



**EXECUTIVE ORDER NO. 18**  
Series of 2025

**CREATION OF THE INTERIM INFORMATION AND  
COMMUNICATIONS TECHNOLOGY (ICT) UNIT IN THE  
MUNICIPALITY OF CONCEPCION, TARLAC AND  
DESIGNATION OF ITS FUNCTIONS**

**WHEREAS**, Section 24, Article II (Declaration of Principles and State Policies) of the 1987 Constitution states that, "The State shall recognize the vital role of communication and information in nation-building.";

**WHEREAS**, an enabling legal policy and institutional environment to develop, promote and advance information and communications technology (ICT) is a prerequisite for the continued growth of the Philippine economy, the competitiveness of local industries and firms, and the achievement of national development goals;

**WHEREAS**, the government recognizes that the development of ICT will have a higher chance of success and sustainability if it is private sector-led, market-based and government-enabled;

**WHEREAS**, Section 444(b)(1)(xvii) of Republic Act No. 7160 or the Local Government Code of 1991 authorizes the Municipal Mayor to "establish and provide for the operation of information and communications systems and facilities in the municipality";

**WHEREAS**, the Municipal Government of Concepcion, Tarlac considers the use of ICT as a crucial component of the Philippines' broader efforts to modernize governance, improve public services, and drive economic growth;

**WHEREAS**, the Municipal Government of Concepcion, Tarlac desires to have an ICT Unit which is to design, develop, and maintain its digital infrastructure and platforms, and to provide technical support and digital tools to all departments for seamless interdepartmental communication;

**WHEREAS**, the creation of such unit entails a comprehensive network of technology, connectivity, and experts in order to ensure the transfer and maintenance of seamless processes of information and communications, and the efficient management of ICT-related projects and use of technology in government operations;

**WHEREAS**, pending the creation of the ICT Unit, it is necessary that an interim ICT unit be created and assigned to perform ICT-related functions and processes in the Municipal Government;

**NOW THEREFORE, I, NOEL L. VILLANUEVA**, Municipal Mayor of Concepcion, Tarlac, by virtue of the powers vested in by the law, do hereby order the following, to wit:

**SECTION 1. COMPOSITION**

The Interim ICT unit shall be composed of:

**RONALD TRISTAN ESTACIO**  
Computer Programmer II





Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BENJO RYAN BIE**  
Administrative Assistant I

**IRVIN ESGUERRA**  
Administrative Assistant I

**RENZON JAY CUNANAN**  
Administrative Aide III

**SECTION 2. FUNCTIONS**

1. Runs and monitors system/software performance tests, stability and reliability on new and existing programs for the purpose of bug reporting, correcting/fixing errors, testing across multiple browser/platforms, isolating areas for data structures being maintained, improvement, and general debugging.
2. Assists in the preparation and documentation of system requirements, specifications, user manual, and change request;
3. Supports users on change control and system updates;
4. Solves computer problems and apply computer technology to meet organization needs;
5. Technical support to realize the maximum benefit of investment in equipment, personnel, and business processes;
6. Planning and development of new computer systems and application of existing systems' resources to additional operation;
7. Maintains, networks, and monitors the CCTV systems within the Municipality of Concepcion, Tarlac, ensuring proper functionality, security, and data integrity for public safety and surveillance purposes;
8. Performs other related tasks from time to time.

**SECTION 3. FUNDING/OPERATING COST**

All costs pertaining to the operation of the interim ICT unit shall be taken from the available funds of the Municipal Government subject to the usual accounting and auditing rules and regulations.

**SECTION 4. REPEALING CLAUSE**

All orders, issuances, rules and regulations or parts thereof, which are inconsistent herewith are hereby repealed, amended or modified accordingly.

**SECTION 5. EFFECTIVITY**

This Executive Order shall take effect immediately.

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**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

Let copies hereof be furnished all offices and personnel concerned, for their information and reference.

**DONE this 1<sup>st</sup> day of July 2025 at Concepcion, Tarlac, Philippines.**

**NOEL L. VILLANUEVA**  
Municipal Mayor

