

2. Review of IT Related Proposals

The division takes on the crucial role of reviewing ICT program proposals submitted by various departments within the local government. This review process involves a meticulous assessment of each proposal's feasibility, alignment with the ISSP, and its potential to address specific challenges or opportunities. By scrutinizing these proposals, the division ensures that ICT investments are directed toward projects that bring the most value to the city.

Office or Division: ITDD – Project Research and Development Division

Classification:

- Simple

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.
2. IT Project Proposal
3. Proponent Profile

WHERE TO SECURE: ITDD Project Research Development Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Endorsement Letter of Request for IT Project proposal (hard copy)	1.1. ITDD receives IT proposal hard copy	N/A	One (1) day	Receiving Clerk
		1.2. ITDD Head initially reviews IT proposal and assigns Special Project Group for review and comments	N/A	Two (2) Weeks	ITDD, Department Head
		1.3. Project Group reviews IT proposal and consults with the System Development Network, Infrastructure and Database Divisions for specifications.			Project Group Team Leader
		TOTAL		2 Weeks and 1 day	
END OF TRANSACTION					