



**cagayan
de Oro**
city of golden friendship

Republic of the Philippines
CITY OF CAGAYAN DE ORO
OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035
www.cdeo-sanggunian.online



ORDINANCE NO. 14184-2021

AN ORDINANCE CREATING THE CITY MANAGEMENT INFORMATION SYSTEMS AND INNOVATION DEPARTMENT (CMISID), PROVIDING FOR ITS FUNCTIONS AND ORGANIZATIONAL STRUCTURE, AND FOR OTHER PURPOSES

Whereas, RA 8792, otherwise known as the Electronic Commerce Act of 2000, mandates that all departments, bureaus, offices and agencies of the government, as well as all government-owned and controlled corporations, to:

- a) accept the creation, filing or retention of such documents in the form of electronic data messages or electronic documents;
- b) issue permits, licenses, or approval in the form of electronic data messages or electronic documents;
- c) require and/or accept payments, and issue receipts acknowledging such payments, through systems using electronic data messages or electronic documents; or
- d) transact the government business and/or perform governmental functions using electronic data messages or electronic documents, (...);

Whereas, RA 10844 (Department of Information and Communications Technology Act of 2015) in recognizing the vital role of information and communication technology in the nation building also applies to the enhancement of the local government's key public services by bringing services—such as education, public health and safety, revenue generation, and socio-civic purposes—closer to public benefit through online applications, digitized transactions, etc., for an efficient, responsive, ethical, accountable and transparent government service;

Whereas, the said law likewise recognizes the need to promote and assist the development of local ICT content, applications and services which may include support for ICT-based start-up enterprises through strategic partnerships; To promote digital literacy, ICT expertise, and knowledge-building among citizens to enable them to participate and compete in an evolving ICT age; To empower, through the use of ICT, the disadvantaged segments of the population, including the elderly, persons with disabilities and indigenous and minority groups;

Whereas, Republic Act No. 11293, otherwise known as the "Philippine Innovation Act" (the "Act"), was enacted on 17 April 2019 in order to foster innovation in the country as a vital component of national development and sustainable economic growth;

Whereas the said Act provides that the State shall promote a culture of strategic planning and innovation resulting in a more inclusive, competitive and results-oriented development framework, and ensure that knowledge is created, acquired, disseminated, and used more effectively by individuals, enterprises, organizations, and communities to promote sustainable economic and social development;

Whereas, moreover, it provides that investments in education, science, technology and innovation shall be guided by a strategic direction towards strengthening the country's knowledge-based economic development that benefits all. Innovation starts with a robust pool of skilled, talented and creative people. Educational institutions, private organizations, businesses, government agencies and local government units (LGUs) are key drivers of programs that stimulate innovation literacy and skills development for the Filipino workforce and entrepreneurs, including women and the youth;

Whereas, Section 16 of the Local Government Code of 1991, provides that "every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare";



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~~Whereas~~, there is a need to organize a Research and Innovation Board of Cagayan de Oro to help address the present concerns of the city;

~~Now, therefore:~~

BE IT ORDAINED by the 19th City Council (*Sangguniang Panlungsod*) of Cagayan de Oro in session duly assembled that:

SECTION 1. Title – This Ordinance shall be known and cited as the **City Management Information Systems and Innovation Department (CMISID) Ordinance of 2021**.

SECTION 2. Creation – The City Management Information Systems and Innovation Department (CMISID) is hereby created as separate and distinct department of the City Government of Cagayan de Oro.

For this purpose, the City Management Information System Office under the Office of the Chief Executive is hereby consequently abolished with all its resources to be turned over and all its powers, functions and existing personnel absorbed by the CMISID.

SECTION 3. Functions. – The CMISID shall have the following major duties and functions:

A. Policy and Planning

- a) Formulate, recommend, and implement policies, plans, programs, initiatives, and guidelines that will promote the development and use of ICT and GIS in effective and efficient delivery of public service
 - i. Provide innovative solutions for the betterment of public services
 - ii. Enhance the access to and delivery of the city government services to bring about efficient, responsive, ethical, accountable and transparent local government services
 - iii. Conduct data analysis on the available data and produce effective diagrams of the data as needed to produce innovative solutions
 - iv. Evaluate and provide recommendations on ICT and GIS matters;
 - v. Provide ICT-GIS services to all departments of the City Government;
 - vi. Submit reports on ICT-GIS matters to the City Mayor when needed.
- b) Provide an integrated framework in order to optimize government ICT resources and networks for the identification and prioritization of systems and applications.

B. Improved Public Access

- a) Prescribe rules and regulations for the establishment, operation, and maintenance of ICT infrastructures in the city government and its unserved and underserved areas.
- b) Establish a free internet service that can be accessed in government offices and public areas using the most cost-effective telecommunications technology, through partnership with private service providers as may be necessary

C. Resource-Sharing and Capacity Building

- a) Harmonize and coordinate all ICT plans and initiatives to ensure knowledge, information and resource-sharing, database-building, and networking linkages among various departments and offices
 - i. Install, manage and maintain the Network Backbone of the City Government that provides interconnectivity between departments



- b) Ensure the development and protection of integrated government ICT infrastructures and designs, taking into consideration the inventory of existing manpower, plans, programs, software, hardware, and installed systems
 - i. Integrate and harmonize application systems and information to streamline the services of the City Government to its stakeholders;
 - ii. Develop web-based application systems to make the services of the City Government available to its stakeholders anytime and anywhere;
 - iii. Develop and maintain application systems that automates the operation and services of every department in the City Government;
 - iv. Develop and maintain the official website of the City of Cagayan de Oro;
- c) Assist and provide technical expertise to departments and offices in the development of guidelines in the enforcement and administration of laws, standards, rules, and regulations governing ICT
- d) Prescribe the personnel qualifications and other qualification standards essential to the effective development and operation of ICT infrastructures and systems in the city government
- e) Develop programs that would enhance the career advancement opportunities of ICT workers in the city government
- f) Assist in the dissemination of vital information essential to priority programs, projects, and activities of the city through the use of ICT

D. Stakeholder Protection and Research and Development

- a) Ensure and protect the rights and welfare of stakeholders and users to privacy, security and confidentiality in matters relating to ICT
 - i. Safeguard privacy digitized data and information collected from the application systems
- b) Promote strategic partnerships and alliances to support the promotion of development opportunities in the city through innovative ICT-GIS mechanism
 - i. Provide reliable data and information for research and innovations related to ICT Solutions wherever possible
 - ii. Conduct data analysis on the available data and produce effective diagrams of the data as needed to produce innovative solutions

E. Research and Innovation:

- a) Lead the City Government's drive to promote research and innovation by encouraging new initiatives in knowledge creation in science and technology and to catalyze new areas of long-term economic growth and advantage.
- b) Adhere to and advance the role of LGU in embarking study on development programs and policies geared towards creating an ecosystem of government and civil society organizations utilizing the community-of-the-whole approach to address the concerns and issues in the barangays and city government departments and offices.
- c) Create innovative proposals in collaboration with partner non-government organization, National Government Agencies (NGAs), academe, people's organization, and other public and private entities concerned with reduction, conversion, safe and profitable utilization of solid and liquid wastes and the promotion of air and water quality;



- d) Promote environmental protection and conservation throughout the jurisdiction of Cagayan de Oro City and its future metropolitan areas of expansion with the use of available knowledge and technologies which create sustainable economic growth and development.

SECTION 4. Organizational Structure – The CMISID shall have the following Organizational Setup and corresponding functions:

- a) City Government Department Head II (SG 26)
 - i. Conduct consultations, workshops, meetings and other activities with users to analyze and define ICT and GIS user requirements for new application systems and/or improvements to existing application systems;
 - ii. Manages ICT and GIS Projects – initiation, planning/budgeting, implementation, monitoring and evaluation, closure, including the development of ICT and GIS applications through development and support phases;
 - iii. Responsible for the planning of the Team's activities and monitoring its overall progress, resolving issues and initiating corrective action as appropriate;
 - iv. Prepare and submit Progress Reports, Financial Reports, and other similar reports;
 - v. Manage the maintenance of all computing infrastructure;
 - vi. Setup, manage, and administer the development and testing databases for Applications Developers;
 - vii. Act as resource person in the conduct of Training in new systems/software developed;
- b) City Government Assistant Department Head II (SG 24)
 - i. Manage third party contributions to the Team projects as appropriate; Manage both the dependencies and the interfaces between projects;
 - ii. Responsible for the overall quality assurance and integrity of the Team projects.
 - iii. Responsible for the planning of the Team's activities and monitoring its overall progress, resolving issues and initiating corrective action as appropriate;
 - iv. Overall Manager/Administrator of ICT and GIS application systems implemented, ensuring 24/7 systems operation, appropriate user access privileges are implemented, ensuring a disaster recovery plan is in effect – systems and data are backed up regularly and can be restored within acceptable standards;
 - v. Act as resource person in the conduct of Training in new systems/software developed;
 - vi. Assist the Department Head;
- c) SOFTWARE DEVELOPMENT AND DATABASE MANAGEMENT DIVISION
 - i. Conduct consultations, workshops, meetings and other activities with users to analyze and define ICT and GIS user requirements for new application systems and/or improvements to existing application systems;
 - ii. Develop Requirement Specifications of new ICT and GIS Application Systems and/or improvement of existing one, including processing requirements, database requirements, requirements for integration into existing systems, requirements for transition from legacy systems to new systems, functional decompositions, business process reengineering, Data Migration Requirements, etc.;
 - iii. Develop Design Specifications for ICT and GIS Applications, including standard specifications for common software components and modules that are used in the development of ICT and GIS application systems as well as update them regularly



based on international and local best practices as well as the team's experience in the implementation of ICT and GIS programs and projects;

- iv. Produce Technical and User Documentation of ICT and GIS Application Systems;
- v. Conduct trainings in matters of Information and Communication Technology;
- vi. Setup, manage, and administer the development and testing databases for Applications Developers;

d) **SYSTEM ADMINISTRATION AND HARDWARE MAINTENANCE DIVISION**

- i. Manage the maintenance of all computing infrastructure;
- ii. Install, operate and maintain network services, routers, concentrators, hubs, switches, modems and other network devices following technical plans;
- iii. Respond to user questions and explain the operation of network applications and equipment;
- iv. Install and configure local area data communications networks which may carry data, voice and video communications following organization standards;
- v. Resolve network communications problems to ensure user's access to resources on the computer network;
- vi. Install or repair servers and desktop computers and other IT equipment of all City Government offices;
- vii. Diagnose and solve problems that develop in the operations of user desktop workstations and other IT equipment of all City Government offices;

e) **RESEARCH AND INNOVATION DIVISION**

- i. Develop concepts and designs for innovative solutions;
- ii. Conceptualize collected data and information to determine the necessary innovation for the betterment of service for the public;
- iii. Understand clients and users' needs and expectations;
- iv. Research, design and evaluate materials, assemblies, processes and equipment;
- v. Develop concepts, products, and solutions by working hand in hand with the internal offices of the City Government;
- vi. Document all phases of research and innovation;
- vii. Evaluate collected data and information to provide smart ICT related solutions whenever possible;
- viii. Propose potential new solutions for the digitalization of the government;
- ix. Produce analysis and design that fulfills the requirements and needs of the clients and users in accordance to the available tools and information;
- x. Conduct and perform data analysis on the available data and produce effective diagrams of the data as needed to produce innovative solutions.

f) **ADMINISTRATIVE DIVISION**

- i. Responsible for the administrative support of the office;
- ii. Serves as Secretariat whenever the office conducts ICT trainings;
- iii. Responsible for the delivery of resource and equipment;

SECTION 5. Staffing Pattern. – The staffing pattern of the CMISID shall be initially composed as follows:



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- a) City Government Department Head II (SG 26) – (New)
- b) City Government Assistant Department Head II (SG 24)

SOFTWARE DEVELOPMENT AND DATABASE MANAGEMENT DIVISION

- c) Information Technology Officer II (SG 22)
- d) 2 - Information Systems Analyst II (SG 16) – (New)
- e) Computer Programmer II (SG 15) – (New)
- f) Information Systems Researcher II (SG 14) – (New)

SYSTEM ADMINISTRATION AND HARDWARE MAINTENANCE DIVISION

- g) Information Technology Officer II (SG 22) – (New)
- h) 2 - Computer Maintenance Technologist II (SG 15) – (New)
- i) 2 - Computer Maintenance Technologist I (SG 11)

RESEARCH AND INNOVATION DIVISION

- j) 1 - Development Management Officer IV (SG 22) – (New)
- k) 1 - Development Management Officer III (SG 18) (New)
- l) 1 - Development Management Officer II (SG 15) (New)
- m) 2 - Economic Researcher (SG 9) – (New)

ADMINISTRATIVE AND TRAINING DIVISION

- n) Information Technology Officer II (SG 22) – (New)
- o) Administrative Officer IV (SG 15)
- p) Administrative Officer IV (SG 15) – (New)
- q) Administrative Assistant I (SG 7) – (New)
- r) Administrative Aide I (SG 1)

The job descriptions of the foregoing positions shall be as shown in Appendix "A" hereof. The qualifications thereof shall conform with existing Civil Service Qualification Standards for positions in local government units. In addition thereto, the CMISID Department Head shall have at least a Master's Degree relevant to the functions of the department and the Chief of the Research and Innovation Division shall preferably have a Doctorate Degree.

SECTION 6. Annual Budget; Funding.- There shall be provided in the General Fund Budget so much amount necessary for the annual Personal Services, Maintenance and Other Operating Expenses (MOOE), and Capital Outlay of the CMISID. For its initial operations, the annual budgetary appropriation of the City Management Information System Office and its existing equipment, facilities and supplies shall be transferred to the account, management and administration of the CMISID.

Pending the full staffing of the CMISID, the City Mayor is hereby authorized to designate in acting capacities the staff thereof with the existing personnel working under the City Information Management Information System Office constituting as initial staff of the CMISID.

RESEARCH AND INNOVATION BOARD (RIB)

SECTION 7. Research and Innovation Board; Creation & Composition. - There is hereby created and constituted the Research and Innovation Board (RIB) of Cagayan de Oro, which shall have the following members, to wit:

- a) **Chairperson** - City Mayor
- b) **Vice-Chairperson** - City Vice Mayor
- c) **Members** -
 - (i) City Local Environment and Natural Resources Office (CLENRO)
 - (ii) City Planning and Development Office (CPDO)



- (iii) Chairperson, City Council Committee on Planning, Research & Innovation
- (iv) City Economic Enterprises Department (CEED)
- (v) East and Westbound Terminal & Public Market (EWTPM)
- (vi) Agricultural Productivity Office (APO)
- (vii) Office of the Building Official (OBO)
- (viii) HAPSAY SAPA
- (ix) City Administrator's Office
- (x) City Engineer's Office
- (xi) City Information Office
- (xii) City Health Office

From the Academe

- (xiii) University of Science and Technology in Southern Philippines (USTP)
- (xiv) Xavier University (XU)
- (xv) Liceo de Cagayan University (LDCU)
- (xvi) Capitol University (CU)
- (xvii) Cagayan de Oro College (COC-PHINMA)

- d) Secretariat - City Management Information Systems and Innovation Department (CMISID)

SECTION 8. Duties and Responsibilities. The Research and Innovation Board (RIB) shall perform the following duties and responsibilities:

- a) Act as an Advisory Council to the City Government on science-based technology relevant to the promotion of sustainable economic growth and social development;
- b) Serve as coordinating body to all existing environment-related organizations of the City;
- c) Initiate the conduct of scientific investigations in relation to current and pressing issues facing the City;
- d) Provide technical assistance to the concerned offices in the verification of complaints against private and government agencies using scientific data/evidence;
- e) Recommend practical scientific solutions or strategies to problems confronting the city including the search for expert scientists or resource persons to assist in the formulation of scientific solutions or strategies;
- f) Prepare and submit innovative proposals for funding by the city government or any national and international agencies;
- g) Provide sustainable and environment-friendly technical innovations to convert solid, liquid or other wastes into valuable products or enterprise;
- h) Serve as data repository for all available technical data related to scientific studies;
- i) Perform other functions as requested by the city government through the city mayor, city council members and/or other agencies.

SECTION 9. Meetings and Quorum. The Research and Innovation Board (RIB) shall conduct regular meeting during the first Wednesday of the month, to prepare action plan, address current issues, and update recent endeavors on all social and economic development concerns of the city.

Special report, as needed, shall be presented to the board during regular meetings.

The chair, vice chair and members thereof may receive honorarium per meeting actually attended subject to budgeting and accounting rules and regulations.



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SECTION 10. Severability. – If any of provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 11. Repealing Clause. – All ordinances inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 12. Effectivity. – This Ordinance shall take effect upon its approval.

UNANIMOUSLY APPROVED.

AUTHOR: COUNCILOR IAN MARK Q. NACAYA

<u>Present:</u>	1 st District:	- Councilor Edna M. Dahino - Councilor Jay R. Pascual - Councilor Reuben R. Daba - Councilor Zaldy O. Ocon	- Councilor Roger G. Abaday - Councilor George S. Goking - Councilor Lordan G. Suan
	2 nd District:	- Councilor Joyleen Mercedes L. Balaba - Councilor Ian Mark Q. Nacaya - Councilor Enrico D. Salcedo - Councilor Edgar S. Cabanlas	- Councilor Maria Lourdes S. Gaane - Councilor Suzette G. Magtajas-Daba - Councilor Teodulfo E. Lao, Jr. - Councilor Jocelyn B. Rodriguez
<u>Absent:</u>	Ex-Officio:	- Councilor Yan Lam S. Lim - Councilor Romeo V. Calizo	- Councilor John Michael L. Seno

ENACTED this 25th day of October 2021 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Ordinance.

ARTURO S. DE SAN MIGUEL
CITY COUNCIL SECRETARY

Attested as duly enacted:

RAINEIR JOAQUIN V. UY
CITY VICE-MAYOR
PRESIDING OFFICER

Approved:

OSCAR S. MORENO
CITY MAYOR

Attested:

TEODORO A. SABUGA-A, JR.
ACTING CITY ADMINISTRATOR