SPECIAL ORDER
NO. 187
Series of 2023

SUBJECT:	**CREATION OF THE DA-BAR DATABASE MANAGEMENT, SYSTEMS, AND APPLICATIONS TEAM**

In the interest of service and to ensure the smooth implementation, development, and maintenance the bureau's database management system, the following BAR officials and staff are hereby designated:

ADVISERS :   **JUNEL B. SORIANO, PhD**
Director

JOELL H. LALES
Assistant Director

SALVACION M. RITUAL
Head, KMISD

Duties and Responsibilities:

Provide direction and guidance in the creation, modification and implementation of the database management system. They shall also serve as the approving body for all developed database management systems and applications, as endorsed by the chair, recommended by the resource persons.

COORDINATORS :   **EVELYN H. JUANILLO**
Head, KMISD-IMS

RYAN JOSEPH M. ABRIGO
Assistant Head, KMISD-IMS

Duties and Responsibilities:

Facilitate communication between team members, maintain project documentation and provide updates to the committee.

TEAM LEADER :   **JEMS REY Y. SOTO**
Computer Programmer III, KMISD-IMS

Duties and Responsibilities:

- Oversees and manages the team of developers who designs, develops, and maintains complex software systems.
- Keep the team onboard with all activities and task prioritization.
- Understanding of available technical solutions and actively contributes to the team's success at the code level.
- Guiding and mentoring systems and development teams during coaching sessions;
- Demonstrating the ability to juggle multiple projects concurrently;
- Collaborating closely with its members to ensure precise delivery of requirements;
- Providing realistic project timelines and estimates, from design up to delivery;
- Providing regular updates on the project status to address requirements, arising issues, or changes;
- Managing teams to ensure strong software product quality through the establishment of good habits and best practices;
- Evaluating various software products, conducting peer reviews, and offering code-related solutions;
- Upholding a prescribed set of development principles, delivering timely solutions that are within the budget;
- Defining stages within the product life cycle, encompassing activities and milestones;
- Establishing a documentation process, such as a project event and risk log and other required reporting;
- Participating in project review meetings to provide progress updates;
- Coordinating with internal teams to ensure seamless implementation of both current and new systems;
- Making strategic decisions that contribute to successful initiative implementation; and,
- Reporting updates/status of the team's projects to the management.

MEMBERS :   **THOBURN S. GUSTILO, JR**
Systems Design And Development , OD-PMU

MAYRENE GAIL M. DELA CRUZ
Systems Design And Development, KMISD-IMS

JOHN PAUL C. OSORIO
Systems Design And Development , KMISD-IMS

MARY JOY N. PADURA
Systems Design And Development , KMISD-IMS

JOCEL ANNE C. YAMSON
Quality Assurance and Testing. KMISD-IMS

Duties and Responsibilities:

Systems Design and Development
- Comprehending the target audience, objectives, and intended usage of the proposed application;
- Thoroughly examining and grasping the client's needs;
- Applying User Interface (UI) design principles and methodologies to create design prototypes;
- Conducting reviews of UI design prototypes in collaboration with the other team members;
- Making adjustments to prototypes based on the feedback received;
- Crafting the user interface design;
- Developing the application system in accordance with the technical specifications;
- Maintaining effective communication with colleagues;
- Reporting the status of project tasks; and,
- Playing a role in fostering innovation and ongoing improvement efforts.

Quality Assurance and Testing
- Grasping the business requirements;
- Investigating the non-functional requirements;
- Offering insights to the team leader and members for crafting technical solutions;
- Formulating of test strategies and test plans;
- Collaborate with the team in the creation of comprehensive test cases;
- Collaborate with members in constructing an automated test environment using appropriate tools;
- Conducting unit testing;
- Providing mentorship to quality assurance engineers;

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- Evaluating test reports and metrics;
- Coordinating with the team to ensure the resolution of defects;
- Coordinating with the team leader in the management of the test environment;
- Maintaining communication with relevant stakeholders;
- Collaborating with the team; and,
- Strategizing and implementing efforts to enhance processes.

RESOURCE PERSONS:

ALVIN L. FONTANIL
Head, PDD-PPES

GIAN CARLO R. ESPIRITU
Technical Staff, PMELD-RMS

MATTHEW JANSSEN C. TY
Planning Officer III, OD-PMU
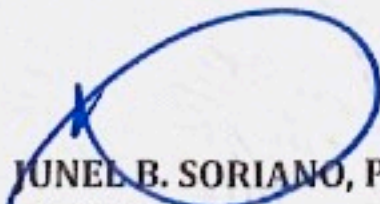
Duties and Responsibilities:

Data Analysts and Data Scientists

Facilitates and supports various aspects of the team's operations and can vary depending on the team goals. Collecting, processing, and analyzing data to extract meaningful insights and inform decision making within the organization and turn raw data into actionable information that can drive organization decisions, optimize processes, and solve problems.

All officials and staff of the bureau are hereby advised of this designation and directed to give their full support and cooperation to the team in the performance of their duties and responsibilities.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 19 day of October 2023.

JUNEL B. SORIANO, PhD
Director