**SEP 23 2004**

**DEPARTMENT ORDER)**

**NO. 161 )**

**Series of 2004**

SUBJECT: **Maintenance and Update of the DPWH Website**

In line with the Department's thrust for transparency in its operations, all offices responsible for providing data to the DPWH Website, shall observe the deadlines for its maintenance and update to ensure that information is always current and responsive to the needs of the public.

The offices shown in Annex "A" shall also be responsible for the quality and correctness of the data before submitting for web publishing.

The Monitoring and Information Service (MIS) shall be responsible for the web administration such as daily publishing of the web, its quality and upkeep.

Web coordinator/s, Head of Divisions/Offices and Web Administrators not complying with the above shall be sanctioned based on the violation/s outlined in Annex "B".

This Order shall take effect immediately.

**FLORANTE SORIQUEZ**
**Acting Secretary**

**Webpage Responsibility Matrix**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| **I. Homepage** | PID | Design and update | As the need arises |
| | | | |
| **II. About Us** | | | |
| 2.a. Brief history | PID | Update | As the need arises |
| 2.b. Vision/Mission | PID | Update | As the need arises |
| 2.c. Annual Report | PMG<br>PID | Provide PID with the data<br>Design and update | At the end of January<br>One (1) week after receipt of data from PMG |
| 2.d. Mid-year Report | PMG<br>PID | Provide PID with the data<br>Design and update | 15th of July<br>One (1) week after receipt of data from PMG |
| 2.e. SONA | PMG<br>PID | Provide PID with the data<br>Design and update | 1st week of July<br>One (1) day after receipt of data from PMG |
| 2.f. Reforms | ADD, MIS | Update | As the need arises |
| 2.g. Financial, DPWH annual budget, investments | IPRSD, PS<br><br>PID | Provide data to PID<br><br>Update | Upon approval of annual budget (around Feb or Mar)<br><br>One (1) days after receipt of data from PS |
| 2.h. Organizational chart | Personnel Division, AMMS<br><br>PID | Submit data to PID<br><br>Create organizational chart based on data submitted by PD | Whenever a new official is appointed/designated and whenever a new DO/Office is created<br><br>One (1) day after receipt of update from PD |
| | | | |
| **III. Infrastructure** | | | |
| 3.1. Major projects (including the significance of each major project) | PMG for on-going and completed projects<br><br>FS for new projects<br><br>PID | Submit data to PID<br><br>Submit data to PID<br><br>Update | Every 5th of the month<br><br>At the start of the year and every update thereafter<br>One week after receipt of data from PMG and FS |
| 3.2 Infra projects (project data including status by ROs and DOs) | PMG<br><br>PID | Submit data to PID<br><br>Update | Every 5th of the month<br><br>One (1) day after receipt of data from PMG and FS |
| 3.3. Medium term plans and program (including accomplishment) | Programming Division, PS<br><br>PID | Submit data to PID<br><br>Update | At the start of the six-year plan and every update thereafter<br><br>One (1) day after receipt of data from PS |
| 3.4. Infra statistics | IPRSD, PS<br><br>PID | Submit data to PID<br><br>Update | At the end of January and every update therafter<br>One (1) day after receipt of data from PS |
| 3.5 Kilometer reading (road distance) of municipalities in the | IPRSD, PS<br><br>PID | Submit data to PID<br><br>Update | One time submission and anytime an update comes in<br><br>One (1) day after receipt of data from PS |
| | | | |
| **4.1. Procurement** | | | |
| 4.1.a. Civil Works (advertisement, bid bulletin, and/or notices) | BAC | Use program to post advertisements, bid bulletin, and/or notices | Daily for ads, any day for bid bulletin, and /or notices. |
| 4.1.b. Civil Works (bid schedule) | BAC | Use program to post bid schedule | At the start of the year and every update thereafter |
| 4.1.c. Civil Works (bid result) | BAC | Use program to post advertisements, bid bulletin, and/or notices | Right after the bid opening |

**Webpage Responsibility Matrix**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| 4.1.d. CW registry and procurement procedures | BAC | Send soft copy to MIS (Text and flow chart including time frame) | Every update |
| 4.1.e. Materials and Supply (advertisement, bid bulletin and/or notices) | SPMD, AMMS | Use program to post advertisements, bid bulletin, and/or notices | Daily for ads, any day for bid bulletin and/or notices |
| 4.1.f. Materials and Supply (bid schedule) | SPMD, AMMS | Use program to post bid schedule | At the start of the year and every update thereafter |
| 4.1.g. Materials and Supply (bid result) | SPMD, AMMS | Use program to post bid result | Right after the bid opening |
| 4.1.h. Materials and Supply registry and procurement procedures | SPMD, AMMS | Send soft copy to MIS | Every update |
| 4.1.i. Consultancy (advertisement, bid bulletin, and/or notices) | PEAC | Use program to post advertisements, bid bulletin, and/or notices | Daily for ads, any day for bid bulletin and/or notices |
| 4.1.j. Consultancy (bid schedule) | PEAC | Use program to post bid schedule | At the start of the year and every update thereafter |
| 4.1.k. Consultancy (bid result) | PEAC | Use program to post bid result | Right after the bid opening |
| 4.1.l. Procurement procedure | PEAC | Send soft copy to MIS | Every update |

**4.2. Financial**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| 4.2.a. Financial, Due and Demandable (For Centrally-managed Projects) | | | |
| | NCA Unit, CFMS | 1. Use program to post and update the Due and Demandable list | Whenever a new batch is prepared for submission to DBM |
| | | 2. Use program to delete creditors from the list | A month after release of NCA |
| 4.2.b. Financial, Due and Demandable (For Regional and District-managed Projects) | | | |
| | NCA Unit, CFMD | 1. Use program to post and update the Due and Demandable list | Whenever a new batch is prepared for submission to DBM |
| | | 2. Use program to delete creditors from the list | A month after release of NCA |

**V. Employment**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| 5.1. Vacancies/ Notices | Personnel Division, AMMS | 1. Use program to post and update the vacancies and notices page | Any day |
| | | 2. Use program to delete expired ads for vacancies and notices | Any day |

**VI. Directory**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| 6.1 Phone/fax numbers 6.2 E-mail addresses | Network Administration Section, MIS | Submit data to PID | Everytime there is a need |
| | PID | Update | Everytime there is a need |

**VII. CAAC**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| VII. CAAC | PID | Analyze, sort and forward comments to offices concerned for action | Everytime there is a need |

**VIII. Others**

| Webpage | Responsible Office | Responsibility | Deadlines/Frequency |
|---|---|---|---|
| 8.1. News release | PID | Prepare news release | Daily |
| 8.2. FAQs | PID | Consolidate all FAQs, update | As need arises |
| 8.3. Links | ADD, MIS | Create links to other government agencies, etc. | Everytime there is a need |
| 8.4 D.O.s | RD, AMMS | Submit list for the day to PID | Daily |
| | PID | Update | Daily |
| 8.5 Research Page | ADD, MIS | Post all research materials and information submitted by any DPWH office | Anytime a material or information is received |

**Tables of violations with the corresponding sanctions:**

**For Web Coordinators**

| VIOLATIONS | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE | 4TH OFFENSE |
|---|---|---|---|---|
| 1. Does not update information in the website<br>2. Does not observe deadlines for updating of information for the website<br>3. Provides incorrect information for the website<br>4. Fails to correct information one day after erroneous data were reported | Warning | Reprimand | Suspension for one (1) month | Suspension for two (2) months |

**For Heads of Office/Division**

| VIOLATIONS | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE | 4TH OFFENSE |
|---|---|---|---|---|
| 1. Does not do corrective actions to concerned web coordinator who violated any of the offenses above<br>2. Fails to submit quality information on prescribed deadlines | Warning | Reprimand | Suspension for one (1) month | Suspension for two (2) months |

**For the Web Administrators (Daily Activities)**

| VIOLATIONS | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE | 4TH OFFENSE |
|---|---|---|---|---|
| 1. Did not check the website for accessibility<br>2. Did not check links to internal and external websites<br>3. Did not check if the various functions or capabilities at the linked site are accessible or operational<br>4. Did not check if defacement has occurred in any pages<br>5. Did not check that the page layout and all visual design such as fonts, color, and size are consistent throughout<br>6. Did not check :<br>a) spelling, grammar, and punctuations overlooked during quality control<br>b) that all captions match figures and photos<br>c) that all information are up-to-date and complete, d) that all defects are reported and corrected accordingly on time<br>7. Did not check that all pages have title and that content is descriptive | Warning | Reprimand | Suspension for one (1) month | Suspension for two (2) months |