

**[ KKPP DEPARTMENT ORDER NO. 29, S. 1994,  
June 14, 1994 ]**

**GUIDELINES IN THE IMPLEMENTATION OF THE  
OPERATIONALIZATION OF THE COMPUTER BASED MANAGEMENT  
INFORMATION SYSTEM (CBMIS) PROJECT (1994-1998)**

**I.**

**BACKGROUND AND RATIONALE**

The CBMIS Unit was created in March 1993, by virtue of Administrative Order No. 72, s. 1993, as an internal realignment measure using existing positions within the Planning and Monitoring Service (PMS). The PMS is tasked to oversee the operations of this unit which has already developed several CBMIS subsystems in the areas of disaster management, core shelter, day care, senior citizens, solicitation permits, foreign and local adoption, and field operations.

Management's need for accurate, timely, complete and relevant information for supporting decision-making functions justified the creation of a Computer-Based Management Information system (CBMIS) Unit. These objectives and the desired continuing development of DSWD's information technology (IT) capabilities have led to the formulation, proposal and approval of a locally funded DSWD Project known as the "Operationalization of the Computer-Based Management Information System Project (1994-1998), also Known as CBMIS Project, for short.

**II.**

**PRINCIPLES/VISION GUIDING THE IMPLEMENTATION OF THE CBMIS  
PROJECT**

The development and implementation of the CBMIS Project is in line with the Department's 1994-1998 Information Systems Plan (ISP) and supports the following DSWD policy thrusts and directions:

- D — Human Resource Development for the most disadvantaged families and vulnerable groups;
- S — Streamlining and strengthening of DSWD centers and institutions;
- W — Working and Liaising more closely with LGUs, NGOs and POs; and
- D — A comprehensive Disaster Management Program with focus on (a) capability building for disaster managers and implementors in disaster prone areas, and b) expansion of Core Shelter Assistance (CSA) project implementation as a mitigation effort.

The operationalization of the CBMIS, in this regard shall ensure that appropriate data and information subsystems can respond to various management information

requirements.

### **III. PROJECT DESCRIPTION**

#### *A. GENERAL OF OBJECTIVE*

To provide management with accurate, timely, complete and relevant information needed to support decision-making functions.

#### *B. SPECIFIC OBJECTIVES*

1. Evaluate the Department's information system requirements;
2. Develop appropriate computer-based systems;
3. Operationalize the computer-based systems;
4. Monitor the operation and progress of PMS-developed computer-based information systems and carry out amendments to adapt it to changing needs; and
5. Create and maintain a computer-based databank.

#### *C. KEY ELEMENTS*

1. Integrated system to serve many users;
2. Computer-based system that integrates a number of applications through a database;
3. User-machine interface that gives instant response to ad hoc inquiries;
4. Providing information to all management levels; and
5. Support of operations and decision-making functions.

#### *D. PROJECT COMPONENTS*

1. Installation of a Local Area Network (LAN) within the Central Office;
2. Setting -up of a Data Communications Network between the central and field offices; and
3. Development of the computer-based applications needed by the Department's Bureaus, Services and Field Offices.

#### *E. EXPECTED OUTPUT*

1. Availability of accurate, timely, complete and relevant information needed to support decision-making functions.
2. Expanded information system network

a. Local Area Network (LAN)

Computers linked to the network will be able to share data/information.

b. Data Communications Network

Central Office computers will be able to transfer files to the Field Office computers and vice versa.

3. End-User computing

End users - management will be able to make timely decisions by interacting directly with the computer. By this time, the CBMIS will have incorporated tools such as query and report generators, electronic spreadsheets, statistical analysis programs and graphics routines.

*F. WORK PROGRAM (BY PROJECT COMPONENT, 1994-1996)*

1. Local Area Network (LAN)

June 1994 - Bidding

July 1994 - Installation and training of Central Office personnel

January 1995 - Expansion/addition of workstations

January 1996 - Expansion/addition of workstations to 1998

2. Data Communications Network

June 1994 - Bidding

July 1994 - Installation and training of Field Office personnel

January 1995 - Expansion/addition of Field Office computers

January 1996 - Expansion/addition of Field Office computers to 1998

3. Development of computer-based applications.

1994 - Development of multi-user versions of existing CBMIS subsystems

- Development of new subsystems

- Installation and user training

1995

- Conversion of selected CBMIS subsystems to GIS-based applications

- Development of new CBMIS subsystems