

**Administrative Order
No. 64
December 18, 1991**

**SUBJECT: DENR Information Resources Management
Program**

A. Purpose

This order establishes the DENR Information Resources Management (IRM) Program which is aimed at enhancing the DENR's performance through the effective and economic acquisition of information and promoting coordinated and integrated information management functions.

B. Applicability and Scope

1. This Order applies to the DENR Central Office, Staff Bureaus, DENR Regional Offices and NAMRIA. The DENR Central Office, Staff Bureaus, DENR Regional Offices and NAMRIA shall be referred to as DENR Components.
2. This order's provisions cover the information management activities concerning information collection, processing, storage, communication, dissemination and use. It covers concerns on technology, standards, applications, access, security, organization and training in the management of all forms of information handled or used in the DENR such as maps and other geographic information, statistics, forms, reports, records, and other information products without regard to its sources.
3. The IRM Program includes all locally funded IRM initiatives as well as those funded from grants and loans from foreign and local sources.

C. Definition of Terms

For purposes of this Order, the following definitions are hereby adopted:

1. **Information** is the meaning which people assign to data and which increase their knowledge with regard to an item of interest. DENR information is derived from the assembly, analysis or summary of geographical/mapping data, remote sensing data, operations data, statistical survey data, reports, local knowledge, and related data sets.

2. **Information Resources** include all facilities, equipment, personnel, supplies, systems and other machinery needed to collect, store, handle and disseminate data, information and knowledge the organization uses.
3. **Information Resources Management (IRM)** consists of the policies, actions or procedures concerning information (both automated and non-automated), which management establishes to serve the overall current and future needs of the organization. These policies would address such areas as availability, timeliness, accuracy, integrity, privacy, security, auditability, ownership, use and cost-effectiveness of information.
4. **Information collection** is the obtaining or soliciting of facts or opinions through the use of remote sensing, written report forms, application forms, questionnaires, reporting and recordkeeping requirements, or other similar methods.
5. **Information dissemination** includes the packaging, communication, distribution of processed data in any form or media.
6. **Information system** is the structure used for repetitive conversion of data into information, which, whether automated or non-automated, normally involves personnel, equipment and procedures.
7. **Information technology** consists of such technical resources as computer data processing, automated cartography, image processing, desktop publishing, presentation systems, telecommunications, micrographics, reprographics, and office automation systems used to address problems in information handling, use, processing, storage, communication, management and dissemination.
8. **Information Systems Plan** is the framework or scheme for identifying how the organization will use information and information technology to achieve its mission.

D. Policy

It is the policy of the DENR to:

1. Improve the availability, reliability, timeliness, flow and in general, the quality of information vital to operations and decision-making;
2. Ensure the economic and effective acquisition, allocation and dissemination of information resources;

3. Organize information systems to encourage sharing of information within the DENR and with related organizations in government;
4. Actively participate in multi-agency information management programs that will reduce redundancies, promote compatibility or related databases and minimize costs of system development, creation of commonly-required databases and maintenance of the same;
5. Promote greater information technology industry involvement in the development of environment and natural resource information systems;
6. Create awareness and develop organizational capability on Information Resource Management (IRM) and Information Technology (IT) concepts and practices;
7. Institutionalize IRM as a vital function in the DENR organization;
8. Increase public access and use of environment and natural resource information; and
9. Reduce paperwork burden on the public and various components of the organization.

E. IRM Program Framework Plan

The DENR Five-Year Information Systems Plan shall serve as the framework for all Information Resource Management and Information Technology Projects and activities. All on-going and proposed initiatives will be tied to the ISP. The Information Systems Plan shall continually be updated to respond to the needs of the organization.

F. Program Organization and Management

The following organization structure is hereby adopted for the effective implementation of the ISP and the pursuit of IRM objectives:

National IRM Steering Committee

This will be composed of the Undersecretaries, NAMRIA Administrator, Assistant Secretaries, and Bureau-Level Directors. It will be responsible for providing guidance and direction to IRM strategic planning, plan implementation and updating; prioritizing systems for development; allocating resources to the various components of the Plan; and evaluating performance of plan implementation. The Undersecretary for

1. **IRM Program Director**

The Information Resources Management (IRM) Program Director will be designated by the Secretary as such and will be responsible for the day-to-day coordination, monitoring and management of activities leading to the attainment of the objectives of the Program. The Program Director will exercise supervisory functions over the activities of the work groups and the IRM Secretariat. The Director will report to the Chairman of the National IRM Steering Committee and Chairman of the Technical Committee.

The IRM Program Directors will also serve as DENR's Information Systems Planner and will liaise with the National Computer Center, other government agencies, and information technology industry on information technology related matters.

2. **IRM Technical Work Groups**

Work groups will be concerned with but not limited to data management, systems management, organizational strategy and training, technology management, and coordination and integration of information planning and monitoring activities. Work groups may also be created to focus on Information Technology applications such as geographical information systems, records and forms management, statistical information systems, survey information systems, office automation, etc.

Initially, five work groups are hereby created to assist the IRM Technical Committee in the exercise of its functions. The work groups shall be composed of selected sectoral and information technology representatives of the various DENR Units. Work group leaders shall be designated from the membership. Functions of the work groups are as follows:

- a. **Integrated IRM Planning and Monitoring:** This work group shall be concerned with strategic planning, long-range operational planning and annual IRM planning. This group shall:
 - a.1 Update the inventory of information management programs and activities of the DENR and establish procedures for maintenance of this inventory;
 - a.2 Determine and report on the funding of all current, pipeline and proposed information management activities in the DENR;
 - a.3 Integrate all recommendations of various work groups and component IRM committees to update the DENR Information Systems Plan;

- a.4 Coordinate and assist the Regional Offices in the preparation of Regional Information Systems Development Plans;
 - a.5 Prepare the Two-Year Information Systems Development Plan required for appropriations purposes; and
 - a.6 Coordinate, monitor and report ISP implementation.
- b. **Data Management.** This Work Group shall focus on the following concerns: data standards, database design, information access, audit and verification procedures to ensure data accuracy and integrity, physical security of information, back-ups and copies, release and certification or publication of information. The Data Management Work Group shall:
- b.1 Inventory all available information in the DENR and map the location of information in the organization;
 - b.2 Develop the DENR data dictionary and establish data standards;
 - b.3 Prepare guidelines and procedures for the maintenance and use of the DENR data dictionary;
 - b.4 Review all data base designs of information projects to minimize duplicative efforts;
 - b.5 Study current situation, policies and practices on data controls and security and recommend policies to improve data controls and security;
 - b.6 Ensure that data control measures are provided in all IRM projects;
 - b.7 Study and recommend measures to improve the physical security of DENR's information resources; and
 - b.8 Recommend policies on accountability and responsibility for data, including the function of issuing and certifying on information generated or produced by DENR components, and publishing the same.

Systems Management. The Systems Management Work Group shall be concerned with systems development and implementation. It shall:

- c.1 Establish guidelines and procedures for DENR information systems development activities;
 - c.2 Prepare technical guidelines for contracting systems development work;
 - c.3 Develop and establish DENR system documentation standards;
 - c.4 Review on-going systems development projects to ensure consistency with IRM policies, and system development guidelines and standards;
 - c.5 Recommend priority systems for development and application nationwide;
 - c.6 Recommend information systems that can be developed jointly with other government offices; and
 - c.7 Conduct technical reviews of system development projects and report recommendations to concerned user group and the Technical Committee.
- d. **Education, Training and Organizational Development.** This work group shall focus on studying how the wider use of information technologies throughout the organization will impact on current organization and functional structures and how the expected change should be managed through education, training and other organizational development interventions. It shall:
- d.1 Study the DENR organizational structure and recommend organizational strategy and plan for more effective use of information technologies and to achieve the goals of the IRMP;
 - d.2 Study on-going IT training and manpower development programs and recommend policies, guidelines and projects to increase IT capability in the DENR;
 - d.3 Create a database of training needs, opportunities and available training;
 - d.4 Provide for continuous training on IT for developing DENR manpower resources; and
 - d.5 Formulate and implement an Information, Education and Communication (IEC) activity to support IRMP implementation.

e. **Information Technology Assessment, Acquisition and Management.** This work group shall:

- e.1 Compile and review IT hardware and software acquisition plans;
- e.2 Inventory existing IT resources;
- e.3 Prepare information technology assessment reports;
- e.5 Prepare guidelines and procedure on maintenance of IT resources; and
- e.6 Study and recommend policies and guidelines on acquisition of IT hardware and packaged softwares.

3. **IRM Secretariat**

A Secretariat to the Steering and Technical Committees will provide administrative and technical support to the work of the Committees. Staff from the divisions of the Planning and Policy Studies Office will form the core of this Secretariat, with the MISD Chief as its head. Other staff may be engaged to serve in the Secretariat. Its functions include:

- a. Facilitate the conduct of Committee meetings including the preparation of agenda, recording of minutes, etc.;
- b. Provide technical and other support services that the Committees may require in the execution of its functions, except those assigned to work groups;
- c. Prepare and compile regular reports on status/progress of work of committees and work groups; and
- d. Perform other functions as may be assigned.

IRM Committees of DENR Components

IRM Committees in the Central Services and Offices, the Bureaus, attached agencies, and regional offices shall be responsible for implementation of components of the ISP applicable to their respective units and consistent with general policies and guidelines. Except for Central Offices, each IRM Committee shall be chaired by the head of office. At Central office, the Assistant Secretary for Management Services shall head the IRM Committee.

The Component IRM Committees shall:

- a. Monitor and coordinate the implementation of the DENR Information Systems Plan at the Component's level;
- b. Require and pinpoint responsibility and accountability for managing information that is generated by the Component;
- c. Control and approve the acquisition of information technology resources consistent with Plans approved by the National Steering Committee;
- d. Review, evaluate and assess IRM activities within the Component and use the results to improve information management processes and information quality;
- e. Plan for future IRM activities by identifying initiatives, programs, and new options which will further enhance the effectiveness and productivity of operations of the Component;
- f. Inform the IRM Technical Committee of opportunities which exist for program improvement;
- g. Support management processes for reviewing and evaluating IRM policies and procedures, and information holdings;
- h. Provide regular activity status reports to the IRM Steering Committee through the Technical Committee; and
- i. Perform other functions as may be assigned.

G. Operating Guidelines

Each Committee or work group will establish their respective operating procedures and prepare work plans to achieve the outputs required from each of them based on general guidelines and procedures to be issued by the Steering Committee through the Technical Committee.

H. Dissemination of Information on the IRMP

To facilitate Program implementation, communicate progress of IRMP activities, and provide advice and information on various information technology

concerns, an in-house IRMP bulletin shall be issued regularly throughout the organization. The IRM Program Director will ensure that all work groups, committees and the secretariat will continually update the organization on their activities, outputs and other developments through the bulletin.

The organization of an Information Technology Users Forum will also be encouraged to provide a vehicle for exchange of information and experiences by IT users in DENR and generate recommendations for further strengthening of the IRM program.

I. Transitory Provisions

Orders and other issuances on DENR statistical concerns, records management, reporting systems, data standardization, map standardization, information systems, and other information management functions and activities shall be reviewed by the IRM Steering Committee and updated for consistency with this Order.

All new initiatives are hereby covered by this Order.

J. Repealing Clause

All related orders inconsistent to this issuance are hereby revoked or amended accordingly.

K. Effectivity

This order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary