1. Formulation of the Information System Strategic Planning (ISSP)

One of the primary responsibilities of the Project Research and Development Division is the formulation of the Information Systems Strategic Plan (ISSP). This plan serves as the city's roadmap for leveraging technology to achieve its objectives. The division ensures that the ISSP aligns seamlessly with the city's broader goals, providing a comprehensive framework that guides ICT initiatives across all departments.

Office or Division: ITDD – Project Research and Development Division

Classification:

- Complex

Type of Transaction:

- G2G – Government to Government

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

1. Approved Request Letter duly signed by the Department/Office Head

WHERE TO SECURE: ITDD Project Research Development Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Participates in the ISSP orientation of IT representatives of clustered city offices	1.1. ITDD presentation of operational, implemented, on-going previous 3-year ISSP projects		One (1) day per cluster group	One (1) day per cluster group
2	Clustered City Offices submits IT proposed projects	2.1. Receives request proposes IT project	N/A	Six (6) months	Project Group Coordinator
3	Sets Meeting with IT Technical representatives of the clustered city offices	3.1. ITDD presents submitted projects and discusses prioritization, integration of systems and inclusion of proposed IT projects in the ISSP	N/A		Project Group Team Leader
4	Prepares draft ISSP and consult DICT for guidance and review	4.1. ITDD crafts the ISSP based on DICT	N/A		
5	Finalizes copy for Approval of the	5.1. ITDD	N/A	Six (6) months	ITDD, Department Head

	City Mayor	submits to the City Mayor for approval			
6	Submits approved ISSP for city council resolution	6.1. ITDD submits approved ISSP to the city council for resolution sponsorship	N/A		
		TOTAL		6 MONTH and 1 day	
END OF TRANSACTION					