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# **Municipal Information Technology Office (MITO)**

## **Internal Services**

## 1. Evaluation of Government Owned Computers and/or ICT Equipment

Checks and inspects newly purchased computers, printers, scanners and/or ICT equipment.

<b>Office or Division:</b>	Municipal Information Technology Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Purchase Request		Supply Office		
2. Inspection and Acceptance Report		Supply Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the Approved Purchase Request and Inspection and Acceptance Report	1.1 Receives the approved purchase request and inspection and acceptance report	None	1 minute	COMPRO II, COMPRO I, INFOSR I
	1.2. Checks and inspects quantity and specifications of the ICT equipment	None	20 minutes	COMPRO II, COMPRO I, INFOSR I
	1.3. Installs or configures ICT equipment if Needed	None	35 minutes	COMPRO II, COMPRO I, INFOSR I
	1.4. Signs inspection and acceptance report or informs Supply Office for further advice.	None	4 minutes	COMPRO II, COMPRO I, INFOSR I
<b>TOTAL:</b>		None	1 hour	



## 2. IT Technical Support to LGU Systems and Employees

Provides IT technical support or assistance to LGU systems and employees

<b>Office or Division:</b>		Municipal Information Technology Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Municipal Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		IT Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	3 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I
	1.3. Handles request and provides the client with results or further recommendation			COMPRO II, COMPRO I, INFOSR I
<b>TOTAL:</b>		None	3 days	

## 3. Maintenance of Government Servers, PABX, CCTV System, Access Points and Other Networking Equipment

Conducts maintenance, installation, LAN cabling, configuration and testing of government owned servers, PABX, CCTV system, access points and other networking equipment not to hamper the use of computerized and communication systems.

<b>Office or Division:</b>		Municipal Information Technology Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Municipal Employees / Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		IT Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	5 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I



	1.3. Handles request and provides the client with results or further recommendation			INFOSR I
<b>TOTAL:</b>		None	5 days	

#### 4. Pre-Repair Inspection Report for ICT Equipment

Checks and inspects equipment and fill up the pre-repair inspection report findings for ICT equipment.

<b>Office or Division:</b>	Municipal Information Technology Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Pre-repair Inspection Report		Supply Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits approved pre-repair inspection form	1.1. Receives the approved pre-repair inspection form	None	50 minutes	COMPRO II, COMPRO I, INFOSR I
	1.2. Checks, inspects and test equipment			COMPRO II, COMPRO I, INFOSR I
	1.3. Fills up the pre-repair findings			COMPRO II, COMPRO I, INFOSR I
<b>TOTAL:</b>		None	50 minutes	



## 5. Repair of Government Owned Computers, Printers and/or ICT Equipment

Conducts repair and maintenance to government owned computers, printers and/or ICT equipment.

<b>Office or Division:</b>		Municipal Information Technology Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Municipal Employees / Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request slip		IT Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	3 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I
	1.3. Handles request and provides the client with results or further recommendation			INFOSR I
<b>TOTAL:</b>		None	3 days	

## 6. Uploading of Full Disclosure Policy Documents at the DILG FDP Portal

The FDP Portal enables the public to view, download, and print LGU financial documents to allow their constituents to understand how their local government's budget and spend for public services. Uploading of FDP documents are done annually and quarterly.

<b>Office or Division:</b>		Municipal Information Technology Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Municipal Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Annual Budget		Budget Office		
2. Annual Statement of Indebtedness, payments and Balances		Treasury Office		
3. Statement of Receipts and Expenditures		Treasury Office		
4. Annual Procurement Plan and Procurement List		Bids and Awards Committee		
5. Gender and Development Accomplishment Report		GAD Focal Person		
6. Supplemental Procurement Plan		Bids and Awards Committee		
7. Trust Fund Utilization		Accounting Office		
8. Quarterly Statement of Cash Flow		Accounting Office		



9. Special Education Fund Utilization		Accounting Office		
10. Unliquidated Cash Advances		Accounting Office		
11. LDRRM Fund Utilization		Accounting Office		
12. Manpower Complement		Accounting Office / Human Resource Office		
13. Bid Results on Civil Works, Goods and Services and Consulting Services		Bids and Awards Committee		
14. Utilization of the 20% Component of IRA		Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved softcopy in excel format the FDP documents	1.1 Receives the approved softcopy of the FDP documents	None	1 minute	COMPRO II, COMPRO I
	1.2 Checks and applies proper format before uploading	None	1 hour 30 minutes	COMPRO II, COMPRO I
	1.3 Uploads FDP documents at FDP portal	None	30 minutes	COMPRO II, COMPRO I
	1.4 Checks FDP portal if file was successfully uploaded	None	20 minutes	COMPRO II, COMPRO I
<b>TOTAL:</b>		None	2 hours, 21 minutes	

## 7. Simple In-house Systems Application Development

Develops In-House application systems to improve office operations.

<b>Office or Division:</b>	Municipal Information Technology Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Municipal Employees / Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request noted by the Municipal Mayor		Mayor's Office		
Sample Report Documents		Requesting Party		
Sample Data Documents		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides letter request noted by the Municipal Mayor	1.1 Receives letter request	None	2 minutes	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts initial assessment on the request		2 days	COMPRO II

2. Submits required documents	2.1 Receives required documents		2 minutes	COMPRO II, COMPRO I
	2.2 Conducts interview and data gathering on the requested system to be developed.		1 day	COMPRO II, COMPRO I
	2.3 Develops, tests and deploys the system.		15 days	COMPRO II, COMPRO I
3. Attend user's training	3.1 Schedules and conducts user's training.		1 day	COMPRO II, COMPRO I
<b>TOTAL:</b>		None	19 days, 4 minutes	