



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

DEPT. OF SOCIAL WELFARE & DEVT.
SEP 23 2003 1792
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MEMORANDUM CIRCULAR

No. 30
Series of 2003

SUBJECT: MANAGEMENT INFORMATION SYSTEMS SERVICE

In the exigency of the service and with the approval of the Executive Committee (EXECOM), the Management Information Systems Service (MISS) is hereby constituted from the Information Technology Division of the Policy Planning and Information System Bureau (PPISB).

The mandate of the MISS shall be as follows:

General Function:

The MISS shall ensure the appropriate, timely and cost-effective utilization and application of information and communication technology (ICT) to support the Department's Mandate, Vision, Mission and Goals.

Specific Functions:

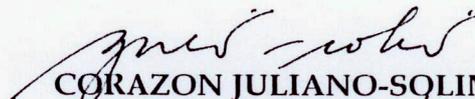
1. Develop and monitor the implementation of the Department's Information Systems Plan (ISP) in terms of hardware, software and peopleware;
2. Recommend, implement, monitor and evaluate policies and standards in the utilization of ICT resources within the Department;
3. Establish, operate, maintain and secure the management information systems of the Department;
4. Establish, operate, maintain and secure the Department's access to and interaction with other ICT applications and env irons;
5. Provide technical assistance to other bureaus/ services/offices/units of the Department on matters related to ICT and its applications; and
6. Establish and institutionalize linkages with other agencies regarding ICT.

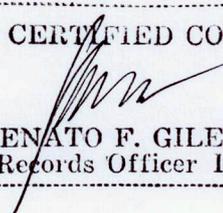
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Considering that the MISS performs support to operation functions, as determined by the EXECOM, the MISS is hereby placed under the Operations and Capacity Building Group (OCBG).

This Circular takes effect immediately, in support of Special Order No. 1236 issued on 27 August 2003.

Issued in Quezon City , this 19th day of September 2003.


CORAZON JULIANO-SOLIMAN
Secretary, DSWD

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III