



Republic of the Philippine  
Province of Tarlac  
**MUNICIPALITY OF PURA**

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**Office of the Municipal Mayor**

**EXECUTIVE ORDER NO. 03  
Series of 2013**

**"ESTABLISHING THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) UNIT TO  
IMPLEMENT THE WEB DEVELOPMENT PROJECT"**

**WHEREAS**, worldwide trend in development strategies points towards interconnectivity. Local Government Units (LGUs) must be abreast with the latest technology in developing or maintaining a website that will provide the opportunity to showcase, among others the following:

- 1) Promote the LGU programs and projects, culture, people, tourism, systems and procedure; and
- 2) Provide a venue for posting of budgets and finances, bids and public offerings by putting the value of Full Disclosure Policy (Transparency and Accountability)

**WHEREAS**, the City/Municipal Government has implemented the Webpage Development Project for LGU's in Region III, which is a joint project of the Department of Interior and Local Government (DILG), Philippine Association of State Universities and Colleges (PASUC) Region III and Information Technology (IT) Industry Representative;

**WHEREAS**, the Municipal Government realizes the importance of the implementation of the project will address our felt need to have a website that will serve as a medium of getting information across its intended audience;

**WHEREAS**, the adoption of ICT is pursuant to President Benigno S. Aquino's call for transparency and accountability in governance towards treading the straight path or the "daang matuwid". Likewise, it is an effective tool to enable local officials become more responsive and encourages citizen's participation in the affairs of the LGU;

**WHEREAS**, Republic Act 8792 otherwise known as the E-commerce Act directs all agencies of the government including LGU's to use electronic means in government transactions;

**WHEREAS**, Republic Act No. 9184 known as the Government Procurement Reform Act, calls for posting of the Invitation to Bid, Notice to Bid, Notice to Proceed and Approved Contract in the procuring entity's premises, in newspapers of general circulation, the Philippine Government Electronic Procurement System (PhilGEPS) and the internet.

**NOW, THEREFORE**, I CONCEPCION AKOL-ZARATE, Municipal Mayor of the the Municipality of Pura by virtue of the powers vested in me by existing and applicable laws, do hereby order the following;

**SECTION 1. CREATION.** There shall be created Information and Communications Technology (ICT) Unit under the Office of the Municipal Mayor.

## SECTION 2. COMPOSITION, DUTIES AND FUNCTIONS

### Section 2.1 Composition

The ICT Unit shall be composed of the Municipal Planning and Development Coordinator as the Immediate Supervisor and ICT Capable Staff, namely:

MPDC	-	Engr. Abegel A. Pagatpatan
ICT Staff	-	Lelani Estavillo
ICT Staff	-	Mark Gerong
ICT Staff	-	Arman Bala

### Section 2.2 Composition Duties and Functions


1. Maintain the updating and maintenance of the LGU's official website;
2. Ensure that the webpage contains, but not limited to the following information:
  - a. Philippine Flag and LGU Logo
  - b. LGU Basic Facts/Characteristics (e.g. physical, social, economic and cultural aspects)
  - c. Frontline services under the LGU's Citizens Charter (e.g. Civil registry documents/requirements, licenses, permits)
  - d. Operations and Services, Programs/Projects, Finances, Full Disclosure Policy (PDP) Postings, Notices of Bidding, Notices of Job Vacancy and Employment;
  - e. Directory of Local Officials and contact information
  - f. Tourism Information;
  - g. Latest News and events in the LGU
3. Coordinate with DILG Regional Office regarding the capability interventions to further improve webpage development; and
4. Performs other related ICT tasks and functions

**SECTION 3. FUNDING.** A financial support that may be sourced from the regular budget shall be provided to cover the cost of the following:

- a. Supplies
- b. Purchase of ICT Equipment
- c. Internet Connectivity
- d. Mobilization Fund
- e. Hosting and Maintenance of the Municipal Website
- f. Other incidental expenses

**SECTION 4. EFFECTIVITY.** This order shall take effect immediately.

Done in the Municipality of Pura, Tarlac, Philippines, this 23<sup>rd</sup> day of April 2013.

  
**CONCEPTION AKOL-ZARATE**  
Municipal Mayor