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

10 April 2000

DEPARTMENT ORDER) SUBJECT: **Clarifying the functions and changing the**
92) **reporting structure of the Monitoring and**
NO. _____**92**_____) **Information Service (MIS)**
Series of 2000 *ff 4|10|200*)

In the interest of the service and pursuant to Section 6 and 37 of Executive Order No. 124, the functions/responsibilities of the Monitoring and Information Service (MIS) are hereby clarified:

1. Planning and Standards
    - Responsible for formulating Information Technology (IT) policies, plans, budgets, methodologies, and operating standards and guidelines;
    - Assist in setting policies and standards that will provide the overall guidance and direction in the implementation of IT activities;
    - Monitor all IT programs and projects within the Department
    - Responsible for IT research and development as well as the evaluation of IT programs, projects and activities;
    - Responsible for user process improvements and process model repository;
    - Responsible for the enterprise-wide data repository;
    - Responsible for formulating and monitoring compliance with data policies and procedures;
    - Responsible for providing support to the DPWH Data Steering Committee and Data Stewards;
    - Responsible for maintaining data models;
    - Responsible for formulating and monitoring data security and backup operating procedures and guidelines;
    - Responsible for the implementation of the data awareness program;
    - Manage the Department's electronic library;

2. Technology Support
    - Responsible for managing and maintaining the wide area network of the DPWH which includes the basic information infrastructure, resources, and processes for both voice and data;
    - Ensure that DPWH mission-critical networks are operational and that downtimes, if unavoidable, are reduced to the minimum;
    - Manage and maintain data marts, warehouses, or physical databases where mission-critical information are stored;
    - Ensure that all IT facilities as well as those decentralized in either offices are well maintained and in good running condition, including IT inventory;
    - Provide support for application deployment, including applications distribution and configuration management;
    - Manage all IT procurements and technology related contracts;

3. Applications Development
   - Responsible for the development and maintenance of DPWH enterprise-wide applications;
   - Responsible for supporting offices in the development and maintenance of individual unit applications;
   - Responsible for process improvement and re-engineering of processes with enabling technologies;
   - Responsible for the selection and implementation of off-the-shelf software;
   - Responsible for applications testing and quality management;

4. User Support
   - Keeps track and/or responds to user technology problems;
   - Responsible for building the IT understanding in the Department and retaining its community of IT professionals;
   - Develop and upgrade IT skills through training and collaborative learning;
   - In coordination with AMMS, develop and implement IT Training Programs for the department's personnel;
   - Package and disseminate DPWH news and updates through the use of appropriate technology;
   - Assist in the answering and transferring of voice/radio communication and upgrading/maintaining the radio communication network of the Department;

5. Perform such other duties and responsibilities as may be assigned.

The MIS shall be directly under the Undersecretary for Administration, Finance, Legal and Legislative Affairs.

This Order shall supersede all previous Department Orders and other issuances or portions thereof inconsistent herewith, and shall take effect immediately.

For compliance.

GREGORIO R. VIGILAR
Secretary