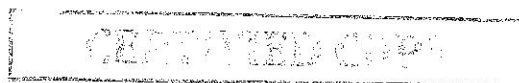
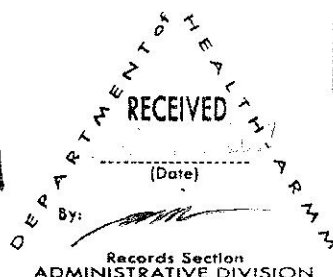




## MEMORANDUM

Order No.: 218  
Series of 2017



TO: All concerned Regional Line Agencies, Local Fund, Other attached Agencies and Special Projects  
Autonomous Region in Muslim Mindanao

ATTN: IT OFFICERS

SUBJECT: EXISTING INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) RESOURCE SURVEY

DATE: March 17, 2017

In an effort to establish a baseline data of the existing ICT equipment of ARMM agencies for possible further improvement and drafting of appropriate policies, you are hereby enjoined to conduct an Existing Information and Communications Technology (ICT) Infrastructure Survey in your respective agencies, both regional and provincial offices. Please use separate form for each of your provincial office/s.

Please accomplish the attached survey form and submit to the ORG-ICTO ARMM. Deadline of submission is on March 28, 2017. You may request for a soft copy of the form from the ORG-ICTO ARMM or contact them at (064) 552-0235 or 0907-218-3777 (TNT) or email [icto@armm.gov.ph](mailto:icto@armm.gov.ph).

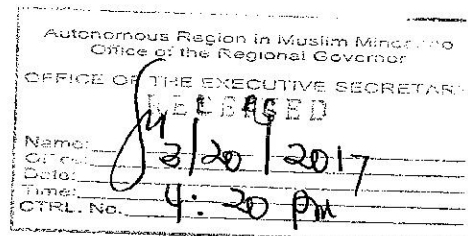
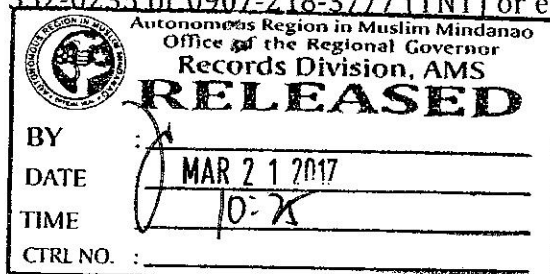
For information and compliance.

By Authority of the Regional Governor  
MUJIV S. HATAMAN:

ATTY. LAISA MASUHUD ALAMIA  
Executive Secretary

Cf: Regional Legislative Assembly

ORG-ARMM RD-AMS  
AAA060193



"Matruwid na Pamamahala Tungo sa ARMM na Masagana't Mapayapa"



# EXISTING INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) RESOURCE INVENTORY SURVEY



AGENCY NAME:	
Address:	
Contact Number:	
E-Mail Address:	

RESPONDENT NAME:	
Position/Designation <sup>1</sup> :	
Contact Number:	
E-Mail Address:	

## Objectives:

- To identify the hardware, software, network and other ICT resources being used to manage information by ARMM Agencies/Offices;
- To update existing benchmark and standards;
- To provide inputs to the Information and Communications Technology Office of the ORG-ARMM in determining the ICT resources of the agency/office; and
- To provide reliable information as basis of the ORG-ICTO for recommendations on ICT resources requested by the agency/office whenever applicable.

## 1. ICT Equipment

### Fill-out instruction:

- Samples below are included but not limited to what is provided.
- If identical devices are acquired in different years, please list them separately.
- For Workstation, Desktop PC, Laptops, Netbooks, Notebooks, please specify in the Specification<sup>7</sup> column the HARDWARE and SOFTWARE (indicate if Freeware, Licensed, or Trial version) of this devices.

FUNCTIONING ICT DEVICES and PERIPHERALS						
Device (Computing devices <sup>2</sup> , Network devices <sup>3</sup> , Input devices <sup>4</sup> , Output devices <sup>5</sup> , GPS devices, Attendance Monitoring devices <sup>6</sup> , UPS <sup>7</sup> , Storage devices, Special devices <sup>8</sup> )	Specification <sup>9</sup>	Year Acquired	Number of Units	Status of Ownership <sup>10</sup>	Purpose or Usage <sup>11</sup>	Remarks

<sup>1</sup> Preferred respondent are IS Planner, Chief IT Officer, MIS Head. In case all three positions are occupied by different persons, then the IS Planner should have priority in answering this survey.

<sup>2</sup> Desktop PC, Laptops, Netbooks, Notebooks, Tablet PC, Smartphones

<sup>3</sup> Gateway, Router, Switch, Bridge, Hub, Repeater, USB Wi-Fi Adapter

<sup>4</sup> Scanner, Digital camera, Video Camera, Audio recorder

<sup>5</sup> Projector, Smart TV, Printer, Plotter

<sup>6</sup> Biometric, RFID, Contactless Smart Card

<sup>7</sup> Uninterruptible Power Supply

<sup>8</sup> Smoke detectors, Fire alarm detection. Electronic door lock system, CCTV, Intercom system, motion sensors

<sup>9</sup> Brand and Model

<sup>10</sup> **1** – Agency Owned; **2** – Leased; **3** – Bring Your Own Device (B.Y.O.D.)

<sup>11</sup> **1** – Employee; **2** – Training; **3** – External Clients; **4** – Others, specify o the **Remarks** column

2. Server Information

2. 1. Does your agency incorporate the use of a Server? ☐ YES ☐ NO
2. 2. If YES, what kind of Server does your agency use? (Check all items that are applicable)  

☐ Physical<sup>12</sup> Server

☐ Hosted Server

☐ Others \_\_\_\_\_
2. 3. If Physical Server is checked, what Services below does your Server have? (Check all items that are applicable)  

☐ File server

☐ Active Directory

☐ Print server

☐ Virtual Machine Manager \_\_\_\_\_

☐ Mail server

☐ HTTP/WEB server
2. 4. Please specify the Physical Server's Specification below.  
HARDWARE:  
CPU: \_\_\_\_\_  
RAM: \_\_\_\_\_  
Storage: \_\_\_\_\_  
SOFTWARE:  
Operating System: \_\_\_\_\_  
Database Management System: \_\_\_\_\_
2. 5. Where is your agency's Physical Server located?  

☐ In-House

☐ Co-Located \_\_\_\_\_
2. 6. If Hosted Server is checked, what kind of hosted server does your agency have? (Check all items that are applicable)  

☐ Virtual Private Server

☐ Dedicated Server

☐ Shared Server

☐ Cloud Server

☐ Others \_\_\_\_\_
2. 7. Please specify below the use of your Hosted Server. (if Hosted Server is checked)  
\_\_\_\_\_

3. Website Information

3. 1. Does your agency have a web site? ☐ YES ☐ NO
3. 2. If YES, please provide the following information if applicable:  

3. 2. 1. URL/Domain Name: \_\_\_\_\_

3. 2. 2. Web Hosting Provider: \_\_\_\_\_

3. 2. 3. Web Hosting Manager: \_\_\_\_\_

3. 2. 4. Web Control Panel: \_\_\_\_\_

3. 2. 5. IP Address: \_\_\_\_\_

3. 2. 6. Platform used for web site development: \_\_\_\_\_

3. 2. 7. Under who's account is the web site hosting subscription? \_\_\_\_\_

4. Software, Application Systems, Information Systems and Databases

Fill-out instruction:

- Samples below are included but not limited to what is provided.
- Only include systems that are in Deployment stage.
- Please write codes only on columns with footnote marker; refer below.

Name of System	Status of Ownership <sup>13</sup>	Development platform <sup>14</sup>	Working Environment <sup>15</sup>	Maintenance Cost	Brief Description of Usage <sup>16</sup>	Database Description <sup>17</sup>

<sup>12</sup> Computing device with Server-Grade Hardware and Software

<sup>13</sup> **D** – Developed In-House; **P** – Purchased; **L** – Leased; **F** – Freeware; if others please specify

<sup>14</sup> If applicable, please specify the Development Platform used; **NA** – if not applicable

<sup>15</sup> **S** – Stand alone; **CS** – Client-Server; **W** – Web-based

<sup>16</sup> Specify the user of the system; **P** – specific Personnel; **D** – a Division; **W** – or the whole agency/office

<sup>17</sup> Indicate the Database name of the system, if applicable include the Database Management Software used

**5. Network Information**

5. 1. Does your agency have a Local Area Network (LAN)? ☐ YES ☐ NO
5. 2. Does your agency have an Intranet? ☐ YES ☐ NO
5. 3. If YES, does your agency have a Virtual Private Network (VPN)? ☐ YES ☐ NO
5. 4. Does your agency have a Wide Area Network (WAN)? ☐ YES ☐ NO
5. 5. Does your agency have a Private Automatic Branch Exchange (PABX or PBX)? ☐ YES ☐ NO
5. 6. If YES, what is the PBX set-up?
- ☐ Private ☐ Hosted
- ☐ VoIP PBX or IP-PBX ☐ Hosted IP
5. 7. Is your agency connected to the Internet? ☐ YES ☐ NO
5. 8. What is/are your agency's mode/s of access to the Internet? (Check all items that are applicable)
- ☐ Dial-up ☐ DSL ☐ ISDN
- ☐ Leased line ☐ Mobile Phone ☐ Satellite
- ☐ Wi-Fi ☐ Others \_\_\_\_\_
5. 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? \_\_\_\_\_
5. 10. Does the office have more than one (1) internet subscription? ☐ YES ☐ NO
5. 11. If YES, list down all the internet plan subscriptions: \_\_\_\_\_
5. 12. What is(are) the internet's bandwidth? (Download/Upload) \_\_\_\_\_
5. 13. How many employees have access to the Internet in the office? \_\_\_\_\_
5. 14. How many employees have their own official e-mail address? \_\_\_\_\_

**6. Security, Disaster Recovery and Back-up**

6. 1. Does your agency have a protection scheme for your ICT resources? ☐ YES ☐ NO
6. 2. If YES, what is/are the measure/s being used by your office? (Check all items that are applicable)
- ☐ Security Policy / Guideline ☐ Disaster Recovery Plan
- ☐ Back-up power unit (e.g. UPS, Generator) ☐ Digital signatures
- ☐ Encryption ☐ Off-site back-up
- ☐ Hardware firewall ☐ Physically restricted access to critical ICT equipment
- ☐ Software firewall ☐ Storage of back-up media in localities other than the operating environment
- ☐ Subscription to a security service (e.g. anti-virus software, intrusion alert) ☐ Others \_\_\_\_\_
- ☐ Regular ICT security training of employees

**7. Data Archiving**

7. 1. Does your agency have a data archiving system? ☐ YES ☐ NO
7. 2. If yes, what type of data archiving system does your agency use?
- ☐ Manual ☐ Electronic ☐ Both/Combination
7. 3. If electronic data archiving is being utilized, what is the mode?
- ☐ Conventional ☐ Cloud
7. 4. If conventional mode, what is the medium of storage of the archived data?
- ☐ Optical disks (e.g. CD-Rom, DVD) ☐ Hard Disk
- ☐ Tape ☐ External Hard Disk
- ☐ Microfiche ☐ Flash Drive
- ☐ Others \_\_\_\_\_
7. 5. What information is archived by your agency electronically? (Check all items that are applicable)
- ☐ Publications (Annual Report, Statistical Report, etc.) ☐ Letters, memorandum orders, communications, etc.
- ☐ Audio-visual recordings ☐ Unprocessed/Raw Data
- ☐ Maps ☐ Photographs
- ☐ Public documents (civil registration forms, passports, land titles, etc.) ☐ Others \_\_\_\_\_

**8. Data Center**

8. 1. Does your agency have a data center? ☐ YES ☐ NO
8. 2. If yes, how many sites? \_\_\_\_\_

8. 3. Please check applicable maintenance set-up:

☐ In-House

☐ Outsourced
8. 4. Does it have a back-up site?

☐ YES

☐ NO

9. ICT Projects

9. 1. Details on Ongoing ICT Projects
- Fill-out instruction: Please write codes only on columns with footnote marker; refer below.

Project Name <sup>18</sup>	Description	Period (mm/dd/yyyy)		Cost <sup>19</sup> (in Peso)	Development Strategy <sup>20</sup>	Status <sup>21</sup>	Brief Description of Usage <sup>22</sup>
		Start Date	End Date				

9. 2. Issues Encountered in the Implementation of ICT Projects (Check all items that are applicable)
- ☐ No budget or insufficient budget

☐ Delay in the release of projects funds
- ☐ Opposition or reluctance of stakeholders

☐ Lack of support by management
- ☐ Difficulty in recruiting and/or retaining qualified ICT personnel

☐ Low level of ICT skills among employees
- ☐ Unavailability of required bandwidth to support system/s

☐ Not used or seldom used by intended users and/or clients
- ☐ Others \_\_\_\_\_

☐ Problems in procurement

10. IT Personnel and other Miscellaneous Information

10. 1. Does your agency have an organic IT or MIS office?

☐ YES

☐ NO
10. 2. If YES, write the address of if the office is NOT within the vicinity of your agency location, otherwise leave blank.
10. 3. Does your agency have an IT Personnel?

☐ YES

☐ NO
10. 4. If YES, please the FILLED ICT POSITIONS in your agency.

Name of IT Personnel	Designation	Status <sup>23</sup>	Division/Group	Educational Background related to ICT

10. 5. What is the ratio of functioning agency owned and leased Computing Device<sup>24</sup> to the number of agency personnel that needs the said device? (ex. 1 PC:1 Personnel) \_\_\_\_\_
10. 6. What is the current total number of personnel using the agency's ICT devices and system? \_\_\_\_\_

<sup>18</sup> In case an ICT project is divided in phases and its budget is given by phases, kindly list each phase as a separate project tagged as <Project Name> Ph. 1, <Project Name> Ph. 2, and so on.

<sup>19</sup> Kindly provide the actual cost in pesos and not the proposed cost.

<sup>20</sup> **I** – In-house; **O** – Outsourced; **C** – Combination

<sup>21</sup> **U** – Under Development; **D** – For Deployment; **O** - Operational

<sup>22</sup> Specify the user of the system; **P** – specific Personnel; **D** – a Division; **W** – or the whole agency/office

<sup>23</sup> **A** – Permanent; **B** – Contractual; **C** – Project-based personnel; **D** – Consultant; **E** – Resource person; **F** – Co-terminus

<sup>24</sup> Workstations, Desktop PC, Laptops, Netbooks, Notebooks

11. Information Systems Strategic Plan (ISSP)

11. 1. Does your agency have an ISSP?

☐ YES ☐ NO
11. 2. If YES, is the ISSP updated?

☐ YES ☐ NO
11. 3. Is the ISSP currently being implemented?

☐ YES ☐ NO

Respondent's Name & Signature

Head of Office Name & Signature

Please send accomplished questionnaire to:

**OFFICE OF THE REGIONAL GOVERNOR - ARMM**  
Information and Communications Technology Office  
2F ORG Bldg., ARMM Compound, Cotabato City  
or email soft copy to ***icto@armm.gov.ph***

For inquiries and other concerns please call (064) 552-0235 for assistance. You may request for a softcopy of the form through the given contact details.

Kindly note that ORG-ICTO may send a representative to your office to verify submitted information.  
Thank you for participating in the ORG-ICTO ICTIN Survey 2017.

#### Definition of Terms:

**Archiving** in general is a process that will ensure that information is preserved against technical 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 Philippine 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.<sup>25</sup>

**Automated Fingerprint Identification System (AFIS)** is a biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.<sup>26</sup>

**Cloud computing** is the use of computing resources (hardware and software) that are delivered as a service over a network (typically the Internet).<sup>27</sup>

**Co-located** is an arrangement wherein a space is provided for a customer's telecommunications equipment on the service provider's premises.<sup>28</sup>

**Computing devices** include mainframes, minicomputers and microcomputers i.e. desktop personal computers (PCs), laptops PCs including notebooks and netbooks, and handheld devices like mobile phones including smart phones, Personal Digital Assistants (PDAs), palmtops, tablets and multimedia players.

**Data Center** is a centralized repository, either physical or virtual, for the storage, management, and dissemination of data and information organized around a particular body of knowledge or pertaining to a particular business.<sup>29</sup>

**Desktop PC** is a PC that is not designed for portability and is expected to be set up in a permanent location.<sup>30</sup>

**Digital signature** is an authentication code created with a sender's secret key and can be verified by a recipient using the sender's public key.<sup>31</sup>

**External hard drive** is a hard drive that sits outside the main computer tower in its own enclosure. It allows the user to back up or store important information separate from the main internal hard drive, which could become compromised, damaged or corrupted.<sup>32</sup>

**Firewall** is a hardware, software or a combination of the two protecting a computer network from unauthorized access.

**Geographic Information System (GIS)** is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data.<sup>33</sup>

**Intranet** is "a private network that is contained within an enterprise. It may consist of many inter-linked LANs. The main purpose of an intranet is to share company information and computing resources among employees".<sup>34</sup>

**Laptop**, also called a **notebook**, is a portable PC that integrates the display, keyboard, a pointing device or trackball, processor, memory and hard drive all in a battery-operated package slightly larger than an average hardcover book.<sup>35</sup>

**Local Area Network (LAN)** is "a group of computers and associated devices that share a common communications line or wireless link and typically share the resources of a single processor or server within a small geographic area (for example, within an office building)".<sup>36</sup>

**Magnetic card reader** is a device used to read magnetic stripe cards, such as credit cards.<sup>37</sup>

**Mainframe** is an ultra high-performance computer made for high-volume, processor-intensive computing.<sup>38</sup>

**MICR reader** is a device that can recognize human readable characters printed on documents such as cheques using a special magnetic ink. MICR stands for Magnetic Ink Character Recognition.<sup>39</sup>

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<sup>25</sup> ISSP Template Revised 2003 iib

<sup>26</sup> <http://searchsecurity.techtarget.com/definition/Automated-Fingerprint-Identification-System>

<sup>27</sup> [http://en.wikipedia.org/wiki/Cloud\\_computing](http://en.wikipedia.org/wiki/Cloud_computing)

<sup>28</sup> <http://searchsoa.techtarget.com/definition/collocation>

<sup>29</sup> <http://searchdatacenter.techtarget.com/definition/data-center>

<sup>30</sup> <http://computer.howstuffworks.com/10-types-of-computers.htm#page=2>

<sup>31</sup> [http://linux.about.com/cs/linux101/g/digital\\_signatu.htm?terms=Digital+signature](http://linux.about.com/cs/linux101/g/digital_signatu.htm?terms=Digital+signature)

<sup>32</sup> <http://www.wisegeek.com/what-is-an-external-hard-drive.htm>

<sup>33</sup> <http://www.nwgis.com/gisdefn.htm>

<sup>34</sup> [http://searchwebservices.techtarget.com/sDefinition/0,,sid26\\_gci212377,00.html](http://searchwebservices.techtarget.com/sDefinition/0,,sid26_gci212377,00.html)

<sup>35</sup> <http://computer.howstuffworks.com/10-types-of-computers.htm#page=3>

<sup>36</sup> [http://searchsmallbizit.techtarget.com/sDefinition/0,,sid44\\_gci212495,00.html](http://searchsmallbizit.techtarget.com/sDefinition/0,,sid44_gci212495,00.html)

<sup>37</sup> [http://en.wikipedia.org/wiki/Card\\_reader](http://en.wikipedia.org/wiki/Card_reader)

<sup>38</sup> <http://www.techterms.com/definition/mainframe>

<sup>39</sup> <http://simple.wikipedia.org/wiki/MICR>



**Microfiche** is a sheet of microfilm (a film bearing a photographic record on a reduced scale of printed or other graphic matter) containing rows of microimages of pages of printed matters<sup>40</sup>

**Mobile phone** is a handheld or wearable device that may not only have call and short messaging service (SMS) functions but may be integrated with common computer applications (email, database, multimedia, calendar/scheduler).

**Multimedia player** combine the functions of a PDA with multimedia features, such as a digital camera, an MP3 player and a video player.<sup>41</sup> This does not include digital voice recorders that only play and record audio files.

**Office automation software** are ready-made or in-house developed software packages that support clerical and other common office tasks.

**Original equipment manufacturer (OEM) license** covers software for stand-alone desktop PCs and laptops and MUST stay bundled with the computer system and NOT distributed as a separate (or stand-alone) product. This software will be identified or labeled "For Distribution Only With New Computer Hardware."<sup>42</sup>

**Outsourcing** is an arrangement in which one company provides services for another company that could also be or usually have been provided in-house.

**Oversight or administrative systems** are those application software that support development planning, fiscal and financial management and operations, auditing, personnel administration, and assets and supplies management.

**PABX** stands for private automatic branch exchange and is a telephone switching system used within a business or organization. It works by interconnecting telephone extensions to each other and to the outside public telephone network.<sup>43</sup>

**Palmtop**, more commonly known as **Personal Digital Assistant (PDA)**, is a tightly integrated computer that often uses flash memory instead of a hard drive for storage. This computer usually does not have keyboards but rely on touch screen technology for user input. Palmtops are typically smaller than a paperback novel, very lightweight with a reasonable battery life.<sup>44</sup>

**Server** is a computer that has been optimized to provide services to other computers over a network.<sup>45</sup>

**Smart card reader** is an electronic device that reads smart cards and can be an external device or a built-in feature of a keyboard, PC or laptop.<sup>46</sup>

**Stand-alone PCs** are independent computer units. They are **not** connected to any other PC or to the network and operate independently.

**Strategic information systems** are client-driven application software that support mission-critical operations and provide direct public access to government services.

**Tablet** is a mobile computer, larger than a mobile phone or personal digital assistant, integrated into a flat touch screen and primarily operated by touching the screen rather than using a physical keyboard. It often uses an onscreen virtual keyboard, a passive stylus pen, or a digital pen.<sup>47</sup>

**VOIP** is an acronym for Voice Over Internet Protocol, or in more common terms phone service over the Internet.<sup>48</sup>

**Web site** is your agency's presence on the Internet environment.

**Wide Area Network** is similar to a Local Area Network (LAN), but unlike LANs, WANs are not limited to a single location.<sup>49</sup>

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<sup>40</sup> <http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=microfiche>

<sup>41</sup> <http://electronics.howstuffworks.com/gadgets/travel/pda1.htm>

<sup>42</sup> <http://www.auditnet.org/articles/softwarelicenses.htm#What%20Types>

<sup>43</sup> [http://www.ehow.com/facts\\_7267523\\_definition-pabx.html](http://www.ehow.com/facts_7267523_definition-pabx.html)

<sup>44</sup> <http://computer.howstuffworks.com/10-types-of-computers.htm#page=5>

<sup>45</sup> <http://computer.howstuffworks.com/10-types-of-computers.htm#page=7>

<sup>46</sup> [http://en.wikipedia.org/wiki/Card\\_reader](http://en.wikipedia.org/wiki/Card_reader)

<sup>47</sup> <http://mashable.com/follow/topics/tablets>

<sup>48</sup> <http://www.voip-info.org/wiki/view/What+is+VOIP>

<sup>49</sup> <http://www.techterms.com/definition/wan>