

MEMORANDUM ITC-14-0520-01

20 May 2014

For: **Heads of academic and administrative offices**

Subject: Appropriate Use of IT Resources for Official Purposes

1. PAO No. 2014-12 reiterates the long-standing policy on the above-captioned subject. As an indispensable part of the Change Management Program (CMP), an **information drive** aims to ensure policy conformance, with both being what this communication seeks to achieve.
2. As “the Summer break is an opportune time to attune the IT resources to this declared policy,” the ITC wishes to adequately inform everyone that it is preparing to commence with the continuing Technical Audit, as likewise authorized under PAO No. 2013-13, by 26 May 2014.
3. Prior to this, ample time was afforded the employees to uninstall games and movies in government-provided IT resources. As it is, it goes without saying that privately-acquired IT resources may not be used for counter-productive activities during official service hours.
4. Even then, prior to deploying the slated continuing technical audit, **we wish to provide assistance to public servants** who were issued such government-provided IT resources. Should this CMP item be necessary, we respectfully request the office heads to communicate with us soonest if there are units that exhibit problems in the process of un-installation.
5. Our Unified Threat Management (UTM) systems and/or routers shall likewise be configured to proscribe sites that may not be beneficial to the prompt delivery of public services.
6. As this process, starting as it is modestly, shall become a regular occurrence so as to validate adherence to policies, we earnestly hope to achieve a well-focused and productive corps of public servants who are rededicated to the noble cause of public service.
7. Thank you for your usual support and utmost cooperation.



GARRY ERWIN N. DE GRACIA