



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 920-4301 * (632) 928-0691 to 93
924-2540 * 928-8592 * 929-6626 loc.2012-2014 ; 2135
Website: <http://www.denr.gov.ph> / Email: web@denr.gov.ph

MAY 07 2004

SPECIAL ORDER
No. 2004-328

SUBJECT : Creation of an Electronic Records Technical Working Group (E-Records TWG) for the Computerization of Land Records with Region IV-A CALABARZON as Pilot Office

In line with the directives of Republic Act 8792 or the E-Commerce Act of 2000, and to address the lack of—or inadequate access to—updated, accurate, and technically-established land titling information, a technical working group is hereby created to commence the process of computerizing land records and related lands management functions, with Region IV-A CALABARZON as pilot office.

Objectives

The Electronic Records Technical Working Group, hereinafter referred to as the E-Records TWG, shall:

1. Begin the process of computerizing land records in a progressive manner, involving electronic imaging of official land records and digital mapping for spatial analyses;
2. Formulate/recommend appropriate policies, procedures, standards and best practices for continually improving management of land records and related information to serve as guidelines in implementing computerization in other regional offices;
3. Identify, integrate and/or develop appropriate computer-based support systems;
4. Determine and acquire the necessary staff capabilities, financial and administrative requirements to sustain the computerization initiative including the development of training modules to improve IT and information management capabilities.

Organization

The Undersecretary for Management and Technical Services, in coordination with the Undersecretary for Land Management, assisted by the Regional Executive Director, Region IV-A CALABARZON, shall provide overall direction and guidance to the E-Records TWG and may call upon any DENR official/staff as appropriate to expedite accomplishment of the objectives.

The E-Records TWG shall be a composite team representing the regional lands management sector, records management, IT specialists and change management/human resource management staff.

The E-Records TWG shall be composed of:

Chairman: Chief, Management Information Systems Division,
Planning and Policy Office

Members:

Lands Management and Records Management, Region IV-A CALABARZON

- Regional Technical Director for Lands
- Chief, Surveys Division
- Chief, Lands Management Division
- Records Officers, Lands Sector (2 representatives)

Tasks: Develop and implement appropriate practices, methodologies and procedures for managing land records. Perform / oversee implementation of land records computerization, digital mapping and analysis under technical guidance of IT specialists.

IT and Information Management

- Chief, Planning and Management Division (as concurrent Head, MIS), Region IV-A CALABARZON
- Roberto L. de Leon, Info. Systems Analyst III, MISD
- Yul Jose F. Malicsi, Computer Programmer III, MISD

Tasks: Provide specialized IT services and related technical support; facilitate knowledge transfer particularly in database management, document imaging solutions, and geographic information systems (GIS).

Change Management / Human Resource Development

- Chief, HRDS, Region IV-A CALABARZON
- Jose Esteban C. Leido, Info. Systems Analyst III, MISD
- Evelina T. Rasco, Info. Systems Analyst III, MISD

Tasks: Ensure that appropriate policies, organization, personnel capability requirements, administrative and financial support mechanisms are eventually in place to ensure organizational readiness to sustain the computerization initiative.

Secretariat

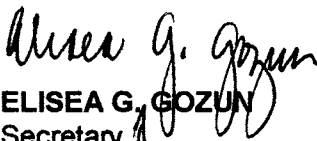
Duly designated staff from Region IV-A and MISD shall provide Secretariat support services to the TWG during meetings and other official activities.

Other Provisions

The personnel cited are authorized to claim overtime pay not to exceed sixty (60) hours, reasonable transportation allowances, per diems and others as may be allowed by existing regulations. Any expenses incurred shall be chargeable against the funds of the Office of the Secretary and/or Region IV-A funds as appropriate, subject to existing accounting and auditing rules and regulations.

The computerization of land records at Region IV-A shall commence not later than 31 May 2004.

This Order shall take effect immediately and shall remain in effect unless revoked or superseded in writing.


ELISEA G. GOZUN
Secretary