo of TDICTM dtd May 4, 2009 re: above subject.

2. PURPOSE

This memorandum circular provides guidelines and procedures in order to integrate and standardize all the major PNP information and communication systems and resources to further improve internal systems to include the inter-operability, integration, standardization, acquisition, utilization development and maintenance of all ICT assets with DICTM as the locus of authority on ICT matters.

3. DEFINITION OF TERMS:

For purposes of this Circular, the following terms shall mean:

- a. Information Technology - the study, design, development, implementation, support or management of computer-based Information Systems, particularly computer software applications and hardware. It deals with the use of computers to convert, store, process, retrieve and securely transmit information the programs (software) that tell these components what to do. The physical components consist of the input devices, central processor, output and storage devices.
- b. Information System – system of major processes or operations which facilitates the storage, processing, retrieval and generation of information for decision-making, planning, controlling and monitoring purposes. It also refers to a group of related processes (manual or computerized) designed to generate information for the exclusive support of a major functional area of an organization (e.g. Personnel Management Information System, Logistics Management Information System, Financial Management Information System, etc.)
- c. Information and Communications Technology (ICT) – the totality of the electronic means employed to systematically collect, process, store, present and share information to end-users in support of their activities. It consists of computer

systems, office systems, consumer electronics and telecommunications technologies, as well as networked information infrastructure the components of which include the telephone system, the internet, fax machines, computers and its accompanying methodologies, processes, rules and conventions. It is also a combination of computer technology, microelectronics applications, and communications information techniques and methods. It encompasses the use of computers, data communications, office systems technologies, as well as any technology that deals with modern day application of computing and/or communication. It can also be seen as the marriage of information technology and data communication.

d. External Contractor – Group or persons external to the organization that provide various Information Systems services for a charge such as application systems development, system support and maintenance, data encoding, consulting, etc., to provide, support or augment Information Systems requirements of the organization.

e. Information Systems Strategic Plan (ISSP) – Refers to a three to five year computerization framework of an organization which describes how it intends to strategically use ICT in pursuit of its missions and functions. It is a written expression of how an agency intends to use ICT to support its data processing and decision-making processes.

f. Outsource – An arrangement in which one company provides services for another company.

g. Software – a set of instructions encoded in a computer (and its peripheral equipment) to execute a command or to process data. It uses a computer understandable language. These are the non-physical components, which may be an operating system, a development language, database management system, network management software, set of computer tools and utilities, or an applicable package, as well as the machine-coded instructions that direct and control the different hardware facilities.

h. Uniform Equipment Specification Board (UESB) – a special board that sets standard specification of equipment to be procured by the PNP.

#### 4. POLICIES

a. Pursuant to NHQ-PNP General Orders Number DPL-09-08 dated April 1, 2009, DICTM is primarily mandated to assist the Chief, PNP in policy formulation and managing information, electronics and communications technology resources to promote, develop, and regulate integrated and strategic ICT systems, and reliable and efficient communications infrastructure including the inter-operability, integration, standardization, acquisition, utilization, development, and maintenance of all ICT assets in support to the PNP mission, providing it the “first-to-check” privilege on all ICT matters.

b. It is the inherent and concomitant responsibility of the DICTM to ensure that proposed ICT plan, policies, programs and projects conform to set standards as provided for under Executive Order No. 269 and NHQ-PNP General Orders Number DPL-09-08, thus all PNP offices/units are required to advise, consult, and refer any and all proposed ICT plans, policies, programs and projects to DICTM, for study, evaluation and reference, and await its feedback, prior to implementation or non-implementation thereof.