

Subject: IT SYSTEM DEVELOPMENT AND ENHANCEMENT

1. PURPOSE:

To ensure accurate and efficient data management across the organization and enable fast access to information for timely rendering of service, decision-making, and process improvements.

2. SCOPE:

This procedure covers activities from the determination of system requirements, coordination and agreement on outsourced software development, user acceptance testing, conduct of system development and acceptance, deployment of the system, and feedback resolution. Maintenance of outsourced systems includes back-up, migration, testing, and patching.

3. DEFINITION OF TERMS:

- a. ISMD Information System Management Division
- b. **UAT** User Acceptance Test
- c. ICT Information and Communication Technology
- d. TOR Terms of Reference
- e. I2MS Integrated Information Management System
- f. ESRE Electronic Statements of Receipts and Expeditures

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- g. VDIS Valuation Database Information System
- h. ENRDM Environment and Natural Resources Data Management

4. RECORDS:

	TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1.	Inception Report (MIS-001)	ISMD Files	NAP R.A. 9470	Archived	NA
2.	Software Acceptance Development Plan (MIS-002)	ISMD Files	NAP R.A. 9470	Archived	NA
3.	UAT Report (MIS-003)	ISMD Files	NAP R.A. 9470	Archived	NA
4.	Change Request Form (MIS-004)	ISMD Files	NAP R.A. 9470	5 years	As per NAP Rules
5.	Hardware/Software Repair Form (MIS-005)	ISMD Files	NAP R.A. 9470	5 years	As per NAP Rules

PREPARED BY: DIVISION CHIEF

APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL BUREAU OF LOCAL GOVERNMENT

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5. **REFERENCES**:

5.1 ISO Clause Reference:

Clause 6 - Planning Clause 7 – Resources except 7.1.5.2 Clause 8.4 - Control of externally provided products and services Clause 10 – Improvement

- 5.2 Documents which supports the implementation of the procedure
 - a. BLGF ICT Policy
 - b. IT User and Admin Manual
 - c. BLGF Information System Strategic Planning
 - d. DICT MITHI Rules for ICT Implementation of Government Agencies

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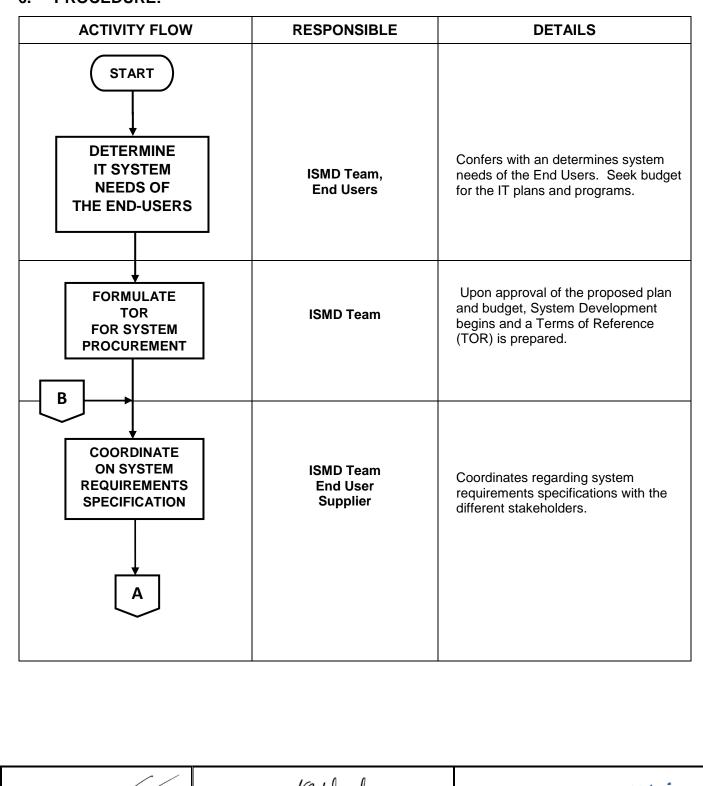
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5.3 Related documents linked to the procedure :

- a. Procurement Procedures
- b. Corrective Action Procedure

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6. PROCEDUR	E:			



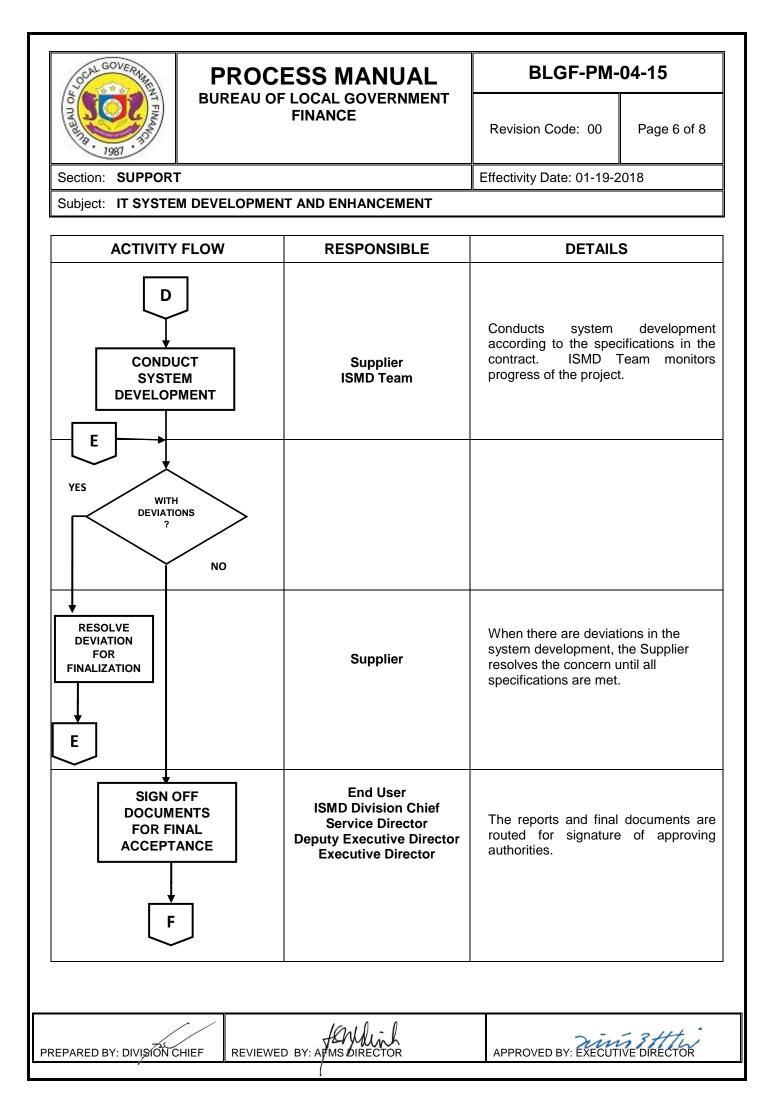
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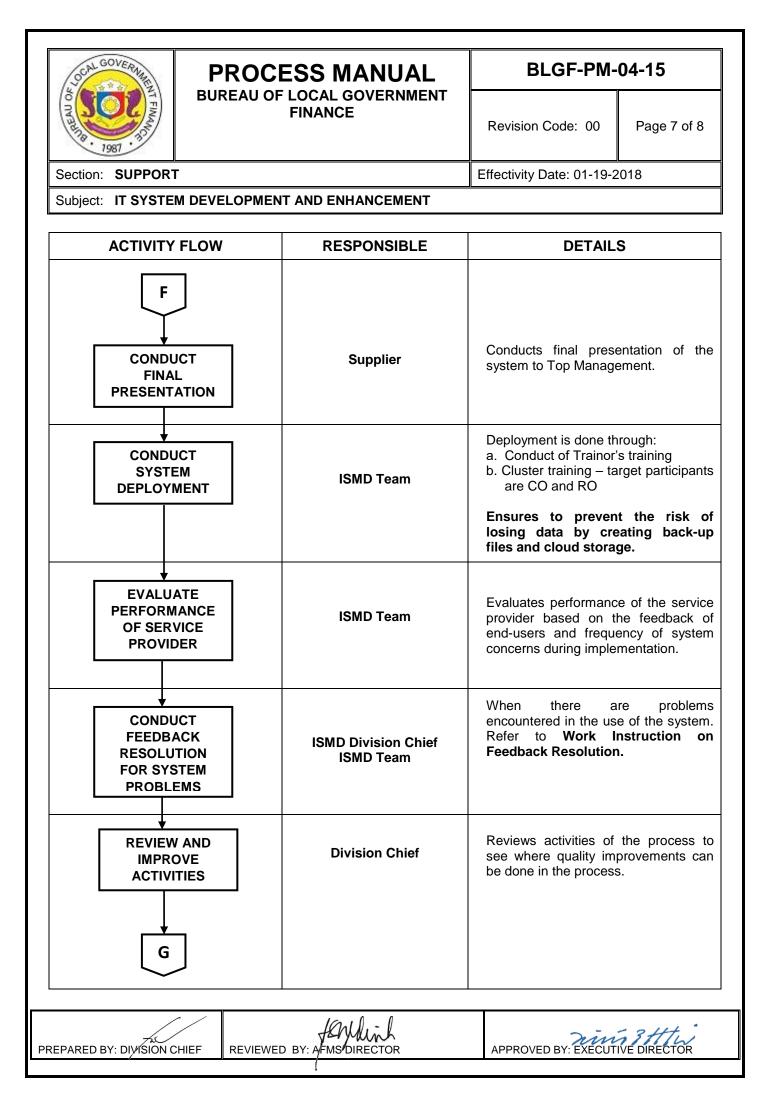
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ACTIVITY	FLOW	RESPONSIBLE	DETAIL	S		
A PREPA INCEPT REPORT SOFTW/ ACCEPT/ DEVELOP PLAN	ION AND ARE ANCE MENT	Supplier	Based on the discuss Team and end-users Inception Report Acceptance Developm	s, prepares the and Software		
REVIE THE ABO SUPPLIE REPOR	DVE R'S	ISMD Chief Focal ISMD Staff	Reviews the Supplier's consideration of the sy requirements of the or	/stem		
YES WITH CORRECTION ?	ons NO					
B C		Supplier	When there are corrections/revis to be made, the draft is returned Supplier for editing/finalization.			
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ACTIVITY FLOW RESPONSIBLE DETAILS					
ACTIVITY	FLOW	RESPONSIBLE	DETAILS		
C UPON ACCEPTA SIGNS SUPPLI REPOR	NCE S ER	ISMD Division Chief Service Director Deputy Executive Director Executive Director	Upon acceptance of th Software Acceptance Plan. The documer signature of approving Final signature and a the Executive Directo	e Development at is routed for authorities.	
CONDU USER ACCEPTA TEST (U	NCE	Supplier End User ISMD Team	Conducts User Acceptance Test of the system.		
PREPA UAT TEST R REPOR	UN	Supplier	Prepares UAT Report based on the results of the Test Run.		
SIGNS C FOR SYSTE DEVELOPI	м	End User ISMD Team	Review UAT Test R signs off to start the the system.		
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ACTIVITY FLOW		RESPONSIBLE	DETAILS	
1	G TARGETS ACHIEVED? YES PREPARE MONTHLY REPORT END	Division Chief	Determine if performa achieved. For unmet targets: Refer to Corrective A Procedure . Submit complete mon accomplishment repor performance report to superior every first we	Action thly t and immediate

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