



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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DEPARTMENT ORDER)
No. 135)
Series of 2002 *05-02-2002*)

SUBJECT : Responsibilities of Regional
and District Offices in the
Implementation of the
Communication Network

In connection with the implementation of the Department – Wide Area Network to integrate Regional and District Offices, the use of the communication system should be cost effective and supportive to the objectives of the Department.

- Section 1. **Definition of Terms** - For purposes of this Department Order, the following terms shall mean as defined below:
- a. Structured cabling - medium of data communication such as, but not limited to, fiber optic cables, unshielded twisted pairs, conduits, connectors and wall jacks
 - b. Network equipment – devices used in computer network such as, but not limited to, servers, hubs, routers, automatic voltage regulator, and uninterrupted power supply, computers and other peripherals
 - c. Call accounting – the system of monitoring the outgoing calls
 - d. Server – a computer that provides services to the network
 - e. Network communication – transfer of information among interconnected computers
- Section 2. **Scope** – This Department Order covers all Regional and District Offices that will be provided with Communication Network. Attached is the list of Offices with installation schedule.
- Section 3. **Duties and Responsibilities** – The following are the respective duties and responsibilities of the Regional Director/District Engineer, Regional/District Network Administrator and MIS in Communication Network Implementation.
- a. Regional Director or District Engineer
 - 1. Assign a permanent staff member who shall act as the Regional/District Network Administrator;
 - 2. Assign a telephone operator to answer route calls;
 - 3. Direct and oversee the responsibilities of the Regional/District Network Administrator and the Telephone Operator;
 - 4. Accept, sign delivery receipts, and ensure responsibility and accountability of the network equipment, structure cabling, and other facilities for the network configuration; and,
 - 5. Ensure that this Department Order and Department Order 221, Series of 2000, are followed accordingly.
 - b. Regional/District Network Administrator
 - 1. Ensure the security of the network equipment, structured cabling and the network room;
 - 2. Administer computer system installation and monitor network operations;

3. Ensure that the required maintenance on the equipment is performed by regular checkup of generator sets and air conditioning units; that the organization and cleanliness of the network room and floor distributors are maintained;
4. Ensure that the standby generator and air conditioning unit are to be used strictly for the network room only;
5. Troubleshoot problems of the network jurisdiction;
6. Conduct periodic backups of data on the computer server;
7. Administer call accounting on the telephone system;
8. Coordinate activities with the Central Office Network Administrator; and,
9. Perform other duties as may be appropriate upon direction and mandate from the Monitoring and Information Service.

c. **Monitoring and Information Service (MIS)**

1. Provide rules and regulations for installation of structured cabling subject to construction standards and building codes;
2. Oversee that all network equipment and devices are used for business purposes only;
3. Supervise, control and approve the transfer of network equipment and restructuring of cables;
4. Direct and oversee the Regional and District Network Administrator;
5. Mandate rules for proper maintenance of all network equipment; and,
6. Provide training to Regional and District Network Administrator in each phase of the Communication Network development.

Section 4. Cost – The cost involved in the operations of the communications network that would be shouldered by the Regional and District Offices.

- a. All call usage costs, both local and international;
- b. All operation and maintenance expenses which include fuel and oil cost for backup generators; and,
- c. Any cost involved in movement or replacement of network equipment and cabling.

Section 5. Training – On-the-Job training will be provided to each Regional and District Network Administrator as part of the implementation of the Communication Network. The MIS may provide additional training as the need warrants it.

This Order supersedes the Department Memorandum on the same subject dated April 18, 2001, and takes effect immediately.


SIMEON A. DATUMANONG
Secretary