1. Application Systems Design and Development

This process is part of the mandate of developing a Comprehensive IT Master Plan and to ensure that other computerization processes in the City Government are compatible with the plan. This is also being done in compliance with the providing of procedures and guidelines in the design and development.

Office or Division: System Development and Management Division

Classification:

- Simple, Highly Technical, Complex

Type of Transaction:

- G2G, G2B

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

1. Approved Request Letter duly signed by the Department/Office Development and Head/ Online or phone request.

WHERE TO SECURE: ITDD System Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	New Service Application System. Submits letter of request duly signed by the Department/Office Head request	1. Evaluate and review received letter requests from the end user.	None	1. Evaluation, reviews, forming a team working group (TWG) and streamline procedure and guidelines (1) month. 2. Mobilization of system development base on approved procedures and guidelines a. Light – procedure and guidelines with simple routes process (2) months. b. Medium – procedure and guidelines with minimal route process (3) months. c. Heavy – procedure and guidelines with complex route process (4) months	ITDD- SDMD Systems Development Section Chief
		2. Coordinate with the end user to form a team working group (TWG) to streamline procedures and guidelines.			
		3. Official Endorsement by Immediate Officer.			
		4. Endorse to design and development team for mobilization of development			

			Fees		Person Responsible
1.		5. Implementation and facilitation.		3. Quality assessment (QA), User acceptance test (UAT) simulation and training (1) month. 4. Deployment to live operation.	
			None	1. Evaluation, reviews and streamline procedure and guidelines (1) week. 2. Mobilization of system development base on approved procedures and guidelines a. Light – procedure and guidelines with simple routes process (1) week.	ITDD- SDMD Systems Development Section Chief
	Maintenance and modification of existing Service application Submits letter of request duly signed by the Department/Office Head request	1. Evaluate and review received letter requests from the end user.			
		2. Coordinate with the end user to form a team working group (TWG) to streamline procedures and guidelines.			

		3. Official Endorsement by Immediate Officer.			
		4. Endorse to design and development team for mobilization of development.			
		5. Implementation and facilitation.			
		TOTAL		2 MONTHS	
**END OF TRANSACTION**				

2. Application Systems Deployment

Assist in the mobilization of development and installation of the city's end users of the departments in relation to the Comprehensive IT Master Plan.

Office or Division: System Development and Management Division

Classification:

- Simple, Highly Technical, Complex

Type of Transaction:

- G2G, G2B

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

2.1 Approved Request Letter duly signed by the

Department/Office Development and Head/

Online or phone request.

WHERE TO SECURE: ITDD System Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits letter of request duly signed by the Department/Office Head/online	1. Prepare installer, third party components (If any) and executable file; (window applications) create installer and executive file; (web application)		1. Light – package consolidation with no issue encountered and with close/in the vicinity of the compound range area (1) day.	
2	Duly accomplished	prepare and upload compiled			ITDD- SDMD Systems