

**DENR Administrative Order
No. 99 – 10
March 11, 1999**

**SUBJECT : Revising DAO No. 64, Series of
1991 Re: DENR Information
Resources Management (IRM)
Program**

A. Purpose

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

B. Policy Statement

It is the Policy of the DENR to:

1. Improve the quality of information vital to operations and decision-making especially in terms of availability, reliability and timeliness;
2. Ensure the effective and efficient acquisition and allocation of information resources;
3. Develop and implement an integrated information systems to effectively and efficiently share and disseminate data/information within the DENR at various levels of its organization and with related organizations in government;
4. Actively participate in multi-agency information management programs that will reduce redundancies, promote compatibility of related databases and minimize

costs of system development, create commonly-required databases and maintain the same;

5. Promote application of information technology in the development of environment and natural resources information systems;
6. Create awareness and develop organizational capability on 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 environmental and natural resource data/information;
9. Reduce paperwork burden on the public and various components of the organization; and
10. Generate and mobilize resources necessary to support an effective, efficient and appropriate integrated shared management information system and structure.

C. Applicability and Scope

1. This Order applies to the DENR Central office, Bureaus, Regional Offices, Attached Agencies and Program and Project Offices.
2. This order's provisions cover the data and information management activities; including, but not limited to access, security, collection, processing, storage, communication, dissemination and application/use. They likewise cover concerns on technology, standards, organization and training in the management of all forms of data and

information handled or used in the DENR such as statistical forms, reports and records, maps and other geographic information and other information products without regard to their sources.

3. The IRM Program covers and provides information to all locally funded IRM initiatives as well as those funded from grants and loans from foreign and local sources.

D. Definition of Terms

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

1. **Data** - is a collection of raw facts in isolation which convey meaning but generally are not useful by themselves.
2. **Data collection** - is the obtaining or soliciting of facts or opinions through the use of remote sensing, written reports, application forms, questionnaires, reporting and record keeping requirements or other similar methods.
3. **Information** - is data that has been processed to become useful and meaningful.
4. **Information system** - is the arrangement of people, activities, data and technology that are integrated for the purpose of supporting information needs of the management and users (both internal and external) and the organization.
5. **Information dissemination** - includes the packaging, communication, distribution of processed data in any form or media.

6. **Information Technology (IT)** - consists of such technical resources as computer data processing, automated cartography, image processing, desktop publishing, presentation systems, telecommunications, micrographics and office automation systems used to address problems in information handling, use, processing, storage, communication, management and dissemination
7. **Information Resources** - include all facilities, equipment and other machinery personnel, supplies, system processes and procedures needed to collect, store, handle and disseminate data/information and knowledge that organization uses.
8. **Information Resources Management (IRM)** - consists of policies, actions, processes and procedures concerning the use information and information resources to serve the overall current and future needs of the organization. IRM covers the full range of management activities necessary to ensure that information is available in order to conduct business and to make decisions. It includes all types of data, numbers, text, images and voice made available using many different information and communication technologies.
9. **DENR IRM Component** - refers to the DENR Central Office, bureaus, attached agencies and Regional Offices. The DENR Central Office and each bureau, attached agency, regional office, program office and project office shall be considered as an IRM Component.
10. **Component Information Systems Plan (CISP)** - is the framework or scheme for identifying how each DENR IRM Component will operationalize its IRM to achieve its mission.

11. **DENR Information Systems Plan (DENR-ISP)** - is a comprehensive plan on how the Department will operationalize its IRM to achieve its goals. It is an integration of the various CISPs.

E. IRM Program Framework Plan

The DENR ISP shall serve as the framework for all IRM components and IT Projects and activities. All on-going and proposed initiatives will be tied to the DENR ISP which shall be updated continually to respond to the needs of the DENR's IRM various components.

F. Program Organization and Management

The following organizational structure and functions is hereby adopted for the effective implementation of the DENR Integrated ISP and the pursuit of the IRM objectives:

1. **IRM Steering Committee**

The IRM Steering Committee shall provide the policy direction on IRM. It shall be composed of the Undersecretary for Environment and Programs Development as the Chair and Undersecretary for Field Operations as the Co-Chair with the other Undersecretaries and Assistant Secretaries, the Head Executive Assistant (HEA), Bureau Directors and Heads of Attached Agencies as members of the committee.

The Steering Committee shall have the following functions:

- a. Provide guidance and direction to IRM policies, strategic planning, plan implementation and updating;

- b. Prioritize systems for development;
- c. Allocate resources to the various components of the plan;
- d. Evaluate performance of plan implementation; and
- e. Develop and implement mechanisms for mobilizing and generating resources, including but not limited to grants, FAPs, donations, fees, etc.

The Chair/Co-chair shall issue orders as necessary to effect the intents of this Order for and in behalf of the undersigned.

2. **IRM Technical Committee**

The Technical Committee shall be the clearing house for all matters to be acted upon by the IRM Steering Committee.

The IRM Technical Committee shall be composed of the Director of the Planning and Policy Service (PPS) as the Chair and the Chief of the Management Information System Division (MISD), PPS as the Vice Chair and representatives from the Offices of Undersecretaries, Offices of the Assistant Secretaries, Office of the HEA, Bureaus, Attached Agencies (AA), DENR National Capital Region (NCR) and Region 4A and B as members. The representatives shall be the heads of the respective DENR IRM Component Group.

The IRM Technical Committee shall have the following functions:

- a. Review and evaluate proposals and outputs of the organizational
- b. units that require action of the Steering Committee;
- c. Assess all current efforts and perceived needs on information management in the DENR including policies, orders and other issuances, and new projects; and propose to the Steering Committee required amendments or improvements consistent with stated IRM policies;
- d. Develop and recommend policies, guidelines and projects that will be consistent with the IRM policies; and
- e. Act on other matters delegated to the Committee.

3. **IRM Secretariat**

The MISD shall act/perform as the Secretariat which shall provide administrative and technical support to the IRM Steering and Technical Committee. Its functions include:

- a. Facilitate the conduct of Technical and Steering 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;
- c. Prepare and compile regular reports on status progress of work of committees; and

- d. Perform other functions as may be assigned.

4. **DENR IRM Component Group**

Each DENR IRM Component shall have an IRM Component Group. The Group shall be responsible for the formulation, planning and implementation of their respective ISP's which shall be in accordance with the general policies and guidelines and consistent with the DENR ISP. It shall be chaired by the unit/division mandated to undertake management information system functions with representatives of divisions/units dealing with the collection of data and information, processing, analysis, dissemination and utilization as members.

The IRM Component Committees shall:

- a. Formulate, plan and coordinate the implementation of the CISP;
- b. Require and pinpoint responsibility and accountability for managing data/information that is generated by the CISP;
- c. Control and approve the acquisition of information technology resources consistent with ISP approved by the Steering Committee;
- d. Review, evaluate and assess IRM activities, within the organizational unit 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 organizational unit;

- f. Inform the IRM Technical Committee of opportunities which exist for program improvement;
- g. Support management processes for reviewing and evaluating IRM policies, procedures and information holdings;
- h. Provide regular activity status reports to the IRM Steering Committee through the IRM Technical Committee; and
- i. Perform other functions as may be assigned.

5. Internal Audit Team

The Internal Audit Team shall be composed of hardware specialist, software development specialist, accountant with vast knowledge of I.T., Internet Management specialist, and users.

The team shall regularly check on the following:

- a. Security and controls are in place
- b. Use of I.T. resources are optimized and are used as intended;
- c. Outputs of the systems developed are consistent, reliable and accurate

G. Operating Guidelines

Each IRM Group Component shall 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, communication of IRMP activities' progress, and provision of advice and data and information on various information technology concerns, an in-house IRMP bulletin shall be issued regularly throughout the technical committee. The IRM Technical Committee shall ensure that all DENR IRM Component groups and the secretariat shall continually update the steering committee on their activities, outputs and other developments through the bulletin.

The organization of an Information Technology Users (ITU) forum will also be encouraged to provide a vehicle for exchange of information and experiences by ITU in DENR and generate recommendation for further strengthening of the IRMP.

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.

(Sgd.) ANTONIO H. CERILLES
Secretary