

SPECIAL ORDER No. _____
28 November 2024

TO : ALL CONCERNED


**SUBJECT : CONDUCT OF ISMS ROLL-OUT AND EMPLOYEE
ORIENTATION**

1. As part of the strategic initiatives of the Philippine Competition Commission to implement control measures in the use and preservation of information, the PCC, through the Administrative Office-Information and Communications Technology Division (ICTD), will conduct the **Information and Security Management System (ISMS) Roll-Out and Employee Orientation** on **02 December 2024**.
2. The PCC ISMS aims to:
 - Preserve the confidentiality, integrity, availability, and privacy of information and its supporting medium.
 - Establish and manage information security through a structured risk management framework that periodically identifies, and addresses risks aligned with our risk acceptance criteria.
 - Adhere to industry standards and best practices and use proven technologies to better manage information security.
 - Comply with legal, contractual, regulatory, and our own requirements for information security.
 - Build our competence and empower our employees and relevant partners to protect information proactively; and
 - Embrace a culture of continual improvement with the understanding that threats to PCC information are constantly changing.
3. The activity will focus on familiarizing employees with ISMS principles, policies, and procedures that aim to safeguard the organization's information assets. The list of participants is attached as **Annex A**, and the program of activities is attached as **Annex B**.
4. The allocation of **Nineteen Thousand One Hundred Ninety Pesos (PhP 19,190.00)** is likewise authorized to cover expenses for meals and representation that will be incurred during the said activity, in accordance with the existing budgeting, accounting, and auditing rules and regulations. **Ms. Lea T. Sebastian** shall be the Special Disbursing Officer for the said activity. Attached as **Annex C** is the breakdown of expenses. It is understood that liquidation of said cash advance is immediately upon completion of related activities.

5. This Order supersedes SO No. 2024-10-11-04 dated 11 October 2024.
6. For implementation.


Kenneth V. Tanate, PhD
Executive Director

Certified Funds Available:


Atty. Joseph Melvin B. Basas
Director IV, FPMO



ANNEX A
List of Required Attendees

Attendees*	Number of pax
Office of the Chairman	3
Office of the Executive Director	1
Administrative Office	15
Competition Enforcement Office	3
Communications and Knowledge Management Office	3
Economics Office	3
Finance and Planning Management Office	3
Mergers and Acquisitions Office	3
Office of the General Counsel	2
Office of the Commission Clerk and Sherriff	2
TOTAL	38

**subject to change based on actual attendance*

**ANNEX B
Program of Activities**

TIME	ACTIVITY
09:30 AM – 09:40 AM	Opening Remarks
09:40 AM – 10:00 AM	ISMS Manual: Brief Introduction
10:00 AM - 12:00 PM	ISMS Employee Orientation
12:00 PM – 1:30 PM	Lunch Break
1:30 PM – 3:00 PM	Continuation of ISMS Employee Orientation
3:00 PM – 3:45 PM	Question & Answer
3:45 PM – 4:00 PM	Closing Remarks

ANNEX C
Breakdown of Expenses

NO. OF PAX	AMOUNT*
38	PhP 19,190.00
Total amount	PhP 19,190.00

**for cash advance*