



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

No. 504  
Series of 2020

**SUBJECT: AMENDMENT TO SPECIAL ORDER 412, SERIES OF 2020, "CREATING THE COMMITTEES TO WORK FOR THE ESTABLISHMENT OF THE PHILIPPINE ANIMAL INDUSTRY MANAGEMENT INFORMATION SYSTEM"**

In the interest of service, **Special Order No. 412, Series of 2020, "Creation of Committees for the Establishment of the Philippine Animal Industry Management Information System (PhilAIMIS)"** shall be amended to include **Mr. Dennis Layug, Technical Advisory Group for Information Technology, Farm Digitization and Training** as additional member of the Project Steering Committee (PSC) and the creation of the following Committee and Team:

**ICT Planning, Development and Management Committee**

Team Leader:	Mr. Alvin Paul J. Dirain, NLP
Assistant Team Leader:	Ms. Marites C. Gealone, BAI
Members:	Ms. Marianne Jane V. Repaso, NMIS Mr. Jeffrey Jerome M. Balaoing, PCC Ms. Lolita A. Balagosa, NDA Mr. Jerald Villareal, ITCPH Mr. Camilo A. Andi, Jr., SADD-ICTS Mr. Napoleon P. Pulido, SADD-ICTS Mr. Jayson Villanueva, SADD-ICTS Mr. Jackie Marn G. Hortaleza, NOMD-ICTS Ms. Ma. Elena Camille B. Salgado, ICTPSD-ICTS Mr. Immanuel Samuel DR. Bautista, DMD-ICTS

**Duties and Responsibilities:**

1. Assist the Technical Working Group (TWG) in the planning, development and management of the system;
2. Assist the TWG in formulating an Integrated National ICT-based Data Management System plan/framework for the animal industry;
3. Help ensure that the requirements of the PhilAIMIS are captured and documented and a solution is developed and implemented;
4. Gather requirements and assess the ICT situation of each livestock agency in terms of ICT resources, data sets/ databases / hardware and software;
5. Understand user requirements, their strategies, and their goals;
6. Assess the current systems and assist in defining the project framework;
7. Lead in the conduct of business system review and analysis, identification of options for improvements, and match PhilAIMIS needs with ICT requirements and ICT resources capabilities;
8. Transform business requirements into technical requirements;

*A food-secure Philippines*  
with prosperous farmers and fisherfolk



9. Facilitate, develop and maintain models of PhilAIMIS requirements;
10. Design PhilAIMIS processes and transactions and conduct process review and enhancement;
11. Prepare the required documents (e.g. manuals) for use by application designers and developers including technical and business requirements and training and support and analyze business processes using appropriate tools;
12. Verify that project deliverables meet the requirements;
13. Test solutions to validate objectives;
14. Discuss and facilitate the information system PHILAIMIS framework, if needed;
15. Perform a cost/benefit analysis for any suggested changes in the target organization; and
16. Organize and supervise the systems development group including the need to hire additional programmers or hire consultancy group to help in the development of the system.

### **Systems Development Team (SDT)**


The SDT shall be directly reporting to the PhilAIMIS ICT Committee and shall lead in the development of the PhilAIMIS systems and applications. The SDT shall be composed of the following internal Computer Programmers and Systems Developers from each agency and hire (if necessary):

Mr. Kevin Ray Domingo, BAI  
 Mr. Paolo S. Laure, SADD-ICTS  
 Mr. Jeremil Gapas, NMIS  
 Mr. John Paul Bobila, NMIS  
 Ms. Gina Gabuyo (Alternate: Mr. Joko B. Basa), NDA  
 (hire additional programmers, if necessary)

Specifically, the SDT shall:

1. Work on building the necessary product features based on the framework from the PhilAIMIS ICT Committee;
2. Design systems from a user perspective;
3. Design human factors (windowing, ease-of-use);
4. Design externals (screens, reports, forms);
5. Design usability of the application;
6. Design application software components, including programs, modules, and run units;
7. Prototype, develop, and unit test application software components or fragments
8. Typically, knowledgeable in one or more development environments
9. Develop against accepted institutional development standards using system wide business policies; and
10. Participate with Business Analysts during application documentation.

Done this 16<sup>th</sup> day of June 2020.

  
 WILLIAM D. DAR, Ph.D.  
 Secretary

DEPARTMENT OF AGRICULTURE  
  
 In replying pls cite this code :  
 For Signature: S-04-20-0211  
 Received : 04/22/2020 03:14 PM

*A food-secure Philippines*  
 with prosperous farmers and fisherfolk

