SPECIAL ORDER No. 322
Series of 1994

In the interest of the service and in line with the overall streamlining and computerization efforts of the Administration, the following EDP Personnel hereby comprise the EDP Satellite Teams to be assigned in each POEA office:

Pre-Employment Services Office (PSO)

Team Leader: Ramona Quijano, system analyst
              Anthonette Buenafe, programmer
              Victoria Cecilio, encoder/computer operator

Welfare and Employment Office (WEO)

Team Leader: Nerissa Jimena, programmer
              Alex Espiritu, systems analyst
              Florenda Ramos, encoder/computer operator

Licensing and Regulation Office (LRO)

Team Leader: Marivic Uy, programmer
              Socorro Macopia, encoder/computer operator

Adjudication Office (AO)

Team Leader: Odilon Marquez, programmer
              Teresita Asuncion, encoder/computer operator

Management Services

Team Leader: Dennis Ibay, system analyst
              Raquel Calzado, encoder/computer operator
The Satellite Teams shall have the following functions:

⇒ determine the systems, computerization and training needs of the office covering branch and division operations;

⇒ design the system and computer programs required of the entire Office;

⇒ create the Office database and maintain its files as well as provide the necessary technical support to all aspects of the Office operations;

⇒ draw up an Office Information Systems Plan and an action and financial plan consonant with the overall vision of the Administration to be approved by the Director concerned; and

⇒ provide the necessary points for linkup with the main POEA system.

_Supervision and reporting:_ The Teams shall report directly to the Office Director concerned; technical supervision, however shall be maintained by their technical supervisors at EDP. Performance evaluation shall be done jointly by the supervising Office Director and the EDP Branch Manager along with the two Division Chiefs.

Each Team shall make progress reports, in written form to be discussed in a Branch-wide meeting every 30th of the month. A Draft Office Information Systems Plan (OISP) should be completed by June 30, 1995 to be endorsed to the EDP Branch with the concurrence of all heads of operating units concerned.

The Draft OISP shall form part of the integrated POEA Information Systems Plan which will serve as the basis for systems/ program development, enhancement of manual processes, purchase of information technology resources, and other materials.

In coordination with its Supervising Director, the Satellite Team shall be involved in the procurement of IT resources and materials required by its proposed OISP as well as the latter’s implementation.

_Recall._ The Team shall wind up all its projects and activities by Nov. 30, 1995 and should be turned over to the Team’s Supervising Director and EDP Branch Manager.
All outputs of the Satellite Teams shall form part of the overall streamlining and computerization plan of the Administration and the bigger inter-agency OCW database which we are working out with the National Computer Center.

All EDP Personnel assigned to the Satellite Teams may start consultations with the concerned Office Director by Dec. 1, 1994. Proper turnover of current assignments should be made to their EDP Division Chief or Branch Manager.

For strict compliance.

FELICISIMO O. JOSON
Administrator