REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

GDTB-GSSPD-E-2023-087

03 AUG 2023

ANTONILO DC. MAURICIO
General Manager
National Development Company
NDC Building, 116 Tordesillas St., Salcedo Village,
Makati City

Dear **General Manager Mauricio:**

The Department of Information and Communications Technology (DICT) hereby endorses the Information Systems Strategic Plan (ISSP) of the National Development Company (NDC) for the period FY 2023-2025.

Consistent with the e-governance and digital transformation thrust of DICT that focuses on ensuring interoperability, cybersecurity, data protection, and ease of doing business, the DICT shall conduct random periodic reviews of the implementation of the ISSPs. In addition, NDC is required to submit an annual report to DICT detailing the status of its ICT projects and Information Systems.

NDC shall ensure compliance with the provisions of Republic Act No. 9184, also known as the Government Procurement Reform Act and its implementing Rules and Regulations, as amended, as well as any other applicable laws. Further, NDC shall ensure that its ISSP remains current and updated.

Rest assured of the DICT's continuing support in all of the NDC's digitalization efforts.

Very truly yours,

DAVID L. ALMIROL, JR.
Undersecretary for e-Government

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Website: www.ndc.gov.ph

INFORMATION SYSTEM STRATEGIC PLAN (ISSP)

For the Period 2023 to 2025

National Development Company

Prepared by:

Signature: _____

Name in Print: ALDWIN Q. BERMIDO

Position: INFORMATION TECHNOLOGY OFFICER

Tel. No: 8840-4838 loc. 216 Fax No.: _____

Email Address: info@ndc.gov.ph / admin@ndc.gov.ph

Scope:

[ ] Department Wide

[ ] Department – Central Office/Head Office

- [ ] Central Office Only
- [ ] With Regional Offices/Field Offices
- [ ] With Bureaus

[/] Agency-Wide

- [/] Central Office Only
- [ ] With Regional Offices/Field Offices

APPROVED BY:

ANTONILO DC. MAURICIO
General Manager

OFFICE OF THE SECRETARY
Central Receiving and Releasing Unit
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Department of Information and Communications Technology
BENNY B. MALLARI Time: 3:20

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DEFINITION OF TERMS:

The terms and phrases used in the ISSP Template shall be understood to mean as follows:

1. Agency – refers to any bureau, office, commission, authority, or instrumentality of the national government, including government-owned or–controlled corporations (GOCC), authorized by law or by their respective charters to contract for or undertake information and communications technology networks and databases, infrastructure or development projects.

2. Application System - refers to a group of related activities or processes designed to support a very specific function (e.g. Payroll System, Accounting System, etc.). It is referred to as "computer-based information system" prepared for the organization to process tasks that are unique to the particular needs or "tailor fit" for the particular operation.

3. Biometrics - the science and technology of measuring and statistically analyzing biological data. In ICT, it refers to technologies for measuring and analyzing human body characteristics such as fingerprints, eye retinas and irises, voice patterns, facial patterns and hand measurements, especially for the authentication of someone. ("What is?Com's Encyclopedia of technology Terms; Que Publishing 2002)

4. Business Process- a collection of business transactions between business partners and/or internal activities within one business. These transactions and/or activities together support the objective of the business process.

5. Computing Scheme - may be classified into two, namely stand-alone or independent systems, and networked systems.

   A. Stand-alone or Independent Systems – a computing scenario wherein a computer system runs an application system or IS independent of other systems. The operating system, application program and database are resident in the same computer and not dependent on other computer systems.

   B. Networked Systems – a computing scenario wherein computers, printers and other devices are linked together, allowing users to exchange and share information and resources. Networking is classified as follows:

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B.1. Local Area Networking (LAN) – which is confined to moderate sized geographic areas such as one office, building, warehouse or campus. LAN can operate in different computing scenarios, namely:

B.1.1 Centralized - is a networking characterized by:

- One site supplying all information processing
- Information integrated at one location
- Development of software and control are integrated at one location

B.1.2. Centralized-Distributed – where the database in a central server is divided into disjoint (non-overlapping) partitions. Each partition (also called a fragment) is assigned to a particular remote site. In this scenario, the data is moved closer to local users and is more accessible.

B.1.3 Open Systems - can be ported across a wide range of systems and inter-operate with other application on local and remote systems and interact with other users, which facilitates user portability.

B.1.4 Client-Server – the most recent approach in networking wherein the logic of the application is divided between a front-end computer (called the client) and a back-end computer (called a server). The client generally provides and uses information while the server retrieves, selects, sorts, calculates, sends only needed data and manages the database.

B.2. Wide Area Networking (WAN) – which usually consists of a series of complex packet switches interconnected by communication lines and spans large geographical distances.

6. Content Management Software – a software used to manage the content of the website and consists of two (2) elements: the content management application (CMA) and the content delivery application (CDA). It enables one to add/or manipulate content on a website. (p.5 NCC Government Website Workshop Manual)

7. Data Warehouse - stores data from current and previous years that has been extracted from the various operational and management databases of an organization.

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8. Data Archiving - an effort to avoid database chaos, intended to let organizations cull old data from their rational databases in a way that allows it to be easily restored if necessary. This could be in the form of: (1) print media like records, photos, films and negatives; (2) electronic media like videos, diskettes, magnetic tape, databases, CD-ROM and Web page snap shots. Archiving, in general, is a process that will ensure that information is preserved against technological obsolescence and physical damage. It will also help conserve very expensive resources and ensure that the research potential of the information is fully exploited. In the Philippines Statistical System (PSS), the adoption of archiving measures has been identified by the NSCB through Resolution No. 11 (s. 1997) as a key policy to ensure the preservation, systematic storage and retrieval of statistical data including records on their methodology, concepts and other metadata.

9. Database Management System (DBMS) - viewed as a system software package that controls the development, use, and maintenance of the databases of computer– using organizations.

10. Database (DB) - an organized group or set of inter-related information about a subject that can be processed, retrieved, analyzed and used in drawing conclusions and making decisions.

11. Firewall – a system designed to prevent unauthorized access to or from a network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially Intranets.

12. Hardware - the electronic and physical components, boards, peripherals and equipment that make up a computer system as distinguished from the programs (software) that tell these components what to do. It is the physical component consisting of the input devices, central processor, output devices and storage devices.

13. Hub – a central connecting device in a star topology network that allows the network to add workstations by extending the transmission signal. A central point of connection between media segment that organizes and transmits incoming signals to the other media segments.

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14. Information and Communications Technology (ICT) - is the totality of the electronic means employed to systematically collect, process, store, present and share information to end-users in support of their activities. It consists of computer systems, office systems, consumer electronics and telecommunications technologies, as well as networked information infrastructure the components of which include the telephone system, the Internet, fax machines, computers and its accompanying methodologies, processes, rules and conventions. A combination of computer technology, microelectronics applications, and communications and information techniques and methods. It encompasses the use of computers, data communications, office systems technologies, as well as any technology that deals with modern day application of computing and/or communication. It can also be seen as the marriage of information technology and data communication.

15. ICT Solutions - the various ICT technologies that are currently existing or will be proposed to run the information systems. Examples of ICT solutions are: for Network – Virtual Private Network, Thin Client; Wireless; for Security – Firewall, Public Key Infrastructure (PKI); for Storage – Storage Attached Network (SAN), Imaging, Warehousing; for Data Capture – Biometrics, Finger Scan, Optical Scan, Optical Mark Reader (OMR), Optical Character Recognition (OCR).

16. Information System (IS) - a system of major processes or operations which facilitates the storage, processing, retrieval and generation of information for decisionmaking, planning, controlling and monitoring purposes. It also refers to a group of related processes (manual or computerized) designed to generate information for the exclusive support of a major functional area of an organization (e.g. Personnel Management Information System, Logistics Management Information System, Financial Management Information System, etc.).

17. Information Systems Planner (IS Planner) – designated by the department secretary/agency head who shall work with the management and Chief Information Officer (CIO) and mainly responsible for the formulation, development and implementation of an Information Systems Strategic Plan (ISSP).

18. Information Systems Strategic Plan (ISSP) - refers to a three (3) to five (5) year computerization framework of an agency which describes how the organization intends to strategically use ICT in pursuit of its mission and functions. A written expression of how an agency intends to use ICT to support its data processing and decisionmaking processes.

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19. In-house Development - the user (within the agency) is involved in the design and operations of IS, actively participates in the change process and the user's knowledge and expertise is incorporated.

20. Internet - a worldwide interconnection of millions of computer networks and databases. It is popularly referred to as the Information Superhighway, the Web, or simply as the Net.

21. Internet Service Provider (ISP) – an entity or company that provides connection services to the Internet. Access to the Internet is provided through its facility linked to the Internet. Such service provider may be a commercial entity, an institution, a university, or any other entity that has already a link to the Internet.

22. Management Information Systems – information systems which include external information in addition to the internal information about the agency's operation. This information will be used for goal setting, and decision-making purposes of the different levels of management in the organization.

23. Mission-Critical Frontline Services - basically transactional, customer-driven business processes designed to provide direct public access to government services, reduce the processing and approval time of government transactions with the public, electronically organize and store vital data/information for easy retrieval or updating, processing, and sharing with government monitoring or statistical agencies; and ensure greater transparency, accountability and integrity of government operations and transactions

24. Modem – a device that converts digital signals from the computer into analog signals to be transmitted over communication media to be transmitted back to digital signals read by computer. It can be either external or internal. It is an electronic device that makes possible the transmission of data to or from a computer via telephone or other communication lines.

25. Network - a computer-based communication and data exchange systems created by electronically connecting two or more computers/workstations. It is composed of two or more computers that can communicate with each other.

26. Network Layout – the logical or physical diagram of both the existing and proposed interconnection of computers and associated devices to provide end-users with a means of communicating and receiving information electronically without being limited by geographical distance.

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27. Office Automation System (OAS) – collect, process, store and transmit information in the form of electronic office communications.

28. Online Systems – real-time processing systems that process data immediately after they are generated and can provide immediate output to users.

29. Operating System – software that supervises and controls tasks on a computer. The software that directs a computer's operations, as by controlling and scheduling the execution of other programs and managing storage and input/output.

30. Outsource – an arrangement in which one company provides services for another company. ("What is?Com's Encyclopedia of Technology Terms; Que Publishing 2002)

31. Personal Digital Assistant (PDA) – refers to wide variety of handheld and palm-sized PCs, electronic organizers, and smart phones.

32. Printer – a device that prints text or illustrations on paper. There are many different types of printers. In terms of technology utilized, printers are categorized into the following: (1) daisy wheel, (2) dot matrix, (3) ink-jet, (4) laser, (5) line printer, and (6) thermal printer.

33. Router – a device that physically connects two networks, or a network to the Internet, converting address and sending on only the message that need to pass to other network.

34. Server – a computer that shares its resources, such as printers and files, with other computers on the network, an example of this is a Novell Network Server which shares its disc space with a workstation that does not have a disk drive of its own. A computer that makes services, as access to data files, programs and peripheral devices, available to workstations on a network.

35. Software - a set of instructions to a computer (and its peripheral equipment) to execute a command or process data. It uses a computer-understandable language. The non-physical components, which maybe an operating system, a development language, database management system, network management software, set of computer tools and utilities, or an application package, as well as the machine coded instructions that direct and control the different hardware facilities.

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36. Software License - agreement between a user and a software house, giving details of the rights of the user to use or copy software (www.petercollin.com); a legal right granted for a company/agency to run a software program. For every software program used, a license is needed and granted to the user (company or agency) and is documented in a license agreement (www.microsoft.com/indic/licensing).

37. Software Packages – or "canned program" is a set of programs prepared for applications that are common to the needs of many organizations. This is made available to users by the software manufacturer to include the operating instructions and documentation of the programs as part of the packages.

38. Telecommunication – refers to the transmission of electronic signals; electronic transmission of any type of electronic information (voice, image, video, data, etc.). The movement of information in the form of voice, text, image, video or all of these multimedia using electrical, electromagnetic wave and light technology.

39. Web Hosting – the business of housing, serving, and maintaining files for one or more websites ("What is?Com's Encyclopedia of Technology Terms; Que Publishing 2002).

40. Workstation – a networked personal computing device with more power than a standard IBM PC or Macintosh. Typically, a workstation has an operating system such as UNIX that is capable of running several tasks at the same time. It has several megabytes of memory and a large high-resolution displa.

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GENERAL INSTRUCTIONS

1. This Template is prescribed primarily to guide government agencies to formulate and present its ISSP in brief. Government agencies may provide information that could add better clarity to the ISSP. The ISSP Template Revised 2014 contains the basic information that is required by the government and therefore does not inhibit the agency from making their ISSPs more complex for other purposes.

2. The agency must submit one hard copy of the initial ISSP to DICT for review and evaluation, together with a transmittal letter signed by the agency head and addressed to the Secretary, Department of Information and Communications Technology, DICT Bldg., C.P. Garcia Ave., U.P. Campus, Diliman, Quezon City. The ISSP shall also be emailed to issp@dict.gov.ph/secretariat@mithi.gov.ph.

3. In the cover page:
   - 3.1 State full name of the agency if the ISSP covers only an attached agency/bureau.
   - 3.2 State full name of the person who actually prepared the ISSP. If it is a technical working group or committee, state the name of the group/committee head. Indicate his/her e-mail address.
   - 3.3 The ISSP must be approved and signed by the Head of Agency, or Chairman of the Board, or SUC President, as the case maybe.
   - 3.4 Indicate the URL/website of the agency.
   - 3.5 Please check appropriate box to describe the scope of the ISSP.

4. Once the ISSP is complete and complied with requirements as per review and evaluation of DICT, then the agency must submit two (2) hard copies of the final ISSP to the DICT for endorsement and a soft copy in CD (pdf or doc file).

5. Agencies are advised to use font size 12 and government sized (A4) bond paper, however, page margin may vary.

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6. The ISSP Template Revised 2014 can be downloaded from the DICT website: http://www.dict.gov.ph.

7. For clarifications, please contact DICT at telephone nos. 920-01-01 local 3912 or 920-74-21 or send e-mail messages to issp@dict.gov.ph; secretariat@mithi.gov.ph. 8. DICT may release ICT Advisories on any updates to this Template.

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INFORMATION SYSTEMS STRATEGIC PLAN (ISSP)

2023 - 2025

A. NDC VISION/MISSION STATEMENT

A.1 MANDATE

Legal Basis

The National Development Company (NDC) was first established as "Compania de Fomento Nacional" on March 10, 1919 via Legislative Act 2489. It was made a state-owned company and the present name was established on November 30, 1936 via Commonwealth Act 182; this also mandated the NDC to function as the government's investment arm. The corporate life of NDC was extended and a new capital base was extended on January 9, 1938 with the Commonwealth Act 311.

On March 15, the authorized capital of NDC was increased, the corporate life was extended for 25 more years and it was given powers to act on behalf of the government via Presidential Decree 886. The reorganization of NDC was done in 19 thru the Presidential Decree 1648 (NDC Revised Charter). It also increased the capital stock as well as empowering the NDC to exist for 50 years from 19 and deemed renewed for an equal period. In 2003, NDC was reorganized by Executive Order 184 to fulfill its new mandate of providing equity investment in pioneering development-oriented projects.

Functions

Under the Executive Order No. 184, the National Development Company shall perform the following functions:

- Redirect and refocus its thrusts and priorities to position the country's competitive advantage in the international environment by assisting in the efforts to market it as a premier investment site;
- Adopt a new investment philosophy and strategy by actively sourcing funds and investing the same in a portfolio of socially relevant and commercially-driven projects, the returns from which shall balance out the generation of income streams and insure sustainable financial returns to uphold the government's shareholder value;
- Adopt a more aggressive divestment policy and clearer exit mechanism on its equity investments which could be best handled by the private sector;
- Act as a holding company to manage its subsidiaries where government investments are placed, ensure that their growth potentials are maximized to enhance government's shareholder value and adopt control mechanisms to effectively monitor the performance of its subsidiaries;

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- Realign the programs and priorities of the company in support of the present government's economic agenda and to synchronize its tasks with the Department of Trade and Industry's concerns and policies;
- Invest in areas where investments gaps exist in synergy with government financial institutions, large cooperatives, rural banks and NGOs;
- Restructure its organization by ensuring that its manpower possesses the necessary skills and competencies needed for its proper role, scope and focus and to enable the organization to become more responsive, dynamic and cost efficient.

General Functions of NDC Offices

1. Office of the General Manager
Lead the overall operations of the company particularly in terms of Strategic Management and Internal Auditing

1.1 Internal Audit Department
Lead the organization in accomplishing corporate objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes

1.2 Corporate Planning Department (CORPLAN)
- Lead the strategic and tactical resource execution of corporate goals and objectives, ensure systematic and integrated approach to enable the company to make better decisions
- Provide IT services, through its IT Unit, to NDC workgroups

2. Special Projects Group (SPG)
Supervise the study and implementations of special projects that is financed or supported by the NDC

3. Funds Management Group (FMG)
- Structure financial packages for Investment Groups such as: loan syndication, bond flotation and securitization
- Secure and coordinate support for NDC projects from foreign and local financial institutions
- Handle revenue collection and cashiering as well as debt monitoring and servicing

4. Business Development Group (BDG)
- Responsible for implementing strategies and opportunities across your organization to promote growth and boost revenue

- Develop and implement growth opportunities within and between NDC organizations

5. Corporate Communications Group (CCG)
- Formulate and execute effective procedures to make decisions on communication matters
- Mobilize internal and external support for corporate objectives

6. Asset Management Group (AMG)
- Asset value maximization through structuring lease arrangements that are equitable to NDC and its partners and/or designing a divestment schedule of assets
- Administer the turn-over of privatized assets to the buyer or new owner
- Asset value preservation through timely payment of real property taxes and other property assessments, property registration and cancellation of expired annotations on titles and ensure safekeeping and maintenance of properties

7. Corporate Support Group (CSG)
Composed of the Core Corporate Operational units of the company that includes the following:

7.1 Finance and Administrative Department (FAD)
- Provide financial services, logistics and support services for NDC employees, external institutions and partners
- Serve as human resource management, thus delivering development, competency and professionalism within the organization
- Prepare Corporate Operating Budget (COB) and certify availability of funds upon requests within the NDC

7.2 Legal Department
- Establish fact-finding investigations and prosecution for administrative cases filed by the NDC
- Provide counseling service to offices within the NDC and regarding proposed recommendations, legislations or bills affecting the NDC

A.2 NDC Organizational Vision

NDC is the Philippine's leading state-owned enterprise investing in diverse industries, serving as an effective catalyst for inclusive growth.

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A.3 Mission Statement

Enabling industry development, spurring local economies

A.4 Major Final Outputs

NDC has adopted the Performance Governance System (PGS) and has already passed the third stage, Proficiency. The PGS provided the agency with the framework to re-assess its purpose priority investment areas, processes and the agency as a whole. It likewise articulates the parameters for setting corporate goals, aligned with those of the various planning platforms of the government including NEDA's Ambisyon 2040 and DTI's plans and programs.

One of these parameters is the agency's strategy map. It shows how NDC creates value by connecting its strategic objectives in an explicit cause and effect relationship using the four (4) perspectives of the balanced scorecard: impact, strategic focus, core process, and learning and growth. In the process, the agency clarifies its business proposition determining both its value-added through its core processes, and the value of intangible assets anchored on its strategic themes of investing in development and prioritizing organizational efficiency and governance.

In 2020 to 2022, the Governance Commission for GOCCs (GCG) included the automation of key processes as one of NDC's strategic objective with the following Major Final Outputs / Information System Deliverables: Human Resources Information System (HRIS), Upgrade of Financial Management System (FMS), Budget Management System (BMS), and Check Writing System (CWS) which were for deployment to cloud. The measure was the Information Technology Systems Implemented, the formula being the number of projects completed based on the number of deliverables for the year per ISSP / total number of deliverables per the ISSP submitted to DICT with a target completion rate of 100%.

In 2022, the GCG has included in NDC's Performance Scorecard the submission of a Board-approved ISSP for 2023-2025 and subsequently submitted to DICT. As to the accomplishments, NDC was able to initially integrate the HRIS and the additional module for FMS in the Cloud Integrated Information System (CIIS). It also upgraded and maintained its ICT infrastructure particularly its software, firewall, and back-up internet. The NDC also renewed its cloud, web, and e-mail hostings. Lastly, other continuing projects and expenses were on website maintenance and uploading of documents to its KMIS.

NDC's ISSP for 2023-2025 will be an updated version of the DICT-approved/endorsed ISSP for 2022 with the same projects and deliverables and additional outputs on the digitization and expansion plans of the new administration of NDC.

This is to support NDC's Major Final Outputs or its Strategic Objectives under its Performance Scorecard, as follows:

1. Ensure Inclusive Growth and Development
2. Increase Social and Economic Dividends
3. Strengthen Business Sustainability
4. Prioritize Investments in Health, Food Supply Chain, Climate Change Mitigation, and Technology Innovation
5. Leverage Assets of NDC and its Subsidiaries to Further Optimize their Economic Value
6. Restructure and Retool the Organization while Strengthening the HR System
7. Upgrade ICT Infrastructure and Security

PART I. Organizational Profile

B. Corporate Planning Department

B.1 Designated IS Planner: Aldwin Q. Bermido
Position: Information Technology Officer
Email Address: info@ndc.gov.ph
Contact Number: 8840-4838 loc. 216
Organizational Unit: Corporate Planning

B.2 2023 ICT Annual Budget: ₱ **13,344,000.00** (Part of the Corporate Operating Budget)
2024 ICT Annual Budget: ₱ **7,330,000.00** (Part of the Corporate Operating Budget)
2025 ICT Annual Budget: ₱ **8,275,000.00** (Part of the Corporate Operating Budget)

B.3 Source of Funds: NDC Corporate Fund

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B.4 Organizational Structure: **60 employees hired as of April 30, 2023**

Table 1. Summary of Manpower Complement as of April 30, 2023 (updated)

Regional Offices / Extension Offices	Department /Workgroup	No. of Plantilla Positions	Filled	Unfilled	Consultancy	COS/JO	Total No. of Hired Employees
NONE	OGM	5	3	2	2	5	10
	IA	5	0	5	0	0	0
	SPG	5	4	1	0	2	6
	BDG	5	1	4	0	0	1
	CCG	5	0	5	0	0	0
	FMG	5	0	5	0	0	0
	AMG	5	3	2	0	2	5
	FAD	16	14	2	1	17	32
	LEGAL	5	1	4	0	0	1
	CORPLAN	5	1	4	0	2	3
	CSG	3	2	1	0	0	2
	Total	**64**	**29**	**35**	**3**	**28**	**60**

No. of Regional Offices: **None**
No. of Provincial Offices: **None**
No. of Other Offices: **None**

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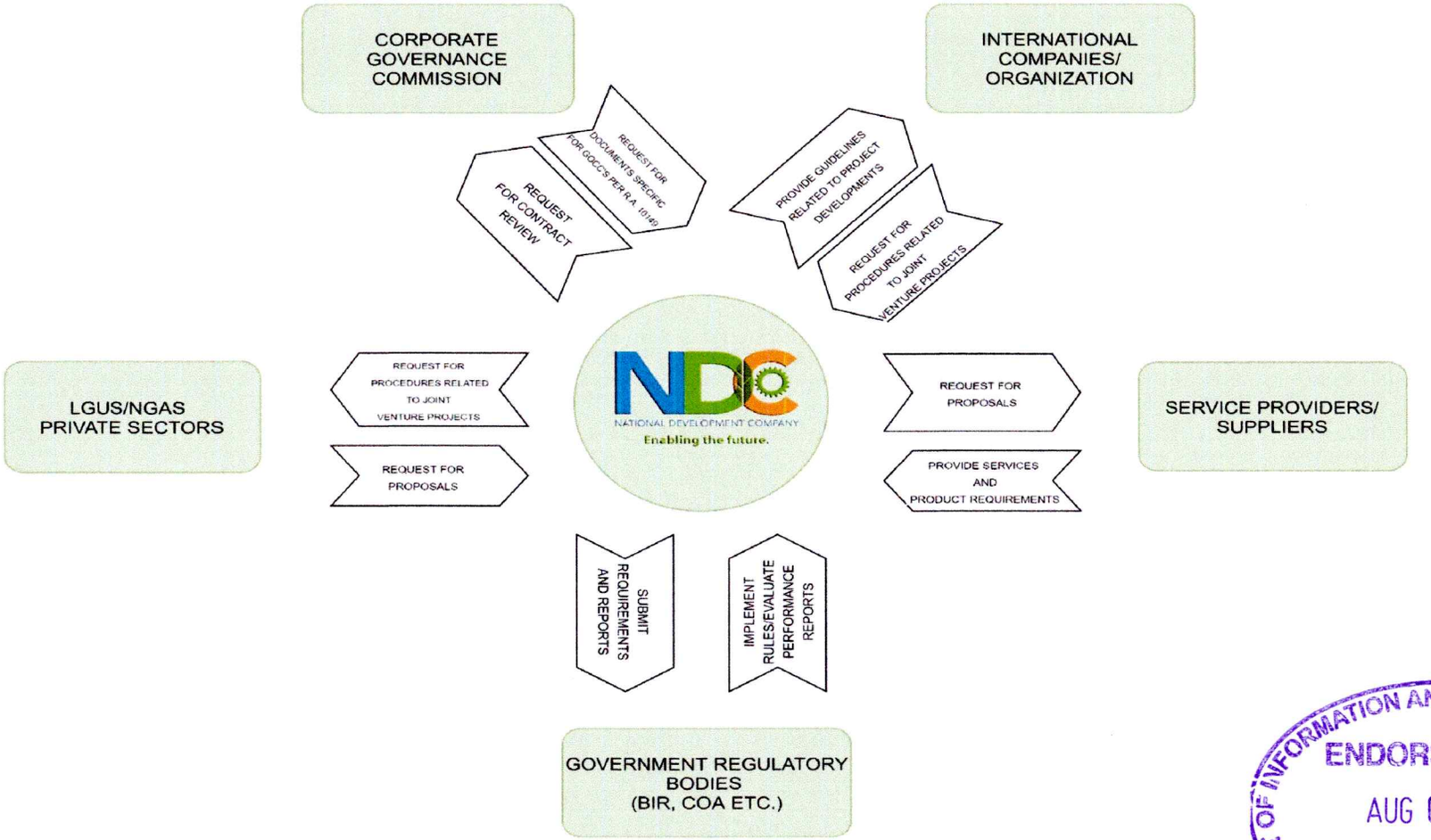
PART I. Organizational Profile

C. National Development Company and its Environment (Functional Interface)



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PART I. Organizational Profile

D. Present ICT Situation (Strategic Challenges)

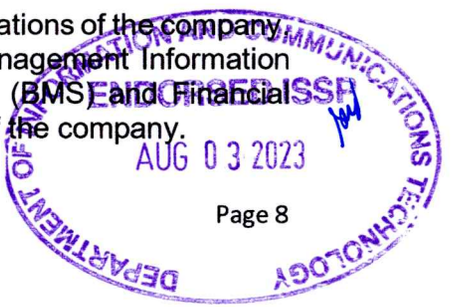
The National Development Company aims to be the Philippine's leading state-owned enterprise investing in diverse industries, serving as an effective catalyst for inclusive growth. To attain this objective and perform its mandates, the National Development Company has been investing in multiple sustainable projects for different industries located in key areas in the Philippines to help the national government uplift the quality of life of the Filipino people. In order to continuously meet its goals, the National Development Company enhances its Information and Communication Technology to efficiently facilitate the administration of its mandated function.

As to the organization and personnel as users of the ICT in NDC, only three (3) workgroups, in addition to the Office of the General Manager, were fully operational as of year-end 2022. These are the Special Projects Group, Asset Management Group, and Corporate Support Group. Meanwhile, the Business Development Group has yet to be fully activated with the hiring of the Assistant General Manager for Business Development. Furthermore, another two (2) Assistant General Managers, who will be in-charge of Fund Management and Corporate Communications, will be hired in the first half of 2023.

All the employees of the company have their own workstation and computers are equipped with outdated hardware and software systems that are not yet integrated. These systems either need to be replaced (for hardware) or renewed (for software). Employees can operate their computers including the printers and scanners but need to be capacitated to be fully capable and competent in utilizing IT systems that will make the NDC's business operations efficient and effective.

While most meetings are now conducted in a face-to-face arrangement, the NDC still utilizes online platforms to host meetings with its stakeholders given the continuing pandemic situation and the location of foreign and even domestic partners. The NDC also attends to meeting through virtual platforms hosted by other agencies and private entities.

In addition, the company uses various application systems which were specially designed to support the overall operations of the company. To date, the company utilizes 5 key systems that are continuously being enhanced such as the Knowledge Management Information System (KMIS), NDC Dashboard, Human Resource Information System (HRIS), Budget Management System (BMS) and Financial Management System (FMS). These systems were specifically designed according to the standard requirements of the company.



As mentioned, systems were initially developed in 2022 and the company will enhance NDC's existing local and cloud-based applications for calendar year 2023-2025 to maintain its compatibility with the current version of the server for Budget, Human Resources and Accounting Units to enhance productivity of all employees.

For its digital transformation, NDC will implement digitization of its database, upgrade existing infrastructure, subscribe to applications and create virtual platforms related to knowledge database, communications and multimedia tools. Below are some key details of each system:

1. **Knowledge Management Information System (KMIS)**

   The Knowledge Management Information System serves as a key tool for all workgroups of the National Development Company for the proper control and security of its valuable documents, forms and key information. This system ensures the authenticity and accuracy of all significant files of every workgroup.

   The user management of this system includes 3 key profiles. The first one is the "workgroup head" which is usually the department manager. The workgroup head is assigned as the approver in which he/she ensures that only significant, authentic and accurate documents are uploaded in the workgroup folders.

   Secondly, the member profile is given to all other employees who are under a specific workgroup. These member users are the ones who upload relevant documents/forms which will be reviewed by the workgroup head.

   Lastly the admin user, this user is assigned to manage the knowledge management information system interface which includes creation of user accounts, recovery through email, and password reset.

The Knowledge Management Information System Interface

2. NDC Dashboard

The NDC dashboard is an operations management system with specific functions for the workgroups which include the Office of the General Manager, Asset Management Group, Special Projects Group, Fund Management Group, and Corporate Support Group

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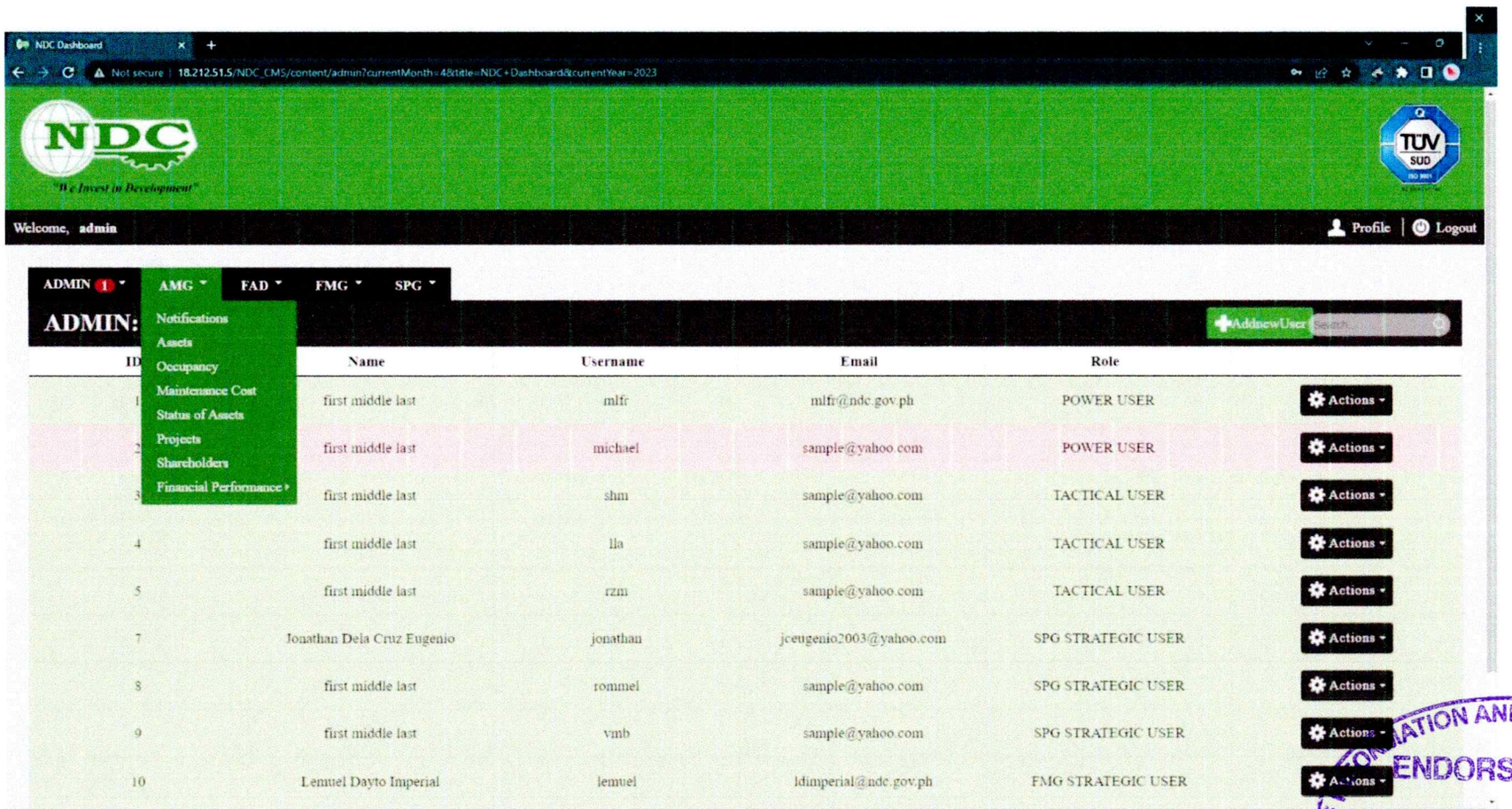
particularly the Finance and Administrative Department. This system enables every workgroup to effectively manage all critical requirements as well as monitor performance or status of a particular project or task.



The NDC Dashboard Interface

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The NDC dashboard includes updating or recording of recent operational data per workgroup as follows:

Asset Management Group
- Occupancy
- Maintenance Cost
- Status of Assets
- Projects Shareholders
- Financial performance

Special Projects Group
- New Projects
- Existing Project
- Financial Perf/Indicator
- Project Disclosures
- Shareholders

Finance and Administrative Department
- HR Records
- Balance Sheet
- Operating Income/Dividend
- Income: Actual vs Budget
- Expense A vs B
- Collection Efficiency
- Budget Utilization
- Financial Reports
- Administrative Records

Funds Management Group
- Bonds Issued

- Bonds Maturity
- Coupon Payments
- Loan Proceeds Utilization/Allocation
- Net Lending

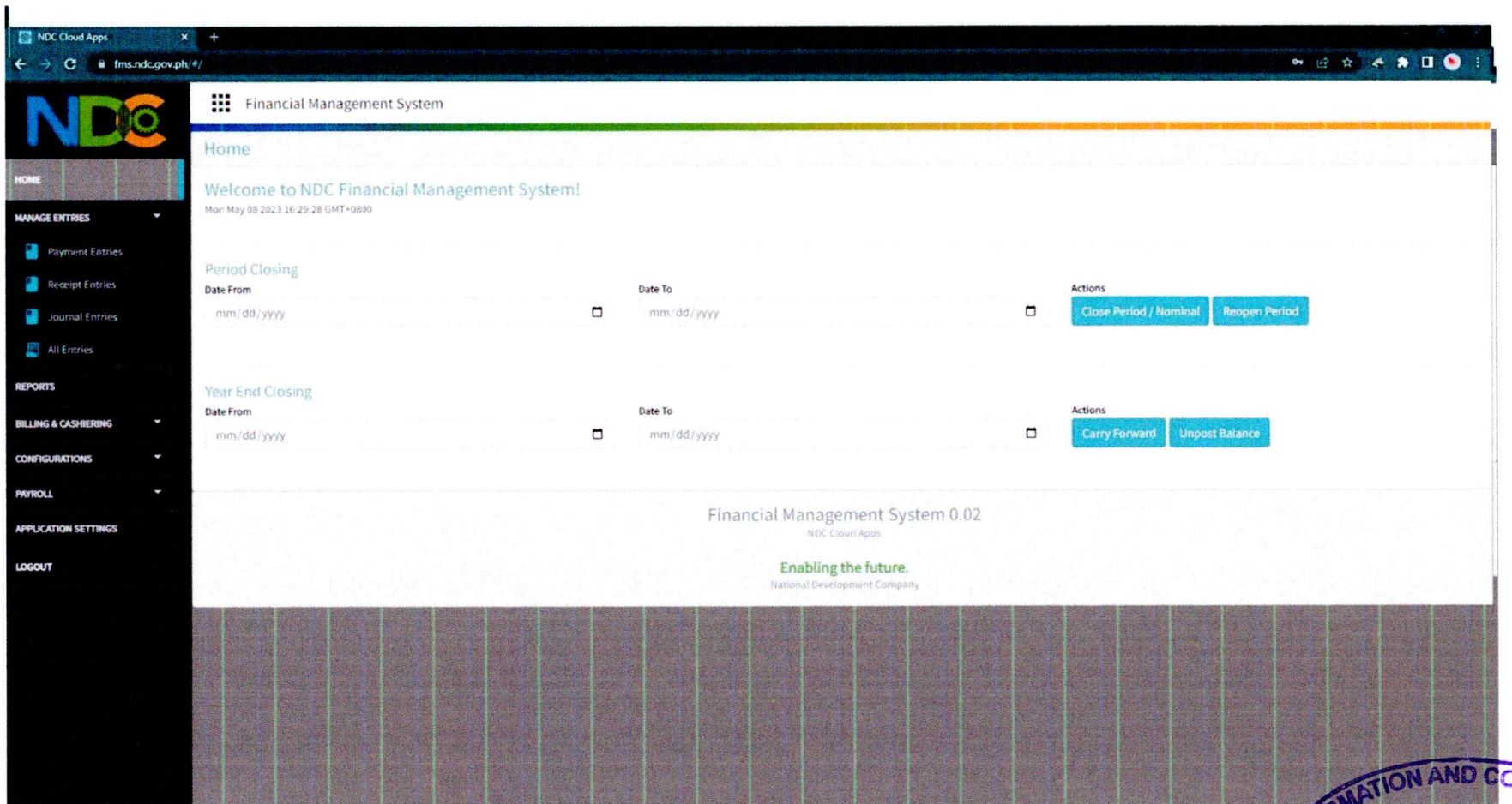
A System Administration feature is also included in the NDC Dashboard that is in-charge of the following:

System Administration
- User Management
- System Logs
- Notifications

3. Financial Management System (FMS)

The Financial Management System (FMS) is a monitoring and administrative system under the accounting unit of NDC. The system generally serves as the automated system related to accounting transactions such as billing, tax computation, payment or receipt entries, materials requisition and reports generation. The system is accessed through a browser and can be used offline within the NDC network.

The FMS includes the following modules:
- Integrated Modules
- General Ledger
- Accounts Receivable
- Accounts Payable
- Billing | Billing Statement
- Entries | Receipt | Payment | Journal
- Material Requisition
- Receiving Report
- Budget Utilization



The Financial Management System Interface

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4. Human Resources Information System (HRIS)

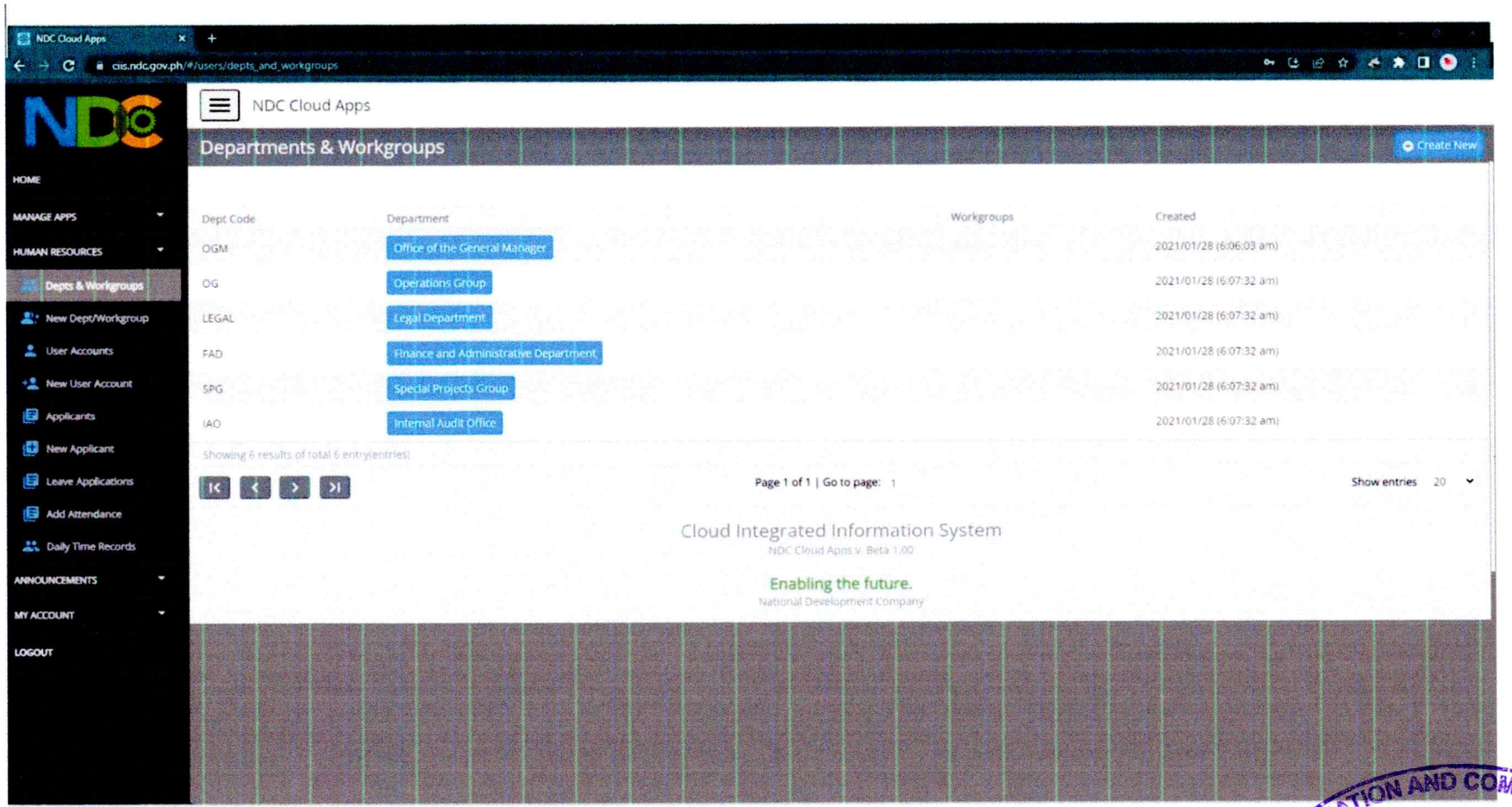
The proposed cloud-based Human Resources Information System will serve as the databank and main automation tool for the HR unit of the Finance and Administrative Department of NDC, managing employee related information and transactions such as leave credentials, overtime pay, trainings and government benefits of employees. All the employees will be given an account in order for them to receive important updates, announcements, monitor their HR records such as training records, leave credits, loans, filing of their most recent HR data etc. The user access for this application will be limited to Super User Access/Administrative Access for IT Unit/HR Unit heads and Basic Access for all other employees.

The system will include the following modules and will be integrated to the Financial Management System:

- Employee Records Management
- Leaves and Attendance Monitoring
- Payroll/Salary Module
- Employee Benefits Module
- Employee Training Module
- Performance Monitoring

The National Development Company manages its email facility through an outsourced email provider with all regular employees provided with individual email accounts. In terms of website hosting, the NDC website (ndc.gov.ph) is hosted by an outsourced company with the IT unit of NDC as the website admin.

In addition, all the computers installed in NDC are up to date, are high end computers with i7 processor, licensed Windows Operating System (OS), Microsoft Office applications, protected with an advanced firewall system, intranet-based and or internet-based. Through ICT, NDC aims to continuously improve its various systems for better operations and to help the company attain its goals.



The Human Resource Information System Interface

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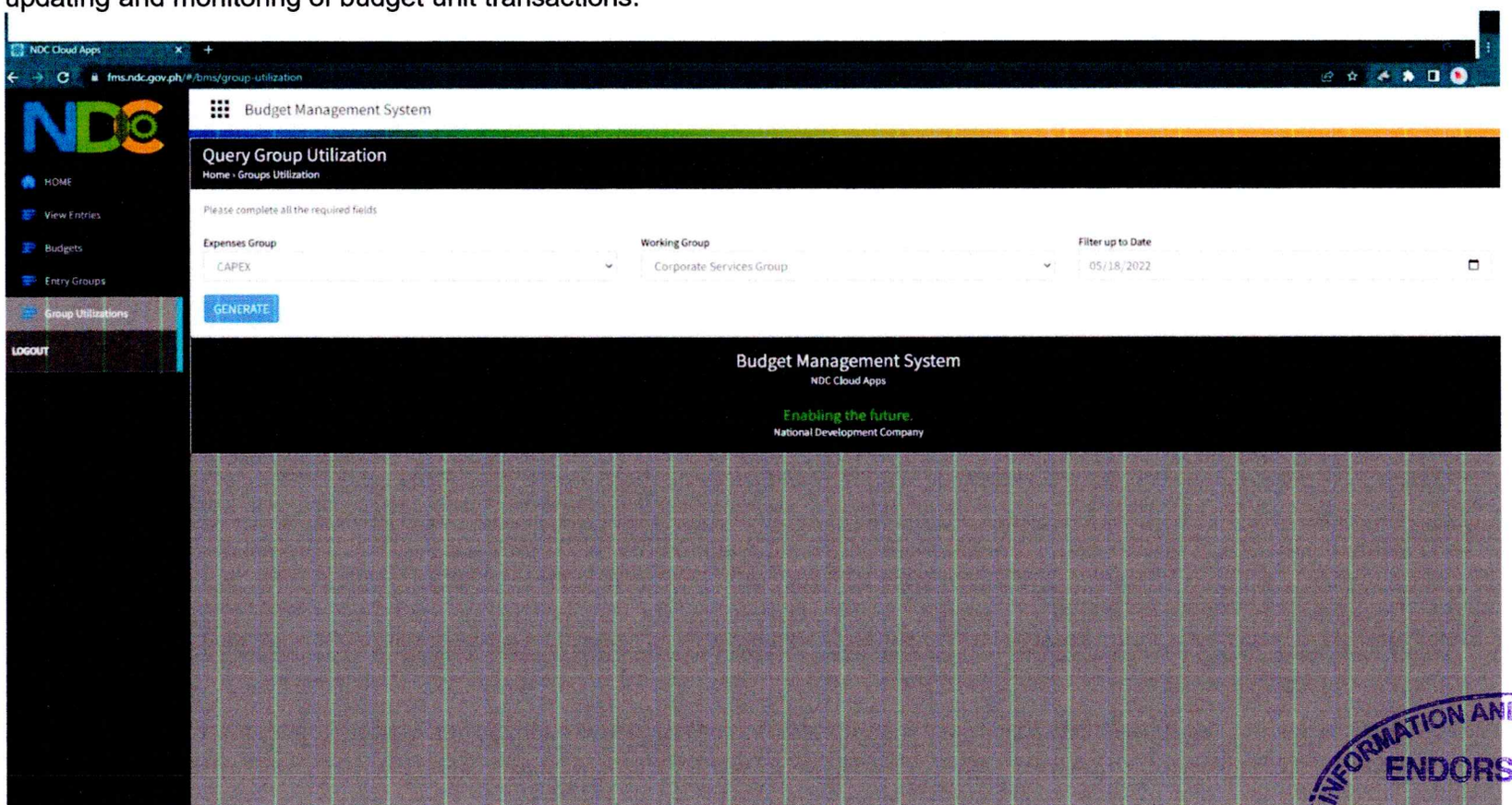
5. Budget Management System (BMS)

The Budget Management System is included in the Cloud Integrated Information System. This includes real-time preparation, updating and monitoring of budget unit transactions.



The Budget Management System Interface

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This system includes a user module for Executive and Basic employee access and includes a database that is integrated with the Financial Management System. The entire system has a dynamic mobile and computer user interface.

6. **Check Writing System (CWS)**

   The check writing system will be a cloud-based application to be used by the treasury unit for the automation of printing checks with proper alignment and recording.

7. **Virtual Innovation Hub**

   The NDC will be setting up a virtual Innovation Hub to complement the physical space at the NDC building that will house a co-working space for start-ups, NDC Partners, and other stakeholders.

8. **Document Archiving System for Digitization**

   The digitization of records shall reduce storage costs, save time in retrieval, can be shared globally, and can be more efficiently tracked for compliance. Scanning and imaging documents in the organization provide a scalable solution for record information management in the cloud.

Moreover, NDC will upgrade its network infrastructure, subscribe to knowledge database, graphic design tools, and communications and media applications.

PART I. ORGANIZATIONAL PROFILE

E. STRATEGIC CONCERNS FOR ICT USE(NARRATIVE)

STRATEGIC OBJECTIVE	CRITICAL MANAGEMENT / OPERATING / BUSINESS SYSTEMS	PROBLEMS	INTENDED USE OF ICT
Ensure Inclusive Growth and Development	Project Development and Implementation leading to job generation	NDC workgroups utilize the NDC Dashboard to monitor and analyze the accomplishments of the workgroups. With the activation of another 3 workgroups, the features of the NDC Dashboard should be enhanced to cater to the growing demand for data analytics. Also, the KMIS is used as repository of important documents. However, there is a need to digitize most of NDC's records and improve the way of accessing the same.	**Enhancement of NDC Dashboard** for timely monitoring and reporting for sound decision-making **Enhancement of KMIS** for the efficient management of information covering data input, output and storage
Increase Social and Economic Dividends	Project Development and Implementation leading to generation of high Return on Investments (ROI) under Special Projects and customer feedback	The NDC Dashboard and KMIS should be enhanced to ensure that need for documents and data will be provided within the shortest time period. The treasury unit needs to manually encode checks. It also needs to connect with the portal of the	**Digitization of records** can help NDC for efficient records management of information, **NDC Dashboard and KMIS enhancement** **CWS** will help treasury unit to generate checks with ease.

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STRATEGIC OBJECTIVE	CRITICAL MANAGEMENT / OPERATING / BUSINESS SYSTEMS	PROBLEMS	INTENDED USE OF ICT
		Landbank of the Philippines for the printing of checks.	
Strengthen Business Sustainability	Project Development and Implementation leading to high Return on Equity from NDC investments and disbursements budget utilization rate	Accounting processes are done by using NDC's existing FMS hosted locally. Some accounting tasks can be included in the existing application. The existing FMS can be integrated to HRIS specifically in terms of processing payroll and employee leave modules. All workgroups do not have any means of monitoring their budget. They have to request to the budget unit to have a monitoring report.	**Improvement of FMS** will recreate a web application version, to avoid future problems in terms of compatibility. Once a web application version is created, it can be placed in a cloud system. The **enhanced BMS** with a module for the real-time monitoring of budget and balances real-time will be useful for NDC workgroups.
Prioritize Investments in Health, Food Supply Chain, Climate Change Mitigation, and Technology Innovation	Project Development and Implementation leading to increased value of NDC investments	There is a need to fully automate key processes, such as reports generation, salary computation, and other company financial transactions. NDC needs to fully digitize its records to improve the way of accessing the same.	Automation of processes and **integration of information systems** can provide data within a short period of time. This will ease the operations of the organization. Solutions such as the **Virtual Innovation Hub** will enable hosting of online platforms

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STRATEGIC OBJECTIVE	CRITICAL MANAGEMENT / OPERATING / BUSINESS SYSTEMS	PROBLEMS	INTENDED USE OF ICT
			for its existing and prospective projects such as the Startup Venture Fund and Philippine Artificial Intelligence Research Center.
Leverage Assets of NDC and its Subsidiaries to Further Optimize their Economic Value	Asset management particularly on the lease or rental of NDC properties and the income derived from it	The NDC utilizes the NDC Dashboard and the KMIS in monitoring NDC properties. The website is also used for announcement of properties available for lease. The NDC Dashboard can provide initial data on assets but need to be enhanced.	**Enhance the KMIS and NDC Dashboard** and automate the monitoring of asset management and give inputs as to how the assets can be fully utilized given the available data.
Restructure and Retool the Organization while Strengthening the HR System	Improvement in the competency level of the organization, human resource management and development	The systems in leave and attendance as well as the trainings administration are done manually through office application. The payroll is done by the accounting unit manually. The actual structure of the HRIS software is outdated. It was initially created as a desktop application, hence, the system is unable to cope up with the latest version of Computer Operating environment every time there is an upgrade on	**Enhancement of the HRIS** will recreate a web application version to avoid future problems in terms of compatibility Once a web application version is created, it can be placed in a cloud system.

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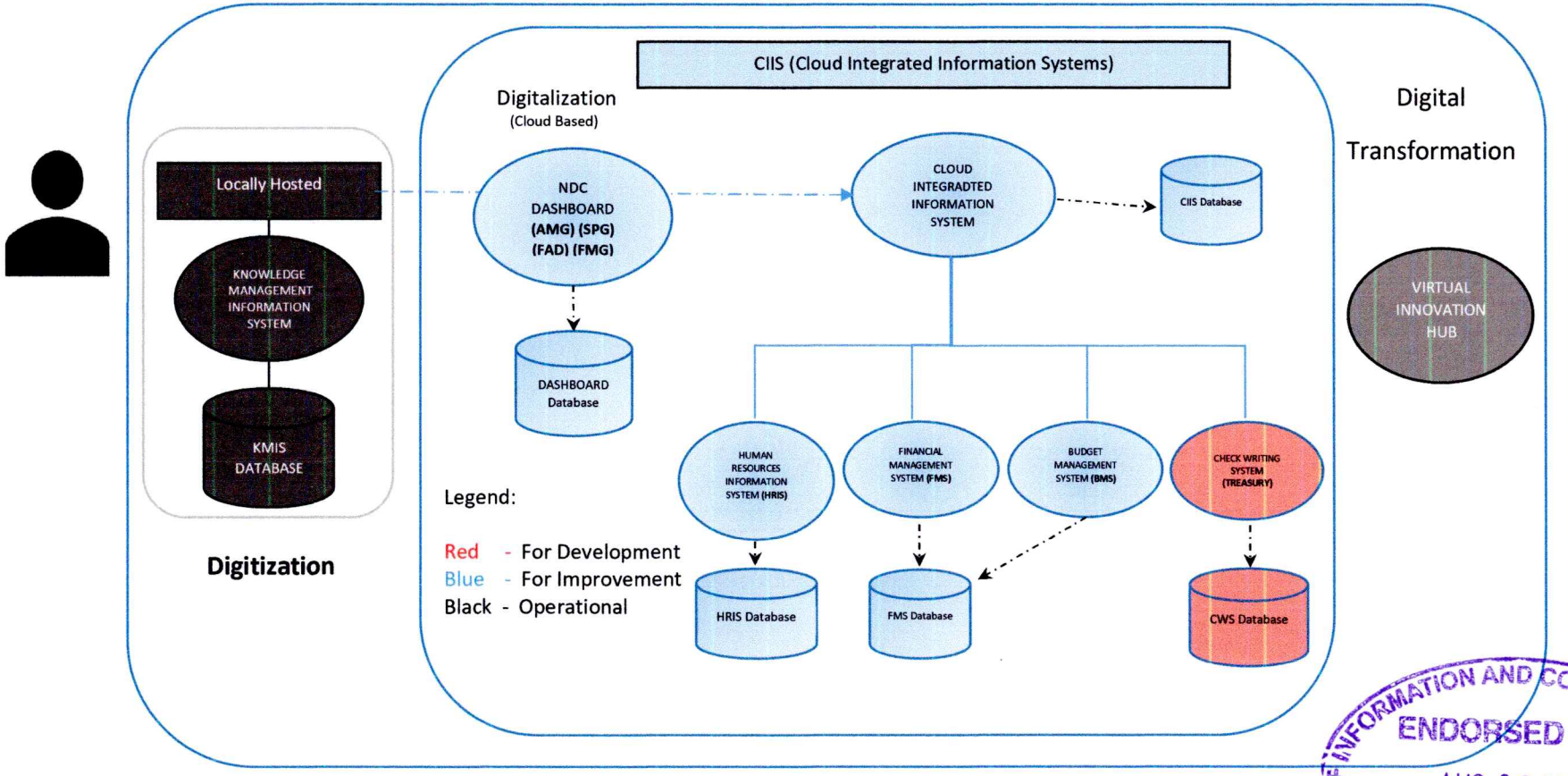
STRATEGIC OBJECTIVE	CRITICAL MANAGEMENT / OPERATING / BUSINESS SYSTEMS	PROBLEMS	INTENDED USE OF ICT
		computers unlike with web-related applications. There is also limited office access through employee computers.	
Upgrade ICT Infrastructure and Security	Implementation of Information Systems Strategic Plan 2023-2025 and the deliverables included in the plan	The workgroups are manually archiving the hard copy of the document every time they needed the file. Information systems are not yet fully integrated given the issues on compatibility.	**Upgrade and maintenance of ICT infrastructure** for effective and efficient business operations Help the users view their files or data remotely through the archiving website **Integration of all information systems** and make them interoperable

PART II. Information Systems Strategy

A. Conceptual Framework for Information Systems (Diagram of IS Interface)



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PART II. Information Systems Strategy
NDC Information Systems
Cloud Hosted Systems
1. Cloud Integrated Information System (CIIS) • Human Resources Information System (For Improvement) • Financial Management System (For Improvement) • Budget Management System (For Improvement) • Check Writing System (Proposed) 2. NDC Dashboard (For Improvement) 3. Virtual Innovation Hub
Locally Hosted Systems
1. Knowledge Management Information System / Document Archiving System for Digitization
Support to Operation Systems
1. NDC Website 2. NDC Email

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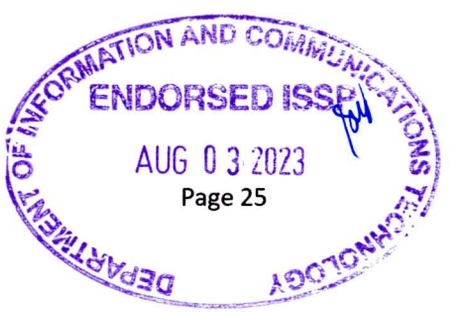
PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 1:* **Cloud Integrated Information System (CIIS)**
DESCRIPTION		This integrated information system will serve as the on-cloud dash for the cloud integrated internal and external services for the NDC. The following will be the key features of this system: - Universal account management will be contained in this system, thus there will be only one account to access all on-cloud systems. - This system is designed to accommodate and contain the future proposed on-cloud systems. CIIS is the integrated portal for FMS, BMS, HRIS, and CWS. Upon sign-in, the user can access FMS, BMS and HRIS with a single sign-on.
STATUS		For Enhancement
DEVELOPMENT STRATEGY		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Wide Area Networking
USERS	INTERNAL	OGM, FMG, CSG, CORPLAN, IAD, FAD
	EXTERNAL	NONE
OWNER[8]		CORPLAN-IT



PART II. Information Systems Strategy

B. Detailed Description of Proposed Information Systems

NAME OF INFORMATION SYSTEM/SUB-SYSTEM: *RANK 1.1:* **Human Resources Information System (HRIS)**

DESCRIPTION		The Cloud Based Human Resources Information system digitizes the basic human resource management functions within NDC. The system includes management of daily time records, pay computations, recording of leave/absences and storing of employee records. This new human resource system will be created based on existing HRMIS. The design should be cloud ready and will incorporate the existing Leave Application Module This system will be connected in the Cloud Integrated Information System (CIIS).
STATUS[3]		For Enhancement
DEVELOPMENT STRATEGY		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Wide Area Networking
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER[8]		National Development Company - FAD

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PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 1.2:* **Financial Management System**
DESCRIPTION		The upgrade of the Financial Management System includes integration of the entire system to Cloud Integrated Information System, provision of data sharing for Real Time Budget Monitoring System, creation of payroll module, and implementation of revisions suggested by BIR.
STATUS[3]		For Enhancement
DEVELOPMENT STRATEGY		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Wide Area Networking
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER		National Development Company - FAD

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PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 1.3:* **Budget Management System**
DESCRIPTION		The Budget Management System is a cloud-based system used for the preparation and monitoring of budget unit transactions such as budget allotted per workgroup and other budget balances. The database of the application is integrated to the existing financial management system for real-time updates or monitoring.
$STATUS_3$		For Enhancement
DEVELOPMENT STRATEGY		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Wide Area Networking
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER		National Development Company - FAD

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PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 1.4:* **Check Writing System**
DESCRIPTION		The check writing system will be a locally hosted application to be used by the treasury unit for the automation of printing checks with proper alignment and recording.
STATUS[3]		For development in the second quarter of 2023
DEVELOPMENT STRATEG		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Local Area Networking
USERS	INTERNAL	National Development Company – Treasury
	EXTERNAL	NONE
OWNER		National Development Company – Treasury

PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 2:* **NDC Dashboard**
DESCRIPTION		The NDC Dashboard is a general platform for the recording or updating of operational data. The application provides statistical data and performance about the operations of the company. The following workgroups are tasked to record or update the application: A. Asset Management Module • The module in which NDC assets can be uploaded. B. Special Projects Module • The module in which NDC's projects can be uploaded. C. Finance and Administrative Module • The module in which the financial reports of NDC is uploaded. D. Funds Management Module • The module in which NDC's fund is uploaded.
STATUS[3]		*For Enhancement* *Currently, the system is locally hosted. The proposed enhancement will enable the system to be hosted by and integrated to the cloud server. Further, the additional workgroups will be added in the system with the establishment of the Business Development Group and Corporate Communications Group.*
DEVELOPMENT STRATEG		*Outsourced Consultancy Services*
COMPUTING SCHEME		*Networked Systems – Local Area Networking*
USERS	INTERNAL	OGM, FMG, CORPLAN, SPG, AMG, IAD, FAD

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	EXTERNAL	NONE
OWNER		CORPLAN-IT

PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems		
NAME OF INFORMATION SYSTEM/SUB-SYSTEM		*RANK 4:* **Knowledge Management Information System (KMIS)**
DESCRIPTION		The Knowledge Management Information System manages the uploading of documents per work group. Access level within the work group can be managed by the work group head. Knowledge Management Information System is NDC's document management system. Each workgroup can upload documents. The head of the work group has an access for documents which needs approval and subsequently approves it through the system. Upon approval, the documents will be tagged as approved. The head of the users can also provide comments using the comments field in the uploaded file. For example, HR will upload an office order which then can be seen by the Office of the General Manager. It will be first approved before signing.
STATUS[3]		Operational
DEVELOPMENT STRATEG		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Local Area Networking
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER		National Development Company – Corporate Planning

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PART II. Information Systems Strategy		
B. Detailed Description of Proposed Information Systems NAME OF INFORMATION SYSTEM/SUB-SYSTEM *RANK 4.1:* **Document Archiving System for Digitization**		
DESCRIPTION		The system will be a cloud hosted application to be used by all workgroups and units for the automation of document archiving. It will use digital technologies to create new or modify existing business processes.
STATUS[3]		For conceptualization and initial development in the last quarter of 2023
DEVELOPMENT STRATEG		Outsourced Consultancy Services
COMPUTING SCHEME		Networked Systems – Wide Area Networking
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER		CORPLAN-IT

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PART II. Information Systems Strategy

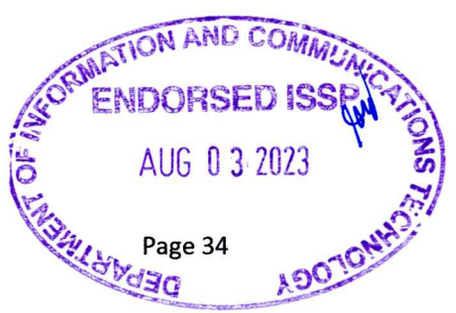
C. Databases Required

NAME OF DATABASE		**Cloud Integrated Information System (CIIS) User Database**
GENERAL CONTENTS/ DESCRIPTION		Data for user accounts in all on-cloud systems connected to the Cloud Integrated Information System. Database includes user access database which includes the login credentials to gain access to the system.
STATUS		*For Migration/Conversion/Continuous Build-up*
INFORMATION SYSTEMS SERVED		FMS, HRIS, BMS
DATA ARCHIVING/STORAGE MEDIA		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL	National Development Company – All Workgroups
	EXTERNAL	NONE
OWNER		National Development Company – Corporate Planning
DATABASE MANAGER		National Development Company – Corporate Planning

PART II. Information Systems Strategy

C. Databases Required

NAME OF DATABASE		**Human Resource Information System (HRIS) Database**
GENERAL CONTENTS/ DESCRIPTION		Data on human resource management including details for pay computations, leave/absences, training records, certifications, salary grade/increment, loans, and other employee records.
STATUS[3]		*For Migration/Conversion/Continuous Build-up*
INFORMATION SYSTEMS SERVED[4]		Human Resource Information System (HRIS)
DATA ARCHIVING/STORAGE MEDIA[5]		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL[6]	National Development Company – All Workgroups
	EXTERNAL[7]	NONE
OWNER[8]		National Development Company – FAD (HR)
DATABASE MANAGER		National Development Company – FAD (HR)



PART II. Information Systems Strategy

C. Databases Required

NAME OF DATABASE		**Financial Management System (FMS) Database**
GENERAL CONTENTS/ DESCRIPTION		Data on financial accounting including incoming and outgoing transactions of the organization such ledgers, payroll records, vouchers and user access data.
STATUS[3]		*For Migration/Conversion/Continuous Build-up*
INFORMATION SYSTEMS SERVED		Financial Management System (FMS)
DATA ARCHIVING/STORAGE MEDI		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL	National Development Company – FAD and FMG
	EXTERNAL	NONE
OWNER		National Development Company – FAD
DATABASE MANAGER		National Development Company – FAD

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PART II. Information Systems Strategy

C. Databases Required

NAME OF DATABASE		**Check Writing System (CWS) Database**
GENERAL CONTENTS/ DESCRIPTION		Data related to check number, date of transaction, and user access data.
STATUS[3]		*For build-up*
INFORMATION SYSTEMS SERVED[4]		Check Writing System (CWS)
DATA ARCHIVING/STORAGE MEDIA[5]		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL[6]	*National Development Company – FAD*
	EXTERNAL[7]	*NONE*
OWNER[8]		*National Development Company – FAD*
DATABASE MANAGER		*National Development Company – FAD*

PART II. Information Systems Strategy

C. Databases Required

NAME OF DATABASE		**NDC Dashboard Database**
GENERAL CONTENTS/ DESCRIPTION		A. Asset Management Module Database – data on management of assets on internal dashboard B. Special Projects Module Database – data on resource utilization, implementation and operations of special projects on internal dashboard C. Finance and Administrative Module Database – data on financial transactions pertaining to general administrative functions of the organization D. Funds Management Module Database – data on allocated funds per workgroup on internal dashboard E. User Access Data
STATUS		*For Migration/Conversion/Continuous Build-up*
INFORMATION SYSTEMS SERVED		NDC Dashboard Modules
DATA ARCHIVING/STORAGE MEDI		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL	OGM, FMG, CORPLAN, SPG, AMG, IAD, FAD
	EXTERNAL	NONE
OWNER[8]		OGM, FMG, CORPLAN, SPG, AMG, IAD, FAD

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DATABASE MANAGER	National Development Company – Corporate Planning (IT)

PART II. Information Systems Strategy

C. Databases Required

NAME OF DATABASE		**Knowledge Monitoring Information System (KMIS) Database**
GENERAL CONTENTS/ DESCRIPTION		Data related to important records, documents, forms per workgroup and user access data. • Document records status of approval per workgroup • Uploaded document records per workgroup • User Records
STATUS[3]		Operational
INFORMATION SYSTEMS SERVED[4]		Knowledge Monitoring Information System (KMIS)
DATA ARCHIVING/STORAGE MEDIA[5]		SAN/NAS, CD/DVD-ROM/External Disk/ Cloud
USERS	INTERNAL[6]	National Development Company – All Workgroups
	EXTERNAL[7]	NONE
OWNER[8]		National Development Company – All Workgroups
DATABASE MANAGER		National Development Company – Corporate Planning (IT)

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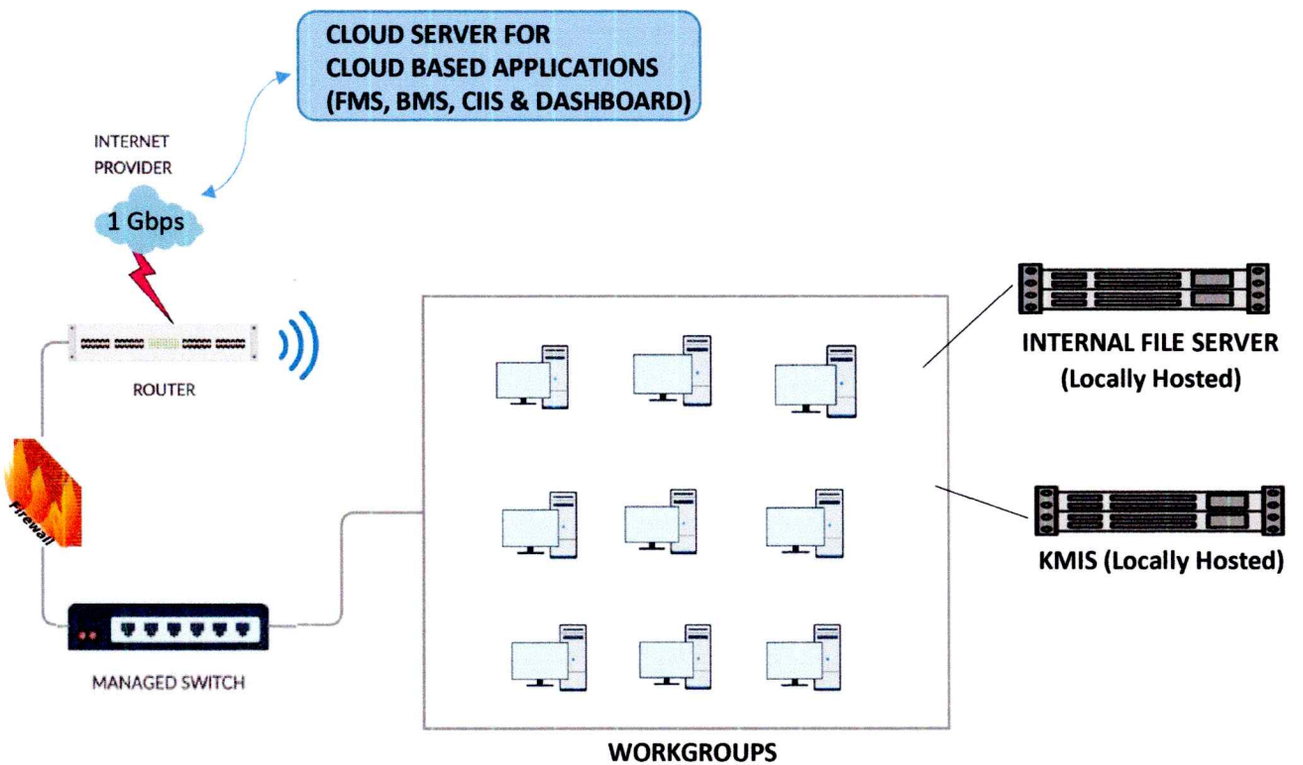
PART II. Information Systems Strategy

D. Network Layout (Existing)



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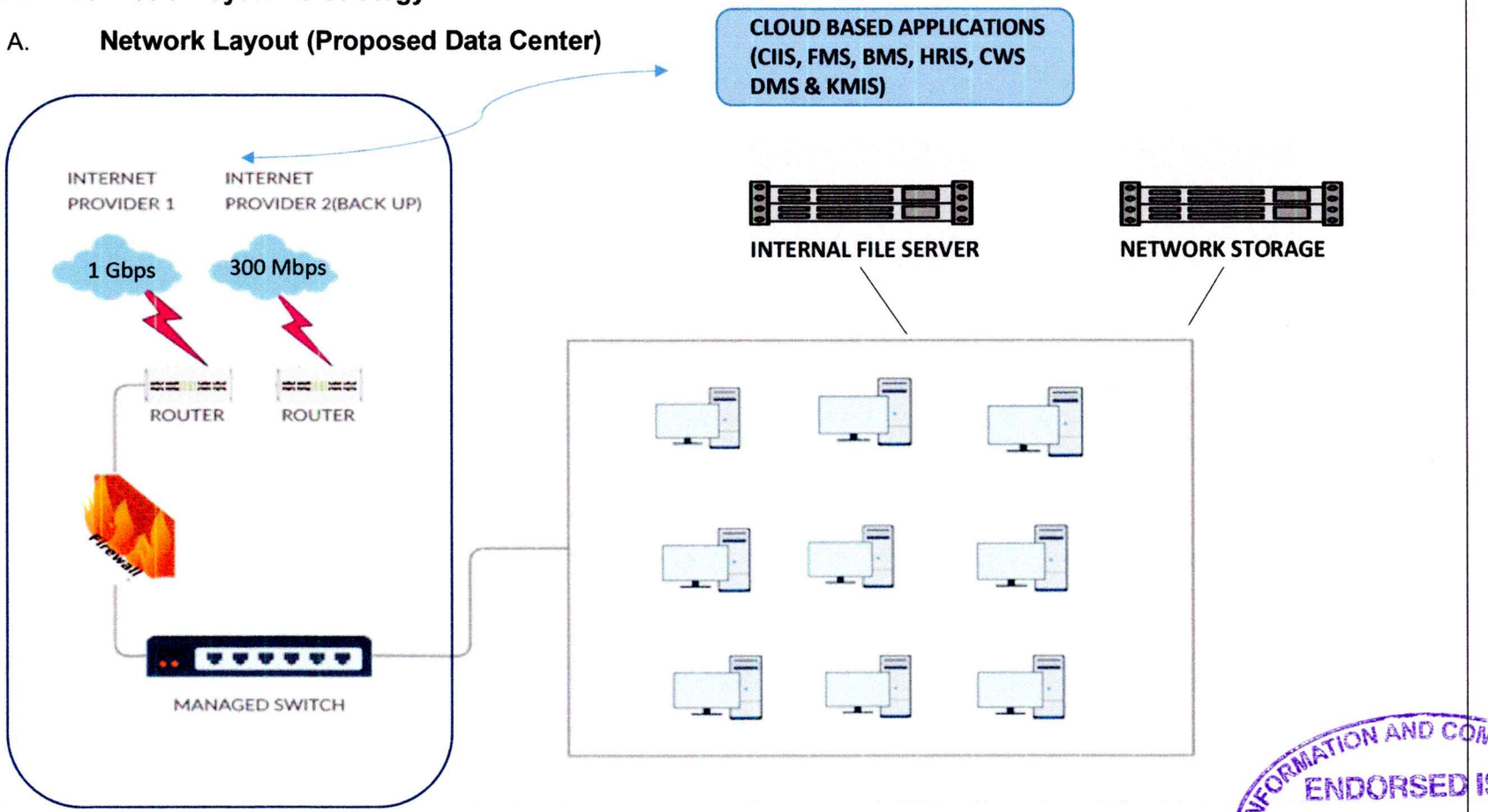
PART II: Information Systems Strategy

A. Network Layout (Proposed Data Center)



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PART III. Detailed Description of ICT Projects
A. Internal ICT Projects

A.1.1 NAME/TITLE	**Rank 1: Integration of Information Systems**
A.1.2 OBJECTIVES	This project aims to provide a unified dashboard for operational information systems and universal account management for on-cloud services both for internal and external processes concerning the company. The unified dashboard will be the portal for future web applications of NDC. It will migrate current NDC cloud-based application (Financial Management System (FMS), Human Resource Information System (HRIS), Budget Management System (BMS) and its database to a cheaper cloud server than the existing one. It will also include the Check Writing System which has yet to be developed.
A.1.3 DURATION	2023 – 2025
A.1.4 DELIVERABLES	Annual Maintenance and Enhancement of existing NDC System 2023 – Enhancement of cloud-based systems, including integration of information systems 2024 – For Enhancement 2025 – For Enhancement

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A.1.1 NAME/TITLE	**Rank 1.1: Development of Check Writing System**
A.1.2 OBJECTIVES	The project aims to develop a system that will be a locally hosted application. It will be used by the treasury unit for the automation of printing checks with proper alignment and recording. It will also be integrated in the Cloud Integrated Information System.
A.1.3 DURATION	2023 – 2025
A.1.4 DELIVERABLES	2023 – For Development 2024 – For Enhancement 2025 – For Enhancement

A. Internal ICT Projects

A.2.1 NAME/TITLE	**Rank 2: Existing ICT Infrastructure Upgrade and Maintenance**
A.2.2 OBJECTIVES	This project aims to continually improve security, maintenance, and operations through state-of-the-art infrastructure to provide ease of communication and access. This project also aims to provide better connectivity to LAN-based and on-cloud applications for the operations of the NDC. This will also upgrade and renew existing software services and licensed subscriptions that will expire within the timeframe of 2023 – 2025. With this project, it is also envisioned to provide backup internet connection and automated periodic backup for databases utilized by the NDC.
A.2.3 DURATION	2023 – 2025
A.2.4 DELIVERABLES	2023 - Replacement of NDC employee's desktop computer - Purchase of new laptop - Upgrade and renewal of software services and licensed subscriptions. - Purchase of new scanner and printer - Purchase of new UPS for all workstations - Knowledge Databases, Communications and Media, - Purchase of Network Infrastructure Project, Graphic design Tools 2024 - Upgrade and renewal of software services and licensed subscriptions. - Upgrade and maintenance of existing NDC's network structure. - Purchase of new firewall with licensed subscription. 2025 -Upgrade and renewal of software services and licensed subscriptions.

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PART III. Detailed Description of ICT Projects

A. Internal ICT Projects

A.3.1 NAME/TITLE	**Rank 3: Digitization of All Relevant NDC Records and Uploading to Knowledge Management Information System**
A.3.2 OBJECTIVES	This project will preserve vital and relevant records through digitization while giving easier access to indexed files. While the Knowledge Management Information System is already operational, it will be updated since there will be additional workgroups that will be activated in 2023. The digitization initiative aims to initiate the goal of NDC towards digital transformation.
A.3.3 DURATION	2023 – 2025
A.3.4 DELIVERABLES	Uploading of vital and relevant records in the Knowledge Management Information System, Backup vital records on cloud. Enhancement of the Knowledge Management Information System

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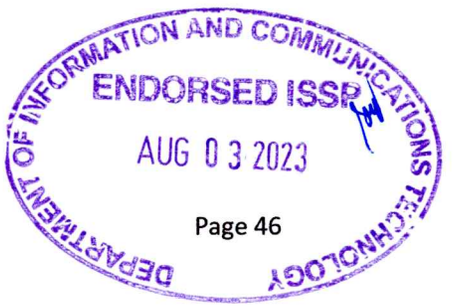
A.4.1 NAME/TITLE	**Rank 4: Development of the Virtual Philippine Innovation Hub**
A.4.2 OBJECTIVES	This will be used as an online space and an interactive platform for start-ups. It will be a mirror of the Philippine Innovation Hub located at the NDC Building Ground Floor. It will cater to internal and external stakeholders and will be linked to the NDC website. Start-ups and NDC partners who are interested to use the Philippine Innovation Hub can also schedule their meetings through the Virtual Innovation Hub.
A.4.3 DURATION	2023 – 2025
A.4.4 DELIVERABLES	Development of an online portal, uploading of vital information *Note: There will be no cost component for this project since existing resources such as personnel and equipment will be utilized.*

PART III. Detailed Description of ICT Projects

B. Cross-Agency ICT projects (None)

B.1.1 NAME/TITLE	N/A
B.1.2 OBJECTIVES	N/A
B.1.3 DURATION	N/A
B.1.4 DELIVERABLES	N/A



C. Performance Measurement Framework

C.1 Integration of Information Systems

Hierarchy of targeted results:	Objectively Verifiable Indicators (OVI)	Baseline Data	Targets	Data collection methods	Responsibility to collect data
Intermediate outcome: Enhanced interoperability leading to improvement in the management system	Percentage of completion of integration	0%	100% applicable information systems are interoperable	Feedback and reports	All Workgroups Corplan-IT Unit
Immediate outcome: Timely and reliable reports	% of reports received within the set deadline	0%	100% of required reports received within the set deadline	System logs, Feedback and reports	Corplan-IT
Outputs Integrated information systems	Number of information systems integrated to CIIS	0 %	4 information systems integrated	Feedback and reports	Corplan-IT

C. Performance Measurement Framework

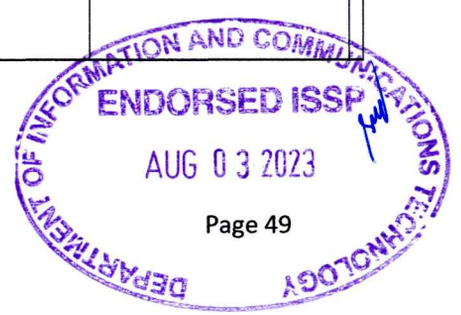
C.2 Existing ICT Infrastructure Upgrade and Maintenance

Hierarchy of targeted results:	Objectively Verifiable Indicators (OVI)	Baseline Data	Targets	Data collection methods	Responsibility to collect data
Intermediate outcome: Maximized budget utilization	% budget utilization rate for ICT	35%	90%	Budget utilization report	FAD-Budget Unit
Immediate outcome: Ability to continue and maintain the operation of the current ICT infrastructure	% of current infrastructure that are continuously utilized	0 %	100% (serviceable)	Feedback and reports	Corplan-IT Unit
Outputs Provision of resources required to facilitate operational activities	Resources required and provided	0%	100%	Feedback and reports	Corplan-IT Unit

C. Performance Measurement Framework

C.3 Digitization of All Relevant NDC Records and Uploading to KMIS

Hierarchy of targeted results:	Objectively Verifiable Indicators (OVI)	Baseline Data	Targets	Data collection methods	Responsibility to collect data
Intermediate outcome: Digitize all the vital documents and be available on KMIS	% of digitized vital documents available on the KMIS	0%	100% All tagged vital documents are digitized and uploaded on KMIS.	Feedback and reports	All Workgroups
Immediate outcome: Improved indexing and access of vital documents and records.	% of accessed files in the KMIS	0%	100%Increase access and availability of files in the KMIS	System logs, Feedback and reports	All Workgroups
Outputs Digitized vital record of NDC	100% Number of documents to be digitized.	0 %	100% of tagged vital records are digitized	Feedback and reports	All Workgroups



C. Performance Measurement Framework

C.4 Development of the Virtual Philippine Innovation Hub

Hierarchy of targeted results:	Objectively Verifiable Indicators (OVI)	Baseline Data	Targets	Data collection methods	Responsibility to collect data
Intermediate outcome: Avenue to collaborate	No. of partners for collaboration	0	10 knowledge partners for 2023 with 50% annual increase	Signed MOUs	Philippine Innovation Hub
Immediate outcome: Online registry and landing page for the hub	No. of online registry	0	1 online registry maintained and updated	Regular updated list	Philippine Innovation Hub
Outputs Virtual Philippine Innovation Hub created	No. of platform created	0	1 platform created	Website screenshot	IT Unit

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PART IV. Resource Requirements

A. Deployment of ICT Equipment and Services

ICT Project Item (Allotment / Object of Expenditures)	Name of Office / Organizational Units	Proposed Number of Units			
		2023	2024	2025	Sub-Total
1. Office Productivity					
A. Capital Outlay					
Machinery and Equipment Outlay - ICT Equipment					
• Employee Computer/Workstation	ALL WORKGROUPS	55	-	-	55 Units
• Laptop	FAD, AMG, CSG, SPG, FMD	11	1	11	23 Units
• Tablet	FAD, OGM, SPG, AMG, CSG	12			12 Units
• Projector	IT UNIT		2		2 Units
• DSLR Camera	IT UNIT	1			1 Unit
• Firewall Device and License (MOOE)	IT UNIT		1		1 Unit
• Server and Storage Back up (Perpetual)	FAD, LEGAL, AMG, SPG, CSG	1	1		2 Units
• Online Office Productivity (Perpetual)	SPG	1			1 Unit
B. MOOE					
Semi-Expendable Machinery and Equipment - *(ICT Equipment)*					
• External Storage Devices	FAD, LEGAL, AMG, SPG, CSG	15	5	15	35 Units

• Smart TV	ADMIN, FAD	9			9 units
• UPS	IT UNIT	50	-	-	50 Units
• Video Conferencing speaker with Mic	OGM, FAD	5		5	10 Units
• Network Switches	IT UNIT	2	1		3 Units
• Wireless Router	IT UNIT	12			12 Units
Semi-Expendable Machinery and Equipment - *(Printing Equipment)*					
• Printers	AMG, SPG, FAD, LEGAL	15	-	4	19 Units
Machinery and Equipment Outlay - ICT Software					
• Multimedia Software (MOOE)	SPG	1	1	1	3 Units
• Anti-Virus (MOOE)	ALL WORKGROUPS	100		100	200 Units
2. Internal ICT Projects					
2.1 Integration of Information Systems					
A. Capital Outlay					
B. MOOE					
Consultancy Services - *(Consultancy – ICT Services)*	FAD, SPG, AMG	3 Lot	3 Lot	3 Lot	9 Lots
ICT Training Expenses - IT Awareness Seminar - Technical Training on the Use of Information Systems (KMIS, HRIS, FMS, CWS)	ALL WORKGROUPS	5 trainings	5 trainings	5 trainings	15 trainings
2.2 Existing ICT Infrastructure Upgrade and Maintenance					
A. **Capital Outlay**					
Machinery and Equipment Outlay (ICT Equipment)					
Cabling	IT UNIT	1 Lot	1 Lot	1 Lot	3 Lots

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Machinery and Equipment Outlay (ICT Software)					
Knowledge Database (perpetual license)	IT UNIT	1 Lot	1 Lot	1 Lot	3 Lots
B. **MOOE**					
• Communications and Media	COMMUNICATIONS GROUP	1 Lot	1 Lot	1 Lot	3 Lots
• Internet Back up	IT UNIT	1 Lot	1 Lot	1 Lot	3 Lots
2.3 Digitization of All Relevant NDC Records and Uploading to Knowledge Management Information System					
A. **Capital Outlay**					
B. **MOOE**					
Semi-Expandable Machinery and Equipment Expense (ICT Equipment)					
Scanners	FAD, LEGAL	7		2	9 Units
3. Cross-Agency Projects – None					
4. Continuing Cost					
A. Capital Outlay					
B. MOOE					
Subscription Expenses (ICT-Software Subscription)					
• Email Hosting	IT UNIT	1	1	1	3 Lots
• Website Hosting	IT UNIT	1	1	1	3 Lots
• Cloud Hosting Service	IT UNIT	1	1	1	3 Lots
• Video Conferencing Software Subscription	IT UNIT	10	10	10	30 Lots

Note: Communications-related Expenses (PABX System and additional telephone units) and ITC Office Supplies (inks and toners) are excluded from the ISSP budget approved by the NDC Board of Directors. However, funding for such was included in the Corporate Operating Budget, specifically the budget lodged under the NDC's Administrative Unit.

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PART IV. Resource Requirements

B. ICT Organizational Structure

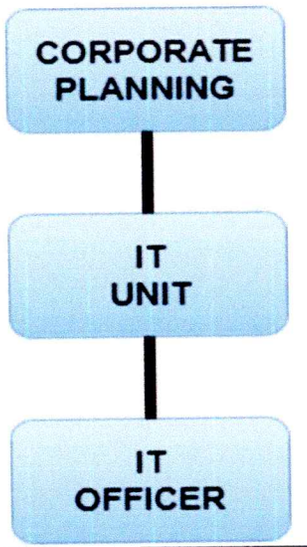
B.1 Existing ICT Organizational Structure

Plantilla: 1

IT Officer 1
(Programmer / Developer)
(System Administrator)

Contractual: 2

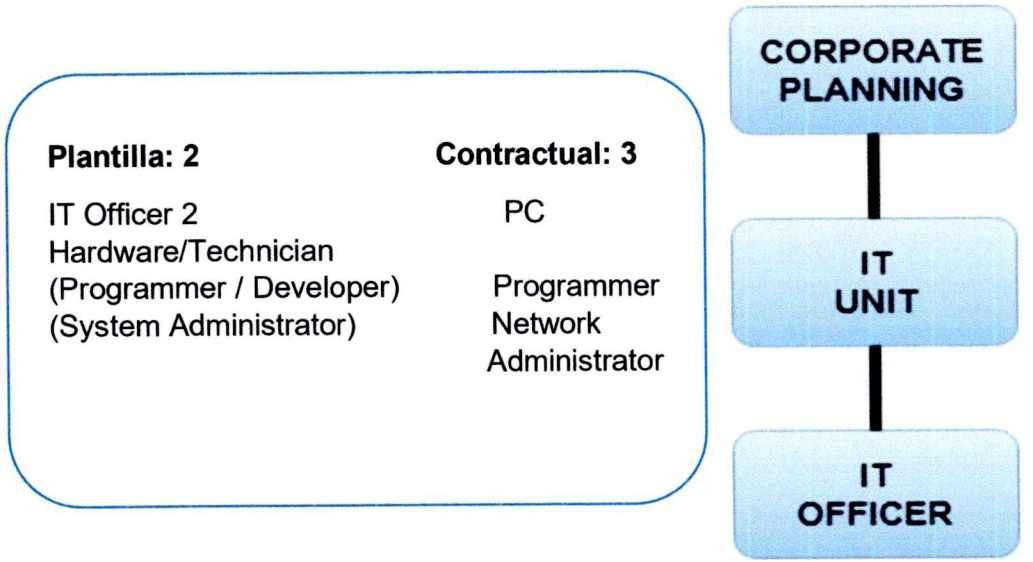
PC Hardware/Technician
Programmer
Network Administrator



PART IV. Resource Requirements

B. ICT Organizational Structure

B.2 Proposed ICT Organizational Structure



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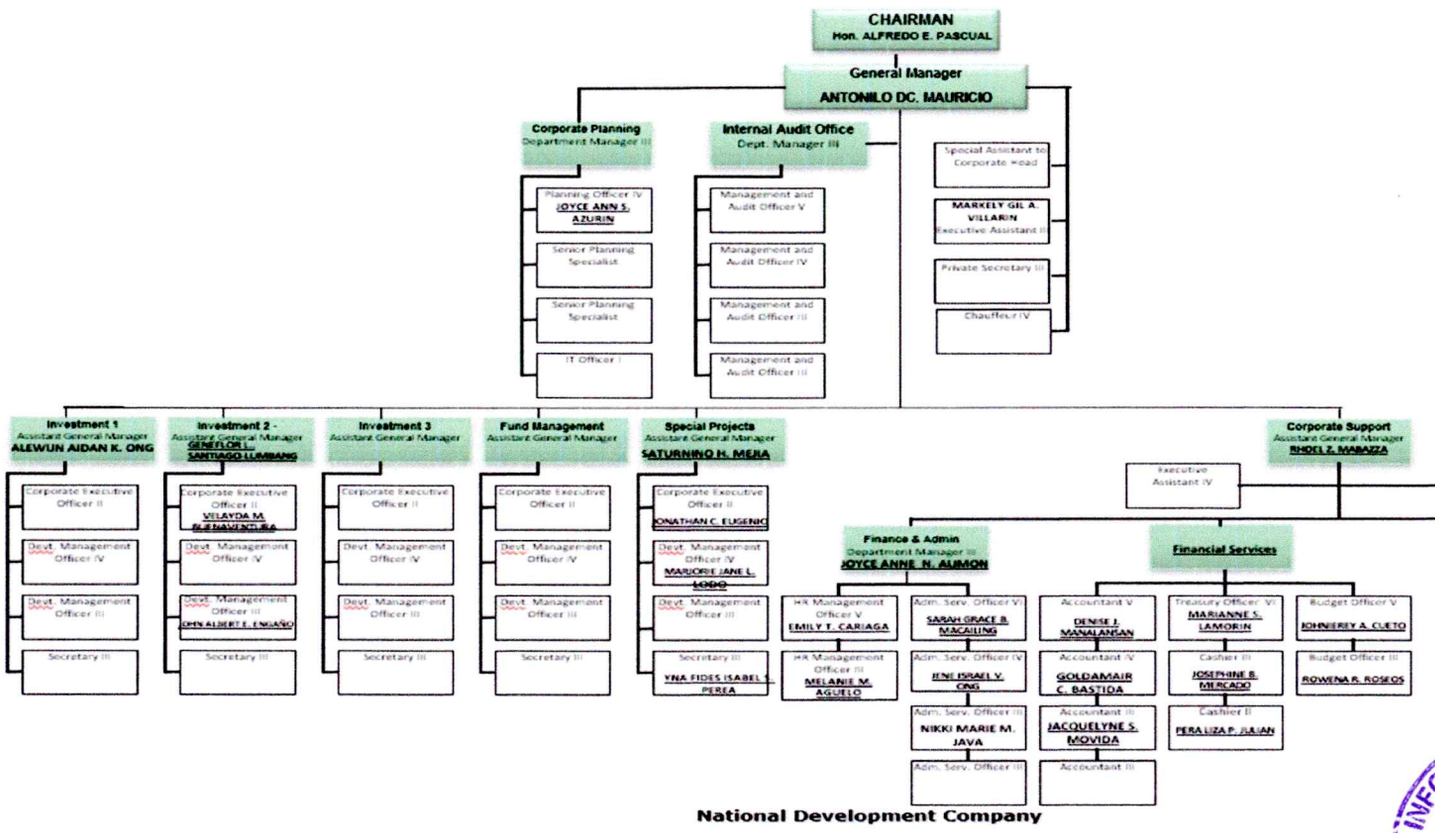
PART IV. Resource Requirements

B. ICT Organizational Structure

B.3 Placement of the Proposed ICT Organizational Structure in Agency Organizational Chart



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PART V. Development and Investment Program

A. ICT Projects Implementation Schedule

Name of ICT Project/s	2023	2024	2025	Remarks
Integration of Information Systems				Covers procurement and development
Existing ICT Infrastructure Upgrade and Maintenance				Covers procurement, installation & maintenance
Digitization of All Relevant NDC Records and Uploading to Knowledge Management Information System				Covers procurement, installation & maintenance

PART V. Development and Investment Program

B. Information Systems (IS) Implementation Schedule

Name of ICT Projects	2023	2024	2025	ESTIMATED BUDGET
Cloud Integrated Information System				
Human Resources Information System (HRIS) – Upgrade/Maintenance				1,000,000 cloud-based
Financial Management System (FMS) – Upgrade/Maintenance				1,500,000 cloud-based
Budget Management System (BMS) – Upgrade/Maintenance				1,000,000 cloud-based

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Check Writing System (CWS)				100,000 cloud-based
NDC Dashboard				300,000 cloud-based
Knowledge Management Information System				400,000 cloud-based
Document Archiving System for Digitization				3,000,000 cloud-based

Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
1. Office Productivity						
A. Capital Outlay						
Machinery and Equipment Outlay - ICT Equipment						
• Employee Computer/Workstation	55 Units	4,400,000	-	-	-	-
• Laptop	11 Units	1,000,000	1 Unit	90,000	11 Units	1,070,000
• Tablet	12 Units	780,000				
• Projector			2 Units	110,000		
• DSLR Camera	1 Unit	80,000				
• Firewall Device and License			1 Unit	300,000		

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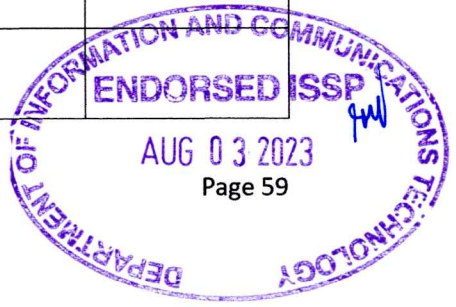
Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
• Server and Storage Back up(Perpetual)	1 lot	250,000	1 lot	300,000		
• Online Office Productivity (Perpetual)	1 Unit	65,000				
Capital Outlay Sub-total:		**6,575,000**		**800,000**		**1,425,000**
B. MOOE						
Semi-Expendable Machinery and Equipment - *(ICT Equipment)*						
External Devices	15 Units	60,000	5 Units	20,000	15 Units	60,000
Smart TV	9 Units	360,000				
UPS	50 Units	350,000				
Video Conferencing speaker with Mic	5 Units	100,000			5 Units	100,000
Network Switches	2 Units	70,000	1 Unit	35,000		
Wireless Router	12 Units	84,000				
Semi-Expendable Machinery and Equipment - *(Printing Equipment)*						



Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
Printers	15 Units	525,000	-		4 Units	120,000
Machinery and Equipment Outlay - ICT Software						
Multimedia Software	1 Unit	5,000	1 Unit	5,000	1 Unit	5,000
Anti-Virus	100 Units	350,000			100 Units	350,000
MOOE Sub-total:		**1,904,000**		**60,000**		**635,000**
Total		**8,479,000**		**860,000**		**1,705,000**
2. Internal ICT Projects						
2.1 Integration of Information Systems						
A. Capital Outlay						
Capital Outlay Sub Total:	-	-	-	-	-	
B. MOOE						
• ***Consultancy Services -*** *(Consultancy – ICT Services)*	3 Lots	2,500,000	3 Lots	2,500,000	3 Lots	2,500,000
• ***ICT Training Expenses*** - IT Awareness Seminar	5 trainings	250,000	5 trainings	250,000	5 trainings	250,000

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Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
- Technical Training on the Use of Information Systems (KMIS, HRIS, FMS, CWS)						
MOOE Outlay Sub-total:		**2,750,000**		**2,750,000**		**2,750,000**
Total		**2,750,000**		**2,750,000**		**2,750,000**
2.2 Existing ICT Infrastructure Upgrade and Maintenance						
A. Capital Outlay						
Machinery and Equipment Outlay (ICT Equipment)						
Cabling	1 Lot	700,000	1 Lot	2,500,000	1 Lot	2,500,000
Machinery and Equipment Outlay (ICT Software)						
Knowledge Database (perpetual license)	1 Lot	100,000	1 Lot	100,000	1 Lot	100,000
Capital Outlay Sub Total:		**800,000**		**2,600,000**		**2,600,000**
B. MOOE						
Other MOOE						

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Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
• Communications and Media	1 Lot	100,000	1 Lot	150,000	1 Lot	150,000
• Internet Back up	1 Lot	180,000	1 Lot	180,000	1 Lot	180,000
MOOE Sub-total:		**280,000**		**330,000**		**330,000**
Total:		**1,080,000**		**2,930,000**		**2,930,000**
2.3 Digitization of All Relevant NDC Records and Uploading to KMIS						
A. Capital Outlay						
Capital Outlay Sub-total:	-	-	-			
B. MOOE					-	-
Semi-Expandable Machinery and Equipment Expense (ICT Equipment)						
Scanners	7 units	245,000			2 units	60,000
MOOE Sub-total:		**245,000**				**60,000**
Total:		**245,000**				**60,000**
3. Cross-Agency Projects (None)						

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Item (Allotment Class/Object of Expenditures)	2023		2024		2025	
	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST	PHYSICAL TARGETS	COST
4. Continuing Cost						
Capital Outlay Sub-total:	-	-	-	-	-	-
A. MOOE						
Subscription Expenses (ICT-Software Subscription)						
• Video Conferencing Software Subscription	10	100,000	10	100,000	10	100,000
• Email Hosting	1 Lot	360,000	1 Lot	360,000	1 Lot	400,000
• Website Hosting	1 Lot	30,000	1 Lot	30,000	1 Lot	30,000
• Cloud Hosting	1 Lot	300,000	1 Lot	300,000	1 Lot	300,000
• **MOOE Sub-total:**		**790,000**		**790,000**		**830,000**
C. Total:		**790,000**		**790,000**		**830,000**

Note: Budget for communications-related expenses (P1,400,000.00 for three (3) years) and ICT supplies / consumables (P4,732,000 for three (3) years) is included in the Corporate Operating Budget. Though excluded from the ISSP 2023-2025 total budgetary requirement, 2023 fund requirement for said items was included in the Board-approved 2023-2024 COB, specifically the budget lodged under the NDC's Administrative Unit.

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PART V. DEVELOPMENT AND INVESTMENT PROGRAM			
C. SUMMARY OF INVESTMENTS			
	2023	**2024**	**2025**
1. Office Productivity	8,479,000	860,000	1,705,000
2. Internal ICT Project 1 (Integration of Information Systems)	2,750,000	2,750,000	2,750,000
3. Internal ICT Project 2 (Existing ICT Infrastructure Upgrade and Maintenance)	1,080,000	2,930,000	2,930,000
4. Internal ICT Project 3 (Digitization of All Relevant NDC Records and Uploading to KMIS)	245,000	-	60,000
5. Continuing Cost	790,000	790,000	830,000
TOTAL	**13,344,000.00**	**7,330,000.00**	**8,275,000.00**

PART V. DEVELOPMENT AND INVESTMENT PROGRAM					
D. Year Cost Breakdown (FY 2023 – 2025) : Year 1 Cost breakdown (FY 2023)					
Detailed Cost Item	**Office Productivity**	**Project 1 (Integration of Information Systems)**	**Project 2 (Existing ICT Infrastructure Upgrade and Maintenance)**	**Project 3 (Digitization of All Relevant NDC Records and Uploading to KMIS)**	**Continuing Cost**
CAPITAL OUTLAY					
1. ICT Equipment					
• Employee Computer/Workstation	4,400,000				
• Laptop	1,000,000				
• Tablet	780,000				
• DSLR Camera	80,000				
• Server and Storage Back up	250,000				
• Cabling project			700,000		
2. ICT Software					
• Online Office Productivity (perpetual)	65,000				

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• Knowledge Database (perpetual license)			100,000		
MOOE					
1. ICT Equipment					
• Video Conferencing speaker with Mic	100,000				
• Smart TV	360,000				
• UPS	350,000				
• External Storage Devices	60,000				
• Network Switches	70,000				
• Wireless Router	84,000				
• Scanners				245,000	
2. Printing Equipment					
• Printers	525,000				
3. Professional Consultancy Services		2,500,000			
4. Trainings and Seminars		250,000			
5. Other MOOE					
• Communications and Media			100,000		

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• Internet Back up			180,000		
6. ICT Office Supplies					
7. ICT-Software Subscription					
• Video Conferencing Software Subscriptions					100,000
• Email Hosting					360,000
• Web Hosting					30,000
• Cloud Hosting					300,000
• Multimedia Software	5,000				
• Anti-Virus	350,000				
TOTAL COST	**8,479,000**	**2,750,000**	**1,080,000**	**245,000**	**790,000**
Sub-Total: 13,344,000.00					

Note: Budget for communications-related expenses (P350,000) and ICT supplies / consumables (P1,300,000) is included in the Corporate Operating Budget. Though excluded from the ISSP 2023-2025 total budgetary requirement, 2023 fund requirement for said items was included in the Board-approved 2023-2024 COB, specifically the budget lodged under the NDC's Administrative Unit.

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PART V. DEVELOPMENT AND INVESTMENT PROGRAM					
D. Year Cost Breakdown (FY 2023 – 2025) : Year 2 Cost breakdown (FY 2024)					
Detailed Cost Item	**Office Productivity**	**Project 1 (Integration of Information Systems)**	**Project 2 (Existing ICT Infrastructure Upgrade and Maintenance)**	**Project 3 (Digitization of All Relevant NDC Records and Uploading to KMIS)**	**Continuing Cost**
CAPITAL OUTLAY					
1. ICT Equipment					
• Laptop	90,000				
• Projector	110,000				
• Firewall Device and License	300,000				
• Server and Storage Back up	300,000				
• Cabling			2,500,000		
2. ICT Software					
• Knowledge Database (perpetual license)			100,000		
MOOE					
1. ICT Equipment					

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• External Storage Devices	20,000				
• Network Switches	35,000				
2.Professional Consultancy Services		2,500,000			
3.ICT Training Expenses • IT Awareness Seminar • Technical Training on the Use of Information Systems (KMIS, HRIS, FMS, CWS)		250,000			
4.Other MOOE					
• Communications and Media			150,000		
• Internet Back-up			180,000		
5.ICT-Software Subscription					
• Video Conferencing Software Subscriptions					100,000
• Email Hosting					360,000

• Web Hosting (Renewal)					30,000
• Cloud Hosting					300,000
• Multimedia Software	5,000				
TOTAL COST	**860,000**	**2,750,000**	**2,930,000**		**790,000**
SUB-TOTAL: 7,330,000					

Note: Budget for communications-related expenses (P700,000) and ICT supplies / consumables (P1,560,000) is included in the Corporate Operating Budget. Though excluded from the ISSP 2023-2025 total budgetary requirement, 2024 fund requirement for said items was included in the Board-approved 2023-2024 COB, specifically the budget lodged under the NDC's Administrative Unit.

PART V. DEVELOPMENT AND INVESTMENT PROGRAM					
D. Year Cost Breakdown (FY 2023 – 2025) : Year 3 Cost breakdown (FY 2025)					
Detailed Cost Item	**Office Productivity**	**Project 1 (Integration of Web Applications to Cloud)**	**Project 2 (Existing ICT Infrastructure Upgrade and Maintenance)**	**Project 4 (Digitization of All Relevant NDC Records and Uploading to KMIS)**	**Continuing Cost**
CAPITAL OUTLAY					
1. ICT Equipment					
• Laptop	1,070,000				
• Cabling			2,500,000		
2.ICT Software					
• Knowledge Database (perpetual license)			100,000		
MOOE					
1. ICT Equipment					
• External Storage Devices	60,000				
• Video Conferencing speaker with Mic	100,000				
• Scanners				60,000	

2.Printing Equipment					
• Printers	120,000				
3.Professional Consultancy Services		2,500,000			
4.ICT Training Expenses • IT Awareness Seminar • Technical Training on the Use of Information Systems (KMIS, HRIS, FMS, CWS)		250,000			
5.Other MOOE					
Communications and Media			150,000		
Internet Back-up			180,000		
6.ICT-Software Subscription					
• Video Conferencing Software Subscriptions					100,000
• Email Hosting					400,000
• Web Hosting					30,000
• Cloud Hosting					300,000
• Multimedia Software	5,000				
• Anti-Virus	350,000				

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TOTAL COST	**1,705,000**	**2,750,000**	**2,930,000**	**60,000**	**830,000**
SUB-TOTAL: 8,275,000					

Note: Budget for communications-related expenses (P350,000) and ICT supplies / consumables (P1,872,000) is included in the Corporate Operating Budget. Though excluded from the ISSP 2023-2025 total budgetary requirement, 2025 fund requirement for said items will be included in the COB for Board approval, specifically the budget lodged under the NDC's Administrative Unit.

All costs reflected in the plan were based on market research and projections for next year considered inflationary rates and/or increase in user demand.

PART VI. Existing Information & Communications Technology (ICT) Infrastructure Inventory

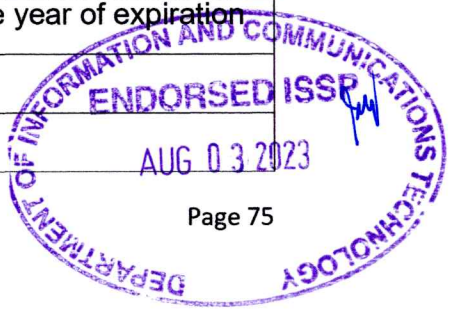
1.1. Number of Computing Devices and Peripherals by Usage

TYPES	Operations			General Administration and Support Services	Projects (Not agency-funded)
	Employees	Training	Frontline Services		
Servers	1				
Desktop PC	52				
Laptop/Notebook/Netbook PC	8				
Multi-function Printer	11				
Printer only	7				

1.2 Number of Servers by Capacity and Location

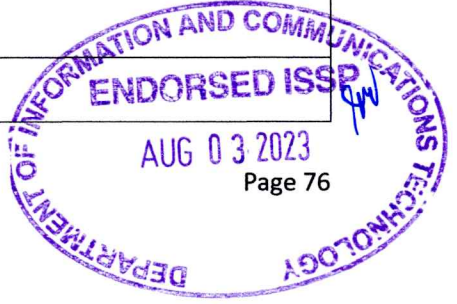
TOTAL CAPACITY OF HDD	LOCATION	
	IN-HOUSE	CO-LOCATED
Above 4TB	1	
2TB to 4TB		
Below 2TB		

PART VI. Existing Information & Communications Technology (ICT) Infrastructure Inventory		
2. Software, Application Systems, Information Systems and Databases		
2.1. Operating Systems **2.1.1. OS for Stand-alone PCs (desktop and laptops)**		
OPERATING SYSTEM	Lifetime License	If not, write below the year of expiration
Older than Windows XP		
Windows XP		
Windows Vista		
Windows 7	✓	
Windows 8 and Up	✓	
Linux		
Mac OS	✓	
Mac OSX	✓	
Others		
2.1.2. OS for Servers		
OPERATING SYSTEM	Lifetime License	If not, write below the year of expiration
Windows NT		
Windows 2000		



Windows 2003		
Windows 2008		
Windows 2012	✓	
Solaris		
Open Solaris		
OS/2		
Linux		
MAC OS X Server		

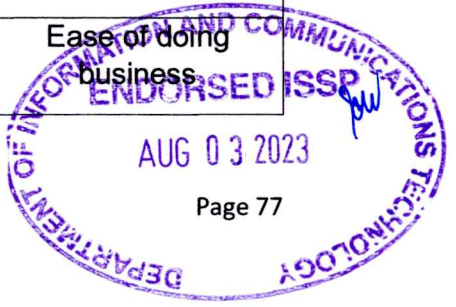
.1 **Office Automation Software**		
SOFTWARE / APPLICATION PACKAGE	Lifetime License	If not, write below the year of expiration
Older than MS Office 2003		
MS Office 2003		
MS Office XP		
MS Office 2007		
MS Office 2010	✓	
MS Office 2016	✓	



MS Visio		
MS Project		
Open Project		
Open Office		
Others		
Home and Business 2016	✓	
Home and Business 2019	✓	

1.2 **Operational Oversight/Administrative Systems**

Name of System	Own Intellectual Property	Development Platform	Working Environment	Maintenance Cost	Use
CIIS	No	Cloud, HTML, JS, PHP	Web-based	-	Ease of doing business
FMS – New	No	Cloud, HTML, JS, PHP	Web-based	-	Ease of doing business
FMS – Old	No	HTML, JS, PHP	Client -based	-	Ease of doing business
KMIS	No	HTML, JS, PHP	Client-based	-	Ease of doing business



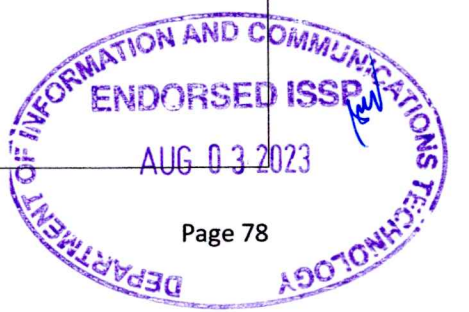
NDC Dashboard	No	Cloud, HTML, JS, PHP	Web-based	-	Ease of doing business

1.3 **Operational Oversight/Administrative Systems**

Name of System	Own Intellectual Property	Development Platform	Working Environment	Maintenance Cost	Use
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

1.4 **Databases**

Name of Database	Own Intellectual Property	Brief Description and Key Fields	Database Management Software Used	Maintenance Cost	Use
CIIS DB	No	Connection of Cloud-based system User Field	Amazon Web Services	-	Ease of doing business



FMS DB - New	No	Database of FMS	Amazon Web Services	-	Ease of doing business
FMS DB - Old	No	Database of FMS	PHPMyAdmin	-	Ease of doing business
KMIS DB	No	Database of KMIS	MongoDB	-	Ease of doing business
NDC Dashboard	No	Database of all workgroup	Amazon Web Services	-	Ease of doing business

2. Network

2.1 Does your agency have a Local Area Network (LAN)? **YES**
2.2 Does your agency have an Intranet? **YES**
2.3 If yes, does your agency have a Virtual Private Network (VPN)? **NO**
2.4 Does your agency have a Wide Area Network (WAN)? **YES**
2.5 Does your agency have a Private Automatic Branch Exchange (PABX or PBX)? **YES**
2.6 If yes, what is the PBX set up? **TELEPHONE AND FAX**
2.7 Is your agency connected to the Internet? **YES**
2.8 What is/are your agency's mode/s of access to the Internet? **WiFi, FIBER LINE, MOBILE PHONE**
2.9 Who is (are) your Internet Service Provider(s)? If more than one, please state who is the primary and who is the secondary provider? **DICT**
2.10 What is the combined internet bandwidth (voice and data)? **1000 mbps**
2.11 How many employees have access to the Internet in the office? **45**
2.12 How many employees have their own official e-mail address? **49**
2.13 Does your agency have a web site? **YES**
2.14 If YES, what is the URL of your agency's web site? **http://ndc.gov.ph/**

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3. **Security, Disaster Recovery and Backup**
   - 3.1 Does your agency have a protection scheme for your ICT resources? **YES**
   - 3.2 If YES, what is/are the measure/s being used by your office?
     Security Policy/Guideline,
     Back-up Power Unit,
     Software Firewall,
     Subscription to a Security Service,
     Off-site backup,
     Physically restricted access to critical ICT equipment,
     Secure Servers,
     Storage of backup media in localities other than the operating environment.

4. **Data Archiving**
   - 4.1 Does your agency have a data archiving system? **YES**
   - 4.2 If yes, what type of data archiving system does your agency use? **Manual/Electronic**
   - 4.3 If electronic data archiving is being utilized, what is the mode? **Conventional**
   - 4.4 If conventional mode, what is the medium of storage of the archived data? **Local Server**
   - 4.5 What information is archived by your agency electronically?
     Publications,
     Audio-visual recordings,
     Photographs,
     Letters, memorandum orders, communications, etc.

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5. Special Solutions and Other Services		
SPECIAL SOLUTION PACKAGE	USE	MAINTENANCE COST
Geographic Information System	-	-
Automated Fingerprint Identification System	For door access	-
Cloud Computing	-	-
CCTV System	Security	-

6. Data Archiving

6.1 Does your agency have a data center? **NO**
6.2 If yes, how many sites? **N/A**
6.3 Maintenance Setup: **N/A**
6.4 Backup site: **N/A**

7. ICT PROJECTS

7.1 Details of Ongoing ICT Projects

PROJECT NAME	DESCRIPTION	PERIOD		Cost	Development Strategy	Status	Use
		Start	End				
Integration of Information Systems	Development of Digital Transformation	01/01/2023	12/01/2025	8,250,000	Outsourced	Under Development	Ease of Doing Business

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	for NDC processes						
Existing ICT Infrastructure Upgrade and Maintenance	Procurement of ICT equipment	01/01/2023	12/31/25	17,984,000	Outsourced/In-house	Operational	Ease of Doing Business
Digitization of All Relevant NDC Records and Uploading to Knowledge Management Information System	Scanning of documents and upload to KMIS	01/01/2023	12/31/2025	305,000	In-house	Operational	Ease of Doing Business
Continuing Cost	Renewal of Email and Cloud Hosting and Website Hosting	12/06/2022 05/01/2022 10/26/2022	12/06/2025 05/01/2025 10/27/2025	2,410,000	Outsourced	Operational	Ease of Doing Business

8.2 Issues Encountered in the Implementation of ICT Projects:

Problems in procurement
Covid-19 Pandemic