



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
03.02.2012

MAR 01 2012

DEPARTMENT ORDER)

**SUBJECT : UPDATE, MAINTENANCE, AND
QUALITY ASSURANCE OF THE
DPWH WEBSITE**

No. **11**)
Series of 2012 *03.02.12*)

In line with the Department's thrust for transparency in its operations, all offices responsible for quality assurance of and providing data to the DPWH Website, shall follow their respective roles and responsibilities and guidelines to ensure that information is always kept current and responsive to the needs of the public.

The Public Information Division (PID) as mandated shall develop and implement the DPWH development communication program to ensure that policies, plans, programs, and activities be known to the public and shall:

1. determine the content of the official Department website on the internet and intranet and recommend to the ICD Steering Committee new web contents and design for approval;
2. monitor concerned offices for compliance;
3. recommend sanctions to the Institutional Capacity Development (ICD) Steering Committee for non-compliance of providing inputs for both websites;
4. forward to concerned official/s the issues, concerns, problems, and queries regarding the Department from the DPWH Facebook and Twitter accounts, and the Department Call Center;
5. determine if the website addresses the needs of the DPWH internal and external users, such as Manuals, Issuances, and other information, which can help in their research and related work; and,
6. attend and actively participate at all Website meetings and workshops whenever there is a need.

In addition, the PID in its capacity to perform quality assurance for the website shall:

1. ensure that both websites contain the prescribed standard contents of the National Computer Center and the uniform format prescribed by the Department;
2. review the web contents/data if they are current or up-to-date and still relevant for public consumption;
3. recommend procedures for ensuring quality and responsiveness of information on the website on the internet and intranet including the social network sites;
4. screen all requests before web publications; and,
5. ensure that quality and complete information are updated regularly.

The MIS shall be responsible for the web administration such as the daily publishing of the web and its upkeep.

The offices shown in Annex A shall be responsible for the regular update and maintenance of their respective pages, quality of data, and for ensuring that information is always kept current and responsive to the needs of the public. These offices shall designate their web coordinators who will liaise with PID and MIS for web concerns and posting.

Primary and Secondary Data Stewards and Division Chiefs not complying with the above and deadlines shall be sanctioned based on the violations outlined in Annex B.

This Order supersedes Department Order 57, Series of 2011, Update, Maintenance, and Quality Assurance of the DPWH Website Quality Assurance Team Members and Special Order 128 Series of 2011, Designation of DPWH Website Quality Assurance Team Members and takes effect immediately.


ROGELIO L. SINGSON
Secretary



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Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
I. Homepage	MIS	Provide design concept	Within 5 days of design and content approval by the ICD Steering Committee
Left Links			
II. About Us			
a. Mandate and Functions	a) AMMS b) PID	a) Provide data b) Post	a) Onetime posting b) Within the day of approved request for posting
b. Brief History	a) AMMS b) PID	a) Provide data b) Post	a) Update every change of Secretary b) Within the day of approved request for posting
c. About the Logo	a) AMMS b) PID	a) Provide data b) Post	a) Onetime posting b) Within the day of approved request for posting
d. Vision/Mission	a) Strategic Planning-TWG b) PID	a) Provide data b) Coordinate and post	a) Upon approval of Management b) Within the day of approved request for posting by the TWG
e. Annual Report	PID	Post	Within 5 days of approved publication by management
f. DPWH Reforms	a) MIS for ICD IDR Committee for Anti-corruption program b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of approved request for posting
g. Annual Budget	a) PD and DPD, PS b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of approved request for posting
h. Organizational Chart	a) AMMS	a) Provide data	a) Upon Issuance of S.O. for appointment/ designation of new official and D. O. for delegation of authorities and areas of authority
	b) PID	b) Post	Issuance of D.O. for creation of new DEO or Office b) Within the day of approved request for posting

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
III. Infrastructure			
a. Medium Term Plan	a) DPD, PS b) PID	a) Provide data b) PID	a) Every five year term b) Within the day of request for posting
b. Infra Statistics DPWH Atlas 1. Road Statistics 2. Traffic 3. Flood Control and Water Resources 4. Budget and Costs 5. Physical Condition, Population & Socio-Economic Statistics Regional Maps	a) PS b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
c. Infra Projects 1. Major Projects Completed 2. On-going PMO-Implemented Projects 3. Not Yet Started PMO Projects 4. PDAF Projects 5. Programs of Work (POW) 6. MVUC Projects	a) PMG, BOC b) MIS	a) Provide data b) Post	a) Every 5 th of the following month of the reporting month b) Within the day of request for posting
IV. Doing Business			
a. Infrastructure Development Cycle	PID	Post	One time posting
b. Procurement			
b.1. Civil Works: Registration Procedure Bidding and Award Procedure List of Registered Contractors List of CIAP Blacklisted Contractors Forms Advertisements Notices Bid Bulletins Bidding Schedule Abstract of Bids Notice of Award Awarded Contracts Notice to Proceed	a) CPO b) MIS a) CPO and the Regional BAC	a) Provide data b) Post a) Post	a) Every time there is an update b) Within the day of request for posting a) As required by the Procurement Law

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
b.2. Goods/Services: Registration Procedure Bidding and Award Procedure Forms Advertisements Notices Bid Bulletins Notice of Award Notice to Proceed	a) CPO b) MIS a) CPO	a) Provide data b) Post a) Post	a) Onetime posting a) As required by the Procurement Law
b.3. Consultancy: Procurement Procedure Forms Advertisements Bid Bulletins Bid Results Notice of Award Notice to Proceed	a) CPO b) MIS a) CPO	a) Provide data b) Post a) Post	a) Onetime posting a) As required by the Procurement Law
c. Financial			
c.1. APs for Central Office	AD, CFMS	Post	a) Upon receipt of NCA
d. Accreditation			
d.1. Batching Plants d.2. Materials Engineers d.3. Materials Testing Laboratories	BRS	Update	Upon issuance of approved accreditation
e. Fees and Charges			
e.1. Schedule of Fees and Charges for Laboratory Testing of Construction Supplies	BRS, NB-PMO	Update	Upon issuance of approved fees and charges
e.2. New Schedule of fees & Other Charges for the Revised IRR of the National Building Code of the Philippines (PD 1096)			
V. Employment			
a. Vacancies b. How to Apply c. Notices	PD, AMMS	Post	As the need arises
VI. Directory	MIS	Post	As the need arises
VII. FAQs	PID	Update	As the need arises
VIII. Accounts Payable	AD, CFMS	Post	Upon receipt of NCA
IX. Department Issuances	RMD, AMMS	Post	Upon approval of issuances

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
X. Quick Links a. Rain Water Prototype b. 2011 Road Data c. Accomplishment Report d. Downloadable Forms e. Invitation to Bid f. Organizational Chart g. Accreditations h. Rules and Regulations on Signs and Signboard Structures i. Fees and Charges j. 2010 DPWH ATLAS: Road Statistics, Traffic, Flood Control and Water Resources, Budget and Costs, Physical Condition , Population and Socio-Economic Status and Regional Maps	a) Data steward/ data source of each link b) MIS	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
k. Public-Private Partnership	a) PPP Office b) PID	a) Provide data b) Post	a) Anytime there is request for posting b) Within 2 days of approved requests for posting by PPP Office
l. Road Status Report Card	a) CSO Desk b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within 2 days of approved requests for posting by the CSO-TWG
m. DPWH-CSO Partnership - Accredited Civil Society Organizations - Accredited Civil Society PartnersApplicant	a) CSO Desk b) PID	a) Provide data b) Post	a) Anytime there is request for posting b) Within 2 days of approved requests for posting by the CSO-TWG
n. Kaminero	PID	Post	Within 5 days of approval for publication by Management
Middle Links			
XI. News	PID	Post	Daily
XII. Vision/Mission	a) Strategic Planning - TWG b) PID	a) Provide data b) Coordinate and post	a) Upon approval of Management b) Within the day of approved request for posting by the TWG

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
XIII. Announcements	a) Data steward/ data source of each link b) MIS	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
Right Links			
XIV. Secretary's Corner	PID	Post	Within the day of approval and clearance from the Secretary
XV. Let us know what you think: (DPWH Social Network) - Online Complaints and Feedback - DPWH Text 2920 - DPWH Facebook - DPWH Twitter - DPWH 24/7 Hotline 165-02	PID	Send directly thru e-mail response of concerned official/offices to complaints received	Within the day of receipt of recommended action by concerned official/offices
XVI. DPWH Rehabilitation Projects for Typhoon Ondoy and Pepeng damaged Roads, Bridges and Flood Control	a) BOM b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting by BOM
XVII. Performance Governance Scorecard	a) PGS-TWG b) PID	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the PGS-TWG
XVIII. DPWH Gender and Development	a) ESSO b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the ESSO-TWG
XIX. Citizen's Charter	a) AMMS b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the Citizen's Charter Committee

Annex B - Table of Violations with the Corresponding Sanctions

Pursuant to the expressed provisions of Section 22 c), Rule XIV, Book V of Executive Order No. 292, series of 1987, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

VIOLATIONS	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Primary/Secondary Data Stewards (Source/Responsible Office) <ol style="list-style-type: none"> 1. Does not update information in the website 2. Does not observe deadlines for updating of information for the website 3. Provides incorrect information for the website 4. Fails to correct information one day after erroneous data were published 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
For Heads of Office/Division <ol style="list-style-type: none"> 1. Does not do corrective actions to concerned web coordinator who violated any of the offenses above 2. Fails to submit quality information on prescribed deadlines 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
For the MIS (Web Administrator) (Daily Activities) <ol style="list-style-type: none"> 1. Does not check the website for accessibility 2. Does not check links to internal and external websites 3. Does not check if the various functions or capabilities at the linked site are accessible or operational 4. Does not check if defacement has occurred in any pages 5. Does not check that the page layout and all visual design such as font, color, and size are consistent throughout 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal



Department of Public Works and Highways

POLICY IMPACT ANALYSIS

This analysis assists policy makers in assessing whether:

- a) the risk or value of the proposed policy is sufficient to warrant the dedication of resources needed to implement and maintain compliance with the proposed policy; and,*
- b) the intended objective and goal will be accomplished more effectively and efficiently through this policy relative to other means.*

a) Proposed Title of Department Order (DO)
UPDATE, MAINTENANCE, AND QUALITY ASSURANCE OF THE DPWH WEBSITE
b) Rationale and Purpose of the proposed DO
To improve quality of public information with specific assignment to PID, data source/s and deadlines/frequency and potential sanctions for offices concerned

c) Nature of proposed DO	new	<input checked="" type="checkbox"/>	modification		elimination	
d) If new: State the related laws or executive or administrative orders that trigger the formulation of this policy.						
e) If modification: State the existing policies and the specific section to be modified. Modifies D.O. 57, Series of 2011, DPWH Website Quality Assurance Team						
f) If elimination: State the existing policies to be eliminated.						

Risk Assessment							
g) Is there a law that requires the formulation, modification and elimination of this DO?				yes		no	X
h) Does this DO help us implement the law?				yes		no	X
i) In the absence of the proposed policy:							
• What is the likelihood that unwanted behavior will occur?	high	X	medium		low		
• What is the severity of financial consequences?	high		medium		low		X
• What is the severity of consequences vis-à-vis gender, environment, social)	high		medium		low		X
• What is the severity of health and safety consequences?	high		medium		low		X
• What is the severity of management and operational consequences?	high		medium	X	low		
• What is the overall risk if this policy did not exist?	high	X	medium		low		
j) If answered high or medium to any of the above questions, please provide explanation supported with analysis such as shadow pricing, Pareto, SWOT, etc.							
Affects transparency in operations and quality of data as well as directives under the Transformation Program							
k) Other factors driving the need for this policy (cite recent incidents that prompted the request for this proposed policy)							
l) Does the proposed policy (indicate Yes or No)							
a. Comply with related DPWH policies?	yes		X	no			
b. Comply with related Executive Orders/Administrative Orders?	yes		X	no			
c. Impact existing policies?	yes			no		X	
d. Impact other relevant areas/sectors?	yes			no		X	
m) Keywords: website, internet, intranet, Public Information, transparency							
n) Category: Public Information, Information Technology (IT)							

Note: Please use additional sheet(s) if needed.