

- 3.10 What is the combined internet bandwidth (voice and data)? _____
- 3.11 How many employees have access to the Internet in the office? _____
- 3.12 How many employees have their own official e-mail address? _____
- 3.13 Does your agency have a web site? YES NO
- 3.14 If YES, what is the URL of your agency's web site? http:// _____

4. SECURITY, DISASTER RECOVERY & BACK-UP

- 4.1 Does your agency have a protection scheme for your ICT resources? YES NO
- 4.2 If YES, what is/are the measure/s being used by your office? (Check all applicable)
- | | |
|---|--|
| <input type="checkbox"/> Security Policy / Guideline | <input type="checkbox"/> Disaster Recovery Plan |
| <input type="checkbox"/> Back-up power unit (e.g. UPS, Generator) | <input type="checkbox"/> Digital signatures |
| <input type="checkbox"/> Encryption | <input type="checkbox"/> Off-site back-up |
| <input type="checkbox"/> Hardware firewall | <input type="checkbox"/> Physically restricted access to critical ICT equipment |
| <input type="checkbox"/> Software firewall | <input type="checkbox"/> Secure servers |
| <input type="checkbox"/> Subscription to a security service (e.g. anti-virus software, intrusion alert) | <input type="checkbox"/> Storage of back-up media in localities other than the operating environment |
| <input type="checkbox"/> Regular ICT security training of employees | <input type="checkbox"/> Others, please specify _____ |

5. DATA ARCHIVING

- 5.1 Does your agency have a data archiving system? YES NO
- 5.2 If yes, what type of data archiving system does your agency use?
- Manual Electronic Both/Combination
- 5.3 If electronic data archiving is being utilized, what is the mode?
- Conventional Cloud
- 5.4 If conventional mode, what is the medium of storage of the archived data?
- | | |
|---|--|
| <input type="checkbox"/> Optical disks (e.g. CD-Rom, DVD) | <input type="checkbox"/> Hard Disk |
| <input type="checkbox"/> Tape | <input type="checkbox"/> External Hard Drive |
| <input type="checkbox"/> Microfiche | <input type="checkbox"/> Diskette |
| <input type="checkbox"/> Others, please specify _____ | |
- 5.5 What information is archived by your agency electronically? (Check all items that are applicable)
- | | |
|--|---|
| <input type="checkbox"/> Publications (Annual Report, Statistical Report, etc.) | <input type="checkbox"/> Letters, memorandum orders, communications, etc. |
| <input type="checkbox"/> Audio-visual recordings | <input type="checkbox"/> Unprocessed/Raw Data |
| <input type="checkbox"/> Maps | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Public documents (civil registration forms, passports, land titles, etc.) | <input type="checkbox"/> Others, please specify _____ |

6. SPECIAL SOLUTIONS AND OTHER SERVICES

SPECIAL SOLUTIONS PACKAGE	USE ¹⁸ (Pls. write codes only; refer below)	MAINTENANCE COST
Geographic Information System		
Automated Fingerprint Identification System		
Cloud computing		
CCTV System		
Others, please specify		

7. DATA CENTER

¹⁸ USE: 1 – Public Financial Management; 2 – Citizen Frontline Services; 3 – Ease of Doing Business; 4 – Higher Education; 5 – Basic Education; 6 - Health; 7 – Justice, Peace and Order; 8 – Energy; 9 – Land and Other Geospatial Information; 10 – Disaster and Climate Change Management; 11 – Public Works and Transport; 12 – iGov and ICT Infrastructure; 13 – Transparency and Citizen's Participation; 14 – Citizen Registry; 15 – Others, please specify.