Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM NO.: 003
Series of 2023

TO	:	**ALL EMPLOYEES** **Through the respective Department/Section Heads**
DATE	:	**JANUARY 6, 2023**
SUBJECT	:	**ICT REGULATION ORDER NO. 001** **Device Naming Convention**

Pursuant to relevant provisions of Municipal Ordinance No. 306-2018 otherwise known as the ***Information and Communications Technology Ordinance of 2018***, specifically on Network Access Policy (Sections 5, and 6), System Access Requirements (Section 7), User's Responsibility (Section 12) and the Prohibited Acts and Uses of ICT Resources (Section 14) and to provide standardized ICT devices naming convention, the following format shall be implemented in naming ICT devices:

Device Name: (Office Abbreviation)-(Device Type)-(Last name of Authorized User)
Example : MO-Laptop-DelaCruz

All non-compliant devices connected to the **Central ICT Network** will be deemed unauthorized and shall be removed/blocked.

For information and assistance on how to name ICT devices, you may contact MICTO staff.

All offices shall submit their list of authorized users following the device naming format to MICTO on or before January 30, 2023.

For everyone's strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor