



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



Office of the University President

PAMANTASAN **Administrative Order** **No. 12, s. 2014**

Time and again, the City Government of Manila and the Office of the President have defined, as a matter of sound management policy, the *productive and appropriate use* of office computers “strictly for official use only,” even stressing on occasions that “anyone found guilty of violating said prohibition shall be subjected to administrative liability.” It goes without saying, then, that said resources are purposively consigned for the smooth delivery of public services.

User Responsibility. The use (by a PLM employee) of government-provided IT resources entails an accountability to use the same in an efficient and responsible manner, and within proper boundaries, that is consistent with the mission-vision-objectives of PLM.

Encouraging respect for institutional IT Resources. To exact a more supportive work environment as will conduce to the nobility of public service, previously identified as unofficial activities, subject to further regulatory appraisal or review as the need arises, include:

- a. Playing computer and Internet games
- b. Watching videos and movies
- c. Social networking activities (FaceBook, Twitter, etc.)

To proscribe the above and other counter-productive activities as may henceforth be identified by the ITC, it has since been mandated that such shall be disconnected or uninstalled, as the case may be, as well as strictly monitored.

In preparation for the opening of the upcoming school-year, the Summer break is an *opportune time for PLM to attune the IT resources to this declared policy*, by way of:

- a. Reiteration of the **Information Drive** on the need for policy conformance
- b. **Circulation of instruction** for employees to disconnect or uninstall the above
- c. Undertaking a continuing **technical audit** to validate adherence to policies

To comport with international standards, the ITC is the exclusive entity that is authorized to perform item “c” (technical audit) in a continuing manner, the same having been formally adopted previously through PAO No. 2013-13.

For strict compliance.

Signed this 14th day of May 2014 in the City of Manila.


ARTEMIO G. TUQUERO
University President