

**DENR Administrative Order
No. 99-55
December 23, 1999**

SUBJECT : Creation of Functional Groups Under the Decision Support Systems (DSS) Office of the Establishment of DSS Units at the Bureaus and Field Offices.

In the interest of the service and in order to strengthen the information resource management function of the DENR and pursuant to the objectives of the pertinent sections of Administrative Order No. 99-18 dated 04 June 1999, the following shall define the role and function of the Decision Support Systems Office:

1. Act as an enabler, catalyst and facilitator to empower each Central Office unit to develop the necessary capabilities in information generation, processing, sharing and dissemination.
2. Initiate and strengthen the capabilities of bureaus, attached agencies and field offices in managing and making available information across all sectors for decision making at their respective levels as well as for top-level management and strategic purposes.
3. Manage the information technology infrastructure with which information processing, sharing and dissemination shall take place and to rationalize information access. Ownership, management and validation of information shall remain with the respective units.

To accomplish the above mandate, the following units are hereby created under the Decision Support System Office (DSSO), with the corresponding functions also hereby defined (see attached table of organization):

Environmental Telemetry Unit

1. Design, fabricate and install environmental telemetry systems for streamflow and groundwater, marine environment, and air quality monitoring, wildlife tracking, micro-climate and other environmental variables monitoring.
2. Formulate various computer programs needed to analyze and synthesize the collected data and store them in appropriate databases that can easily interphase with different analytical models and spatial systems.
3. Develop a decision support system for water and air quantity and quality forecasting, flood and weather prediction and other natural disaster phenomena mitigation.

Systems Design and Development Unit

1. Identify, recommend, design and/or facilitate the development of the appropriate types of information systems and the corresponding software applications in support of strategic and operational thrusts of the Department, including support for the Philippine Environmental and Natural Resources Accounting function.
2. Formulate standards policies and coordinate implementation of approved standards pertaining to data and information management. Coordinate with DENR bureaus, attached agencies and field offices on matters involving data standards.
3. Develop systems and procedures for the management, enhancement and upgrading of the Department's data architecture, software resources.

Geographic Information Systems Unit

Develop and operationalize an integrated GIS-based data management information system for environment and natural resources including, but not limited to, the following activities:

1. Identification of proposed users and their functional and data requirements.
2. Assessment of existing systems and the examination of data sources.
3. Definition of spatial data sets and data base design
4. Determination of software and hardware requirements.
5. System pilot study to finalize estimates and test systems.
6. Collection of necessary data for input
7. Facilitate the purchase of hardware and software
8. Staff training
9. System implementation and data conversion

IT Infrastructure Unit

1. Maintain and enhance the local area network and Internet access facilities of the DENR Central Office, to reduce/minimize network downtime.
2. Perform the necessary functions for database management and providing network/data communication services.
3. Coordinate with DENR bureaus, attached agencies and field offices on matters involving network interconnection, ensuring interoperability and data sharing.
4. Develop systems and procedures and recommendations and plans for the repair, upgrade and enhancement of computers and network hardware components, peripherals and supplies. Conduct periodic inventory of the Department's computers and other IT resources for this purpose. Coordinate with equipment suppliers regarding enforceable service warranties.

Support Staff

1. Provide administrative and logistical support to the different line units subject to the approval, instructions and/or guidelines of the Director, Decision Support Systems Unit.
2. Perform other related functions as assigned by the Head, DSSO.

DSS Units at the Bureaus, Attached Agencies and Field Offices

All bureaus, attached agencies and field offices at the regional, provincial and community level are hereby directed to create units or identify existing units, which shall:

- Perform information and data management functions within their respective jurisdiction, and
- Coordinate with the DSSO at the Central Office on matters relating to the establishment and implementation of generating and disseminating information for decision support.

For this purpose, the existing statistical reporting units established pursuant to DAO 133 (1989) shall be initially tapped to perform the above functions. Final implementing guidelines shall be developed and implemented after further deliberations.

This Order takes effect immediately and supersedes all orders or instructions inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary

Note: Organizational Chart of DSSO omitted