

Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**  
Maynila

JUN 30 2003

DEPARTMENT ORDER )  
NO. **172** )  
Series of 2003 *Gmang 6-70-03*

**SUBJECT: Clarifying the Functions of the Monitoring and Information Service (MIS) and Transferring the Functions of the Special Systems Analysis and Design Division of the Bureau of Design to the MIS**

As a result of the creation of a focused information management office and the restructuring of the MIS, the functions/responsibilities of the MIS are hereby clarified:

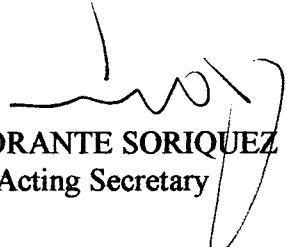
1. Advise the Management on all matters relating to information technology (IT).
2. Manage the IT resources of the Department.
3. Formulate IT plans, strategies, policies, budget, methodologies, standards, guidelines and resources.
4. Conduct IT research and development.
5. Evaluate IT programs, projects and activities.
6. Improve/reengineer processes.
7. Develop and maintain IT Training Programs.
8. Develop and maintain the Department's website.

The functions of the Special Systems Analysis and Design Division of the Bureau of Design (BOD) are hereby transferred to the MIS.

In effect, BOD shall restructure its organization and transfer some of its positions to MIS.

This Order shall take effect immediately.

For compliance.

  
**FLORANTE SORIQUEZ**  
Acting Secretary