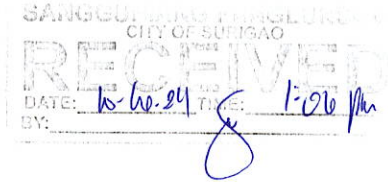


ORDINANCE NO. _____
Series of 2024



AN ORDINANCE CREATING THE CITY INFORMATION TECHNOLOGY OFFICE, AND PROVIDING FOR ITS TASKS, FUNCTIONS, PERSONNEL, AND APPROPRIATION THEREOF AND FOR OTHER PURPOSES

WHEREAS, Section 76 of the Local Government Code of 1991, provides that, "every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission";

WHEREAS, Section 458 (a) (1) of the Local Government Code of 1991, provides that, "the Sangguniang Panglungsod shall determine the positions, salaries, wages and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government";

WHEREAS, Republic Act No. 10844 otherwise known as the 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 efficient, responsive, ethical, accountable and transparent government service;

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 powers necessary, appropriate, or incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare."

NOW THEREFORE, be it Ordained by the Sangguniang Panglungsod of Surigao City in session assembled that:

Section 1. TITLE.

This Ordinance shall be known as *AN ORDINANCE CREATING THE CITY INFORMATION TECHNOLOGY OFFICE, AND PROVIDING FOR ITS TASKS, FUNCTIONS, PERSONNEL, AND APPROPRIATION THEREOF AND FOR OTHER PURPOSES.*

Section 2. CREATION.

The **City Information Technology Office (CITO)** is hereby established as the official body tasked with overseeing the planning, development, and promotion of the Agency's comprehensive information technology agenda. This office will serve as the driving force behind the strategic implementation of IT initiatives, ensuring alignment with the city's overall goals for technological advancement and digital transformation.

Section 3. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN.

The City Information Technology Office (CITO) shall be composed of the following positions which shall be created in conformity with the qualification standards set by the Civil Service Commission and the Index of Occupational Services, Position Titles, and Salary Grades for Local Government Units issued by the Department of Budget and Management (DBM):

POSITION TITLE	SALARY GRADE
City Government Department Head I (City Information Technology Officer)	25
Information Technology Officer II	22
ADMINISTRATIVE DIVISION	
Administrative Officer IV (Administrative Officer II)	15
Administrative Officer I (Supply Officer I)	10
Administrative Assistant II	8
Administrative Aide II (Messenger)	2
WEB & SYSTEMS DEVELOPMENT DIVISION	
Computer Programmer III	18
Information Systems Analyst II	16
Computer Programmer II	15
Administrative Assistant VI (Computer Operator III)	12
Administrative Assistant I (Computer Operator I)	7
SYSTEMS MAINTENANCE AND SUPPORT DIVISION	
Computer Maintenance Technologist II	15
Administrative Assistant VI (Computer Operator III)	12
Administrative Assistant II (Electronics & Communications Equipment Technician II)	8
Administrative Assistant I (Computer Operator I)	7
Administrative Aide VI (Electronics & Communications Equipment Technician I)	6

SECTION 4. DUTIES AND RESPONSIBILITIES

A. CITY GOVERNMENT DEPARTMENT HEAD I (CITY INFORMATION TECHNOLOGY OFFICER) (SG25)

- Provide overall supervision over the entire operation of the office;
- Prepare an ICT/Digitalization Plan to support the operations of the City Government of Surigao subject to the review and consideration of the Local Chief Executive and the Sangguniang Panlungsod;
- Generate reports, and develop software and other systems required by the top management;
- Ensure compliance with the Data Privacy Act in handling and storing data;

- e. Perform other related tasks

B. INFORMATION TECHNOLOGY OFFICER II (SG 22)

- a. Assist the City Information Technology Officer in his/her duties and responsibilities through the supervision of the general operations of the Web, Administrative, and Technical Division
- b. Designate tasks and projects among the CITO staff for various whirlwind and strategic initiatives;
- c. Apply appropriate coaching and monitoring techniques to staff members for continuous improvement and to promote a performance-based culture;
- d. Perform as the system administrator to manage configuration changes, deploy hardware and software changes, and create disaster recovery plan in case of system failure or attack;
- e. Perform other related tasks

C. ADMINISTRATIVE DIVISION

- a. Provide administrative support to ensure seamless office operations;
- b. Facilitate submission of reports and other documents for compliance;
- c. Establish and maintain a records management system;
- d. Facilitate procurement of goods, supplies, equipment, and services needed by the office for its operations;
- e. Maintain office cleanliness and orderliness
- f. Perform other related tasks

D. WEB AND SYSTEMS DEVELOPMENT DIVISION

- a. Responsible for the development of web-based systems and computer programs needed by the City Government to increase its efficiency and productivity;
- b. Analyze and identify any abnormality in the LGU's database and system performance and recommend solutions;
- c. Perform continuous monitoring of deployed systems for needed system updates and/or modifications;
- d. Establish and implement cyber security protocols to prevent data breaches and leakage of valuable information;
- e. Perform other related tasks.

E. SYSTEM MAINTENANCE AND SUPPORT DIVISION

- a. Responsible for the planning, design, research, and/or acquisition of new or upgraded hardware and recommend modification as necessary;
- b. Monitor activities related to the operations and maintenance of the services, computer, and network security using established protocols;
- c. Conduct preventive maintenance activities such as regular backups, patch management, and security scans;

- d. Address issues and concerns of end-users by providing basic and/or in-depth troubleshooting to determine underlying issues in the system or hardware architecture;
- e. Perform other related tasks

Section 5. FUNDING.

The Local Government Unit shall incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the CITO.

Section 6. SEPARABILITY CLAUSE.

If for any reason any part of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

Section 7. REPEALING CLAUSE.

Any or all ordinances, rules, and regulations inconsistent or in conflict with the sections or provisions of this Ordinance are hereby repealed, revoked, and modified accordingly.

Section 8. EFFECTIVITY.

This ordinance shall take effect immediately upon its approval.