



21 JAN 2016

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

897. 13 DPWH  
01-25-2016

**DEPARTMENT ORDER** )  
 )  
 )  
 )  
**NO.** 20 )  
**Series of 2016** )

**SUBJECT: Implementation of a Data Governance Program**

In recognition that data is a valuable asset and quality data is critical in meeting the mandate of the Department, and in the interest of improving and ensuring data quality, the Department-wide Data Governance Program shall establish, implement, operate, monitor, review, maintain and improve a Data Governance framework to ensure that appropriate controls are applied to data, and that the data is accurately collected, used and reported in line with its legislative and other compliance obligations.

### **1.0 Data Governance Policy**

Data shall be categorized according to their significance to the Department; managed and protected as a Department resource; named and defined consistently across the Department; readily accessible to all, except where restrictions can be justified; not maintained redundantly without justification; assigned to an organizational unit "data steward"; and created and maintained as close to the source as feasible. This policy shall be implemented through a Data Governance Program that shall be developed by the Chief Information Officer and the Information Management Service (IMS) Director and published and communicated to all relevant employees and relevant external parties. This Program shall be reviewed and updated, as required.

#### **(a) Data Governance Procedures**

These Policies shall be achieved in accordance with the Department's Data Governance Procedures, which shall be developed, implemented, reviewed and updated in accordance with the responsibilities defined in the Data Governance Program.

#### **(b) Data Inventory & Ownership**

All data assets shall be clearly identified and an inventory of all important assets shall be maintained. All data assets shall be assigned a dedicated owner and steward.

#### **(c) Data Collection**

Data shall be collected in a lawful and appropriate manner in accordance with the requirements of applicable legislation, Philippine Government mandates and Department policies.

**(d) Data Use and Disclosure**

Data shall be used and disclosed in a lawful and appropriate manner in accordance with the requirements of applicable legislation, Philippine Government mandates and Department policies.

**(e) Data Security**

Data shall remain protected and secured in accordance with the requirements of applicable legislation, Philippine Government mandates and Department policies.

**(f) Data Privacy**

Disclosure of data to authorized parties in line with the Philippine Government's Open Data initiatives shall be ensured in accordance with the requirements of applicable legislation, Philippine Government mandates and Department policies.

**(g) Data Availability, Retention and Disposal**

Data shall be retained and disposed of in a lawful and appropriate manner. Appropriate controls shall be applied to ensure that data remains available to bona fide persons in accordance with applicable laws, rules and regulations, and Department policies.

**(h) Data Integrity**

Appropriate controls shall be applied to ensure that data remains complete and accurate.

**(i) Data Compliance**

Data shall remain compliant with the Department's various obligations, including those specified within relevant legislation, Philippine Government mandates and Department policies and procedures, as well as other obligations such as contractual or Memorandum of Agreement requirements.

**2.0 Data Governance Accountability**

Data Governance involves the processes associated with management of data as an asset. Data governance ensures that data can be trusted and that people can be made accountable for any adverse event that happens because of low data quality.

To ensure the quality and value of the DPWH data assets, the partners responsible for realizing this are the following:

**a) Data Governance Steering Committee**

The Reform Institutionalization and Management Support Systems (RIMSS) Steering Committee, or any reconstituted Committee responsible for guiding the implementation of the Department's Transformation Program, shall act as the Data Governance Steering Committee and will be responsible, in coordination with the Chief Information Officer, for enhancing Data Governance policies and supporting the Data Governance Program Department-wide to improve the quality, accuracy and integrity of data.

**b) Chief Information Officer**

The Chief Information Officer (Assistant Secretary for Support Services) and the Information Management Service Director are responsible for the development of the Data Governance Program and ensuring it is published and communicated to all relevant employees and relevant external parties. The Chief Information Officer, who also serves on the Data Governance Steering Committee, serves as the Chairperson of the Data Governance Board.

**c) Data Governance Board**

The RIMSS Core Team shall act as the Data Governance Board, which shall be made up of high-ranking representatives of data-owning Bureaus and Services who can make decisions about data. These Data Governors assign members of the Data Stewardship Council and approve recommendations of the Data Stewardship Council relative to specific data-related policies.

**d) Data Stewardship Council**

The Data Stewardship Council is made up of experts on the use of their data domain (data category) and coordinate with Subject Matter Experts to gather information for specific data-related policies and concerns. The members are to be appointed based on being the most knowledgeable about the meaning of the data (and how it is derived or calculated), not merely by position only. The Data Stewardship Council makes recommendations on data decisions and writes data-related policies.

**e) Data Governance Program Office**

The Data Administration Section (DAS) of IMS is designated as the Data Governance Program Office (DGPO), responsible for running the Data Governance Program, including documentation, communication and enforcement. The Section Chief of the DAS also serves as the Chief Data Steward and chairs the Data Stewardship Council. Responsibilities include the following:

- Supports, documents and publishes the activities of the Data Governance Steering Committee, Data Governance Board and Data Stewardship Council.
- Defines and documents best practices in Data Governance.
- Creates and makes available education curricula and training delivery programs to support Data Governance, including training for Data Governance Board Members, Data Stewards, Application Project Managers, and development and IT support staff.
- Enforces data-related policies and procedures, and escalates where necessary. This would include data analysis pertaining to compliance with business rules and quality standards.
- Manages logs to document risks and issues.
- Gets the Data Governance "message" out to the Department, including the vision, strategy, processes and value of the program.
- Documents, publishes, and maintains policies, procedures and standards.
- Recommends Data Governance metrics and measures the progress of the Data Governance Program.
- Maintains and publishes the Data Architecture and Data Glossary.

**f) Business Data Stewards**

The Business Data Stewards, being actually the data owners and having the understanding of what data is held by the Department, shall provide the business knowledge of what data needs to be collected and stored, applicable business rules to ensure data quality and who should have access to which data. They shall be responsible in ensuring overall quality of data in the Department. Some categories of data have both Primary and Secondary Business Data Stewards to ensure coordination and collaboration for data used across organizational boundaries.

**g) Technical Data Stewards**

The primary role of the Technical Data Stewards is to provide technical expertise in support of the Data Governance efforts with respect to applications and application impact analysis for proposed changes and data quality issues. Responding to requests for assistance from Data Governance Program Office in a timely manner shall be part of their regular duties. These individuals may be the lead analyst/programmers, or Application Support Persons (ASPs).

**h) Local Data Stewards/Data Users**

The Local Data Stewards assist in promoting good practice and resolving data issues by providing a communication interface between data users and the Business Data Stewards who are responsible for each category of enterprise data. The Data Users are all personnel of the Department collecting, updating and utilizing the data.

A Data Governance Guidebook, which emphasizes the above roles, shall be made available by the Data Governance Program Office and shall be posted on the Department's intranet website.

Special Orders shall be issued for the assignment of personnel for these responsibilities along with the accountable office/entity by data domain/category.

This order supersedes Department Order No. 59, Series of 2013 and shall take effect immediately.



**ROGELIO L. SINGSON**

Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN6P01317

4.5 BEY/RCA