In the interest of the service, and pursuant to the continual promotion and management of the POEA information and communications technology projects, the EDP Branch is hereby renamed and reorganized as follows:

1. The EDP Branch shall be called Information and Communications Technology (ICT) Branch.

2. The two Divisions of ICT Branch shall be known as Databank and Network Management Division, and Systems Management Division.

3. The Systems Management Division shall be composed of systems analysts and computer programmers whose major functions are the following:
   - Systems development, comprising of systems analysis and design, programming, documentation and deployment of completed information systems;
   - Systems review and enhancement;
   - Administration of ICT literacy training; and
   - ISO documentation and control.

4. The Databank and Network Management Division shall be composed of computer operators and service contractors and shall have the following functions:
   - Preservation of the integrity of POEA databases;
   - Management of POEA ICT facilities covering resource utilization, repair, and maintenance;
   - Generation and provision of regular reports;
   - Administration of ICT literacy training; and
   - Provision of reports requested by internal and external clients.

5. The Systems Management Division shall be headed by Ms. Ramona Quijano while the Databank and Network Management Division shall be headed by Ms. Nerissa Jimena, both as OICs.

This supercedes previous S.O. on EDP reorganization.

September 1, 2003

Rosalinda Dimapilis-Baldoz
Administrator
Information and Communications Technology (ICT) Branch
Personnel Complement

SYSTEMS MANAGEMENT DIVISION

1. RAMONA S. QUIJANO
   - OIC, Division Chief
2. ALEX B. ESPIRITU
   - Information Systems Analyst III
3. MARIVIC H. ARREZA-UY
   - Computer Programmer III
4. ODILON A. MARQUEZ
   - Computer Programmer III
5. MARIE ANTHONNETTE B. MARQUEZ
   - Information Systems Analyst II
6. JUANITA C. ANGAT
   - Computer Programmer II
7. MICHAEL M. CRUZ
   - Computer Programmer II
8. REGINALD G. PROTESTA
   - Computer Programmer II

DATABASE AND NETWORK MANAGEMENT DIVISION

1. NERISSA S. JIMENA
   - OIC, Division Chief
2. RAQUEL P. CALZADO
   - Information Systems Analyst II
3. MA. TERESA D. ASUNCION
   - Computer Operator III
4. MA. CRISTINA V. MALAGKIT
   - Computer Operator III
5. ENRIQUE RAMON F. VASQUEZ
   - Computer Operator III
6. RICARDO C. CAPIN
   - Computer Operator II
7. ANALIZA D. CASABUENA
   - Computer Operator II
8. JEFFREY B. OLFINDO
   - Computer Operator II
9. DENNIS C. IBAY
   - Exec Asst. III (detailed)

BRANCH MANAGER: HELEN S. BARAYUGA, Director II