



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

**JUL 01 2013**

**DEPARTMENT ORDER )**  
**No. 59 )**  
**Series of 2013 )**  
*07.01.13*

**SUBJECT: Enhancement to the Data  
Administration Program**

In the interest of improving and ensuring data quality, the Department-wide Data Administration Program enables the DPWH to achieve its mission by optimizing the value of its data assets, and ensures sound data management practices through partnerships with a variety of data stakeholders throughout, and external to, the Department.

### **1.0 Data Administration 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.

### **2.0 Data Administration Accountability**

Data Administration involves the management of information as an asset. An asset should be safeguarded and inventoried all the time so that it maintains its quality and value to the Department.

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

#### **a) Data Stewards (Primary and Secondary)**

The Data Stewards, being actually the data owners and having understanding of what data is held by DPWH, shall provide the business knowledge of what data needs to be collected and stored, 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 Data Stewards.

#### **b) Local Data Stewards**

The Local Data Stewards assist in promoting good practice and resolving data issues by providing a communication interface between data users and the Primary Data Stewards who are responsible for each category of enterprise data.

**c) Data Users (Managers, Engineers, Support Staff, etc.)**

The Data Users are all personnel of the Department utilizing the Department data in any format.

A Data Steward Guidebook which emphasizes the above roles for Data Administration is available from the Data Administration Section (DAS) of the Monitoring and Information Service (MIS) and shall be posted on the Department's intranet website.

**d) Data Administration Steering Committee (DASC)**

As defined in Department Order 27, series of 2011, the Institutional Capacity Development (ICD) Steering Committee shall act as the DASC and will be responsible for enhancing data administration policies and monitoring compliance to improve the quality, accuracy, and integrity of data.

**e) MIS**

The DAS of the MIS provides the resources and analysis skills needed to manage and maintain this information asset. It also acts as the intermediary among Management, Systems Administrators, Development Staff, and Data Stewards/Users by addressing data concerns in their respective work-related language.

The Database Management Section of MIS is responsible for securing and safeguarding the Department's database structure and content.

These responsibilities are further defined in Annex A of this issuance along with the accountable office/entity by data category.

This issuance supersedes D.O. No. 36 S 2011 and shall take effect immediately.

For strict compliance, with monitoring by Managers concerned to ensure accountability for quality of data under their respective offices.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN3P00857

## **Duties and Responsibilities involving Data Administration**

All Data Stewards shall have an understanding of what data is held by DPWH, and understand in principle why each different type of data is held, who needs to use the data, and how it is used.

### **I. Data Stewards**

Based on the ten (10) Data Categories, the following **Data Stewards** are hereby appointed accordingly in their respective offices/areas:

#### **a) Location and Infrastructure: (including LRS, GIS, inventory and condition of roads and bridges)**

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division, PS
Secondary Data Steward	Chief, Inventory and Statistics Division, BOM

#### **b) Plan and Program Data:**

Primary Data Steward	Chief, Development Planning Division, PS
Secondary Data Steward	Chief, Planning Division, BOM

#### **c) Annual Program and Project Data:**

Primary Data Steward	Chief, Programming Division, PS
Secondary Data Stewards	Chief, Planning Division, BOM Chief, Project Evaluation Division, PS Chief, Project Monitoring Group, BOC

#### **d) Socio-Economic Data:**

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division, PS
Secondary Data Steward	Chief, Infrastructure Planning Statistics Section, IPRSD, PS

#### **e) Environment:**

Primary Data Steward	Chief, ESSO
----------------------	-------------

#### **f) Traffic and Traffic Accident Data:**

Primary Data Steward	Chief, Project Evaluation Division, PS
Secondary Data Steward	Project Director, TEAM-PMO

#### **g) Organization and Administrative Areas:**

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division, PS
Secondary Data Steward	Chief, Personnel Division, AMMS

**h) Budget:**

Primary Data Steward  
Secondary Data Stewards

Chief, Budget Division, CFMS  
Chief, Programming Division, PS  
Chief, Planning Division, BOM

**i) Finance:**

Primary Data Steward  
Secondary Data Steward

Chief, Accounting Division, CFMS  
Chief, Development Planning Division,  
PS

**j) Contract:**

Primary Data Steward  
  
Secondary Data Steward

Chief, Contract Management Division,  
BOC  
Head, Central Procurement Office

**k) Staff:**

Primary Data Steward

Chief, Personnel Division, AMMS

**l) Inventory:**

Primary Data Steward  
  
Secondary Data Stewards

Chief, Assets and Supplies Management  
and Control Division, CFMS  
Chief, Supply and Property Management  
Division, AMMS  
Chief, Equipment Utilization Division,  
BOE  
Chief, IT Assets Management Section,  
Technology Support Division, MIS

These Data Stewards shall be responsible for the following:

1. Defining data and business rules
2. Applying business knowledge
3. Promoting the proper use and sharing of "official" enterprise data
4. Maintaining information about data
5. Performing risk assessment of data\*
6. Developing quality/reliability standards
7. Assisting users in obtaining quality data
8. Recommending awareness activities

The Risk Assessment Worksheet\* Form shall be filled up by the responsible office and data steward for assessing what type of security controls are needed to protect the data. The form is available from the DAS, MIS or can be downloaded from the Department's intranet when needed.

## **II. Local Data Stewards**

The appointed Local Data Stewards shall be the following:

Primary Data Stewards	All Assistant Regional Directors
Secondary Data Stewards	All Regional Information Officers

The following are the responsibilities of the Local Data Stewards:

1. Promoting use and sharing of official data
2. Providing access to information about data
3. Processing requests for data access privileges
4. Investigating changes to enterprise data

## **III. Data Users (Managers, Data Producers, Engineers, Support Staff, etc.)**

Data users are all personnel of the Department utilizing the Department data in any format.

The following are the responsibilities of the Data Users:

1. Collecting and updating data
2. Ensuring data content integrity, quality, timeliness, etc.
3. Implementing physical security of data

## **IV. Data Administration Steering Committee (DASC)**

As defined in Department Order 27, series of 2011, the Institutional Capacity Development (ICD) Steering Committee shall act as the DASC and will be responsible for enhancing data administration policies and monitoring compliance to improve the quality, accuracy, and integrity of data.

The following are the responsibilities of the DASC:

1. Reviewing data to determine if they are Department-wide data;
2. Assigning Data Stewards for DPWH data;
3. Recommending resolution of issues not resolved at the Data Administration and stakeholder levels;
4. Recommending data management policies, procedures, standards, and guidelines; and,
5. Monitoring compliance of data administration policies and procedures within DPWH.

## **V. MIS**

The following are the responsibilities of the MIS:

### **DAS**

1. Maintain the Department-wide data repository.
2. Formulate and monitor compliance with data policies, procedures, and operating standards and guidelines.
3. Provide support to the ICD Steering Committee and Data Stewards.
4. Maintain data models and data architecture.
5. Formulate and monitor data security and backup operating procedures and guidelines.
6. Implement the data awareness program.

### **Database Management Section**

1. Define and organize database structure and content.
2. Develop security procedures to safeguard the database.
3. Develop database documentation.
4. Maintain the database management software.