



3. Printers shall be rationalized, thus networking of printers in each OBSUs shall be implemented. Further, rationalization as to the type (i.e. dot matrix, deskjet, laserjet, etc.) and number shall be based on the functions of OBSUs, the frequency of use and the volume of work requirements. However, heads of offices/bureaus/services shall be provided with stand-alone deskjet printers for printing confidential communications.

Printers that are unjustifiably in excess, based on the assessment of PPISB-ITD, shall be re-allocated to other OBSU's with need for printers following the criteria mentioned above, in coordination with the AS-PSD, and in accordance to existing accounting and auditing rules. Future purchases of printers shall observe this guideline. Savings derived from this will be used to purchase laserjet network printers to be allocated to OBSUs (CO and/or FO's) that do not have one.

4. Procurement and allocation of IT resources, supplies, materials, accessories, etc. as defined in COA Circular No. 97-003 (i.e. computers and computer peripherals such as, but not limited to cables, LAN cards, memory chips, other connecting devices, and all related consumables) shall be in coordination with PPISB-ITD/FO-designated IT Officer for assessment and approval in accordance to existing DSWD ICT standards. Hence, proposals and RIS's, regardless of fund source, shall not be consummated without the assessment/endorsement report from the PPISB-ITD/FO-designated IT Officer.
5. Request for purchase, upgrading and replacement of hardware (and software) shall be assessed and endorsed by the PPISB-ITD/FO-designated IT Officer. The criteria for upgrading/replacement shall depend on its functionality, frequency of use and volume of work requirements. Furthermore, the PPISB-ITD shall evaluate the requirements of the OBSUs considering the existing/requested IT equipment and the number of personnel using/will use these equipments.
6. Subject to written authority from its head, PPISB-ITD staff/FO-designated IT Officer is authorized to undertake diagnostic check on all ICT resources as part of maintenance and repair work. Unauthorized opening of the hardware (especially those covered with existing warranties) or re-configuring the unit/s without the written consent of the requesting OBSU's even by PPISB-ITD personnel/FO-designated IT Officer is not allowed.

**On Software:**

1. Unless modified through a written notice, MS Windows 2000 shall be the standard Operating System; MS Office 97 shall be the standard office productivity tool (MS Word, MS Excel, MS Powerpoint, MS Access); and, McAfee Virus Scan 4.x shall be the standard anti-virus software.
2. Only authorized and licensed application software shall be installed and used in the computer units and file servers of the Department. Software installation shall be performed only by authorized PPISB-ITD staff/FO-designated IT Officer. Any unauthorized and/or unlicensed software in any computer units that will affect the computer, LAN and WAN shall be deleted by duly authorized PPISB-ITD staff after due notice and scheduling is served. Use of unlicensed software is an act punishable by law under the E-Commerce Act.

OBSUs that may need or are currently using specific software (licensed or unlicensed) must justify its possession and use subject to assessment by the PPISB-ITD. If the use of the specific software is critical to the job function of the OBSU's, the OBSU's concerned shall prioritize the procurement of the appropriate license. Attachment A enumerates the authorized and licensed software.

3. Procurement of licenses for the standard software shall be through group purchase and shall be coordinated with the PPISB-ITD in a way as in the purchase of other IT resources, subject to fund availability.
4. PPISB-ITD/FO-designated IT Officers shall provide the necessary technical assistance to OBSUs with regards to the appropriate data management and file archiving.

**On LAN/Internet Connections:**

1. All computer units in CO shall be connected to the Local Area Network (LAN), limited only by available resources, for file and resource sharing. Again, subject to available resources, all FO's should strive to establish its own LAN.
2. Internet access shall be rationalized (see Attachment B for the list of connections) primarily based on the actual job functions, frequency of use, and volume of work requirements of each OBSU, and currently based on the internet connection capacity. At the Central Office, each LAN workstation shall have e-mail services. All Field Offices shall strive, subject to available resources and facility, to provide e-mail services to each LAN workstation.

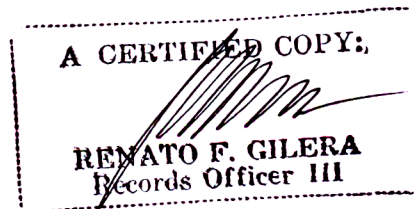


3. All key technical people and HOBSU's shall be provided with e-mail addresses in order to improve communications, limited only by the network's bandwidth.
4. E-mails from unknown sources shall not be downloaded, as this is the usual cause of computer virus infestation.

The Information Technology Division of the PPISB shall operationalize, monitor and evaluate implementation of AO 192 s. 2002 and DO 06 s. 1998 according to the rules as enumerated. The Designated IT Officers/Assistants in coordination with PPISB-ITD shall monitor the implementation of rules applicable to their respective Field Offices. It is deemed that this will rationalize the acquisition, use and maintenance of ICT equipments and/or devices.

For strict compliance.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary 



Attachment A

**LIST OF AUTHORIZED AND LICENSED SOFTWARE**

- |    |                          |   |                       |
|----|--------------------------|---|-----------------------|
| 1. | Operating System         | - | Windows 95/98/2000/XP |
| 2. | Office Productivity Tool | - | MS Office 97/2000     |
| 3. | Anti-Virus               | - | McAfee Virus Scan 4.X |
| 4. | Network Operating System | - | Windows NT 4.0/2000   |
| 5. | Mail Server              | - | MS Exchange 2000      |
| 6. | Firewall                 | - | MS ISA 2000           |
| 7. | Database Server          | - | MS SQL 2000           |
| 8. | Web Browser              | - | Internet Explorer 5.X |
| 9. | E-mail Client            | - | Eudora Pro (freeware) |



ATTACHMENT B

LIST OF INTERNET CONNECTIONS\*

NAME OF OFFICE	NUMBER OF INTERNET CONNECTIONS
Office of the Secretary	3
OUSPPG	2
OUSOCBG	2
OUSGASSG	2
OUMA	2
Office of Assec. Yap	2
Office of Assec. Lucentales	2
Office of Assec. Layug	2
Office of Asec. Yangco	2
PPISB	4
PPB	3
SB	3
NOO**	5
SWADI	3
Administrative Service***	6
Finance Service****	5
External Assistance Office	3
PALS	3
Legal Service	2
DLLO	1
DROMIC	1
COA	1
SWEAP	1

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60

\*BASED ON CURRENT INTERNET BANDWIDTH

\*\*INCLUDES CIDDS (1), KALAHI-CIDSS (1), ECD (1) & (1) EACH FOR DIR. CABRERA AND DIR. GLOVA

\*\*\*INCLUDES CPDD (1), PD (1), PSD (1), ECD-ADMIN (1), AMU (1) & (1) FOR DIR. FLORES

\*\*\*\*INCLUDES AD (1), BD (1), FCD (1), ECD-FINANCE (1) & (1) FOR DIR. MONTAÑO



## GLOSSARY OF ICT TERMS

**Anti-Virus** – A utility or program that searches a hard disk for viruses and removes any that are found. Most antivirus programs include an auto-update feature that enables the program to download profiles of new viruses so that it can check for the new viruses as soon as they are discovered.

**Bandwidth** – this is the range of signal frequencies that can be carried on a communication channel. It is measured in cycles per second, or hertz (HZ) between the highest and lowest frequencies. This is more commonly expressed as bits per second (bps).

**CD-ROM (Compact Disc Read-Only Memory)** – it is an optical disk capable of storing large amounts of data – from the usual 650 MB to almost 1 GB. A single CD-ROM has the storage capacity of 700 floppy disks, enough memory to store about 300,000 text pages.

Common media formats for the CD-ROM are the CD-R (Write) and the CD-RW (Read/Write). The first format allows data to be written to a blank CD-R disk using a special hardware called a **CD Writer**. However, this can only be done once and the data becomes permanent and uneditable. The CD-RW format allows the same flexibility as a floppy disk but with much higher data capacities and a higher degree of reliability.

**Diagnostic Check** – is the process of determining the problem of the computer unit

**Download** – in a network communications sense, to download is to receive data from another computer on the network. Its opposite is an "upload" which means to transmit data from one's computer to another, possibly remote computer.

**E-Commerce Act** – an act providing for the recognition and use of electronic commercial and non-commercial transactions and documents, penalties for unlawful use thereof and for other purposes

**Electronic Mail (E-mail)** – messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses (mailing list).

**E-mail Client** – an application that runs on a personal computer or workstation and enables you to send, receive and organize e-mail.

**File Archiving** – transfer of files into a separate storage device where it is to be held indefinitely. Archiving, in general, is a process that will ensure that information is preserved against technological obsolescence and physical damage.

**Firewall** – a system designed to prevent unauthorized access to or from a network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially Intranet.

**Hardware** – the electronic and physical components, boards, peripherals and equipment that make up a computer system as distinguished from the programs (software) that tell these components what to do. It is the physical component consists of the input devices, central processor, output devices and storage devices.

**Information and Communication Technology (ICT)** – the totality of the electronic means employed to systematically collect, process, store, present and share information to end-users in support of their activities. It consists of computer systems, office systems, consumer electronics and telecommunications technologies, as well as networked information infrastructure the components of which include the telephone system, the Internet, fax machines, computers and its accompanying methodologies, processes, rules and conventions. A combination of computer technology, microelectronics applications, and communications and information techniques and methods. It encompasses the use of computers, data communications, office system technologies, as well as any technology that deals with modern day application of computing and/or communication. It can also be seen as the marriage of information technology and data communication.

**Internet Connection** – is a worldwide interconnection of millions of computer networks and databases. It is popularly referred to as the Information Superhighway, the Web or simply as the Net.

**Intranet** – a private network using standard Internet protocols but with limited or no connectivity to the public Internet. An intranet is often connected to the public networks via a firewall.

**Management Information System (MIS)** – information systems which include external information in addition to the internal information about the agency's operation. This information will be used for goal setting, and decision-making purposes of the different levels of management in the organization.

**Multimedia** – the use of computers to present text, graphics, video, animation, and sound in an integrated way.

**Network** – a computer-based communication and data exchange systems created by electronically connecting two or more computers/workstations. It is composed of two or more computers that can communicate with each other.

**Local Area Network (LAN)** – a computer network limited to the immediate area, usually the same building or floor of a building.

**Wide Area Network (WAN)** – a computer network that is meant to cover a wide geographic area, usually over telephone lines.

**Network Printers** – a single printer that is connected to a network and being shared by more than 4 computers/users

#### **Types of Printers:**

**Dot Matrix** – produce small dots that form characters and/or shapes. That is used for drafts, graphics, and data where "letter quality" is not essential.

**Deskjet/Inkjet** - produces high resolution printer better than dot matrix. It uses high quality ink to produce excellent print quality. You can switch it to black or colored.



**Laser** – offer the ultimate in speed and quality but are costly. They utilize a laser beam that burns characters onto light sensitive paper.

**Network Operating System** – An operating system that includes special functions for connecting computers and devices into a local area network (LAN). The term *network operating system*, however, is generally reserved for software that enhances a basic operating system by adding networking features. For example, some popular NOS's include Novell Netware, Windows NT, etc.

**Office Productivity Tool/Office Automation** – The use of computer systems to execute a variety of office operations, such as word processing, accounting, and e-mail.

**Operating System** – software that supervises and controls tasks on a computer. The software that directs a computer's operations, as by controlling and scheduling the execution of other programs and managing storage and input/output.

**Re-configuring** – to set up the software or hardware of a computer. A computer can be configured differently for different uses; for example, peripherals or memory can be added or taken away; software can be installed or uninstalled; software preferences can be adjusted for different uses.

**Server** – a computer that shares its resources, such as printers and files, with other computers on the network, an example of this is a Novell Network Server which shares its disc space with a workstation that does not have a disk drive of its own. A computer that makes services, as access to data files, programs and peripheral devices, available to workstations on a network.

**File Server** - is a computer and storage device dedicated to storing files. Any user on the network can store files on the server.

**Mail Server** - move and store mail over corporate networks (via LANs and WANs) and across the Internet.

**Database Server** - is a computer system that processes database queries.

**Software** – a set of instructions to a computer (and its peripherals equipment) to execute a command or process data. It uses a computer-understandable language. The non-physical components, which maybe an operating system, a development language, database management system, network management software, set of computer tools and utilities, or an application package, as well as the machine coded instructions that direct and control the different hardware facilities. Two major categories of software are system software and application software.

**System Software** – is made up of programs used to control the computer and develop and run application programs. It includes operations systems, network operating system, database managers, programming languages, and the various messaging and communications protocols.

**IT Resources, Supplies, Materials Accessories (COA Circular No. 97-003)**

1. Computer Systems
  - Central Processing Unit
  - Desktop PCs
  - Portable Computer
  - Tablet PC/Handheld and Pocket PC/Personal Digital Assistant
  - Server/Workstation/Minicomputer
  - Mainframe
  
2. Peripherals
  - Digital Camera (CDD Camera)
  - Film Processor
  - Hardware Lock
  - Monitor
  - VGA Cards/Boards
  
3. Storage Devices
  - CD Recorder
  - CD Tower
  - CD Writer
  - CD-ROM Drive/Disk
  - Computer Tape/Cartridge
  - Floppy Drive
  - Hard Disk Drive
  - JAZ Drive
  - Magneto-Optical Disk Drive
  - Removable Storage Disk
  - SCSI Drive Module
  - Tape Back-up/Tape Drive
  - Zip Drive
  - Storage Area Network (SAN)/Network Attached Storage (NAS)
  
4. Printers
  - Band Printer
  - Barcode/POS Printer
  - Billboard Printer
  - Design Jet Printer
  - Digital Copy Printer
  - Dot Matrix Printer
  - Film Printer
  - Impact Printer
  - Ink Jet/Bubble Jet Printer
  - Laser Printer
  - LED Printer
  - Line Printer
  - Passbook Printer



- Plotter
  - Poster Printer
  - Print Server
  - Serial Printer
  - Signmaker Printer
  - Sticker Maker Printer
  - Thermal Printer
5. Cards
- Controller Card
  - Enhancement Card
6. Multimedia
- Multimedia Kit
  - Multimedia Speaker System
  - Multimedia Storage System
  - Other Multimedia Products
7. Input Device
- Digitizer
  - Keyboard
  - Mouse
  - Scanner
  - Touch Screen
  - Light Pen
8. Power Protection System
- Automatic Voltage Regulator
  - Battery Charger
  - Emergency Power Unit
  - Programmable/Portable Data Collector
  - Surge Protector/Suppressor
  - Uninterruptible Power Supply System
9. System Memory Boards
- Mathcoprocessor
  - Memory Card
  - Memory Module
  - Memory Upgrades
  - SIMM/DIMM RAM
  - SDRAM/RDRAM
10. Data Communications and Networking Equipment
- Adapters
  - Bridges
  - Echo Cancellor
  - Fax Machines
  - Fax Modem/Card



- Microwave Repeater System
- Multimedia Messaging System
- Multiplexers
- Network Desktop
- Network Interface Cards
- Network PC Cards
- Network Servers
- Network Tools
- PABX/Telephone System/Cellular Phones
- Paging Systems
- PC Telex Interface Cards
- Remote Access Server
- Routers
- Signaling Converter
- Switches and Hubs
- Switching System
- Telephone Adaptor
- Telephone Remote Control Power Controller
- Test and Measurement System
- Trunked Mobile Radio
- Video Conferencing System/Kit
- Voice Mail/Voice Messaging System
- Wires and Cabling System

