



Republika ng Pilipinas
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN
TANGGAPAN NG KALIHIM
Maynila

JUN 25 2003

DEPARTMENT ORDER)

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

NO.

169

(Amendment to D.O. 159 Series of 2002)

Series of 2003 *Enay 6-25-03*

A Department-wide Data Administration Program will be implemented to enable the DPWH to achieve its mission by optimizing the value of its data assets, and will ensure sound data management practices through partnerships with a variety of data stakeholders throughout, and external to, the Department.

1.0 Objectives of the Program

The program will provide a data environment that will promote better communication and decision-making for both internal and external stakeholders; improve the quality, accuracy, and integrity of data; promote the sharing of data across organizational boundaries; minimize the cost of gathering, processing, maintaining, and accessing data; establish authority, responsibility, and accountability for data management activities throughout the Department; emphasize the integration of data with business activities; and ensure a Department-wide perspective of data

2.0 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.

3.0 Data Administration Steering Committee

The Data Administration Steering Committee is hereby reconstituted to support the management of information as a strategic DPWH asset. This Committee shall serve as a user-oriented decision making group in support of the Program and shall be composed of the following:

Assistant Secretary Raul C. Asis	Chairperson
Director B. Elizabeth E. Yap, MIS	Vice-Chairperson
Director Linda M. Templo, PS	Member
Director Clarita A. Bandonillo, BOC	Member
Director Gilberto S. Reyes, BOD	Member
Director Antonio V. Molano, Jr., BRS	Member
Director Aristeo O. Reyes, CFMS	Member
Director Faustino N. Sta. Maria, Jr., AMMS	Member
Project Manager Nimfa Potante, PMO-IBRD	Member
Asst. Director Huillio B. Belleza, Region IV-A	Member
Asst. Director Pedro Herrera, Jr., Region IX	Member

Engr. Daisy B. Toledo, Region VII	Member
Ms. Adoracion Mojica, Cavite DEO	Member
Ms. Elizabeth Pilorin, MIS-PID	Member

Likewise, the Secretariat shall be composed of the following:

Engr. Susan P. Oareza, MIS	Member
Ms. Ma. Nieva S. de la Paz, MIS	Member
Ms. Abbygail L. Laurente, MIS	Member

The following are the responsibilities of this Committee:

- Review data to determine if they are Department-wide data;
- Assign Data Stewards for DPWH data;
- Recommend resolution of issues not resolved at the Data Administration and stakeholder levels;
- Recommend data management policies, procedures, standards, and guidelines;
- Monitor compliance of data administration policies and procedures within DPWH.

The Secretariat will assist the DASC in their responsibilities.

4.0 Data Stewards

To support the Committee in implementing accountability for the data resource, the following Data Stewards are hereby appointed in their respective offices/areas:

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

Primary Data Steward	Ms. Luz V. Lagunzad, PS
Secondary Data Steward	Mr. Santiago Suico, BOM

b) Plan and Program Data:

Primary Data Steward	Ms. Rebecca Garsuta, PS
Secondary Data Steward	Ms. Lilia Banaag, BOM

c) Annual Program and Project Data:

Primary Data Steward	Engr. Zaida V. Gonzaga, PS
Secondary Data Stewards	Mr. Salvador Manto, BOC
	Ms. Lilia Banaag, BOM
	Mr. Joselito Jacalne, BRS

d) Socio-Economic Data:

Primary Data Steward	Mr. Carlos Zamora, PS
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e) Environment:

Primary Data Steward	Ms. Criste Navida, EIAPPO
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e) Traffic and Traffic Accident Data:

Primary Data Steward	Ms. Solita Genota, PS
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f) Organization and Administrative Areas:

Primary Data Steward	Ms. Luz Lagunzad, PS
Secondary Data Steward	Ms. Ardeliza R. Medenilla, AMMS

- g) Budget:**
 Primary Data Steward Mr. Serafin Recta, CFMS
 Secondary Data Stewards Engr. Zaida V. Gonzaga, PS
 Ms. Lilia Banaag, BOM
- h) Finance:**
 Primary Data Steward Ms. Marichu Palafox, CFMS
- i) Contract:**
 Primary Data Steward Mr. Emerson Benitez, BAC
 Secondary Data Stewards Mr. Constancio Fernandez, BOC
 Ms. Divina Lucero, BOM
 Ms. Marichu Palafox, CFMS
- j) Staff:**
 Primary Data Steward Ms. Ardeliza R. Medenilla, AMMS
- k) Equipment Inventory:**
 Primary Data Steward Mr. Jesus SJ Cruz, AMMS
 Secondary Data Stewards Mr. Edgar Rulona, BOE
 Ms. Helen Solis, AMMS
- l) Regional Offices Local Data Stewards:**
 All Regional Information Officers

The following are the responsibilities of the Data Stewards:

- Define data and business rules;
- Promote the use and sharing of “official” Department data;
- Maintain information about the data;
- Perform risk assessment for data;
- Develop quality/reliability standards

5.0 Data Users

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

The following are the responsibilities of Data Users:

- Provide accurate and timely input of data as required by the area of responsibility;
- Ensure appropriate physical security of the data;
- Coordinate with the Data Stewards concerning the authorized access and release of information internal and external to the Department;

6.0 Monitoring and Information Service (MIS)

The following are the responsibilities of the MIS:

Data Administration

- Maintain the Department-wide data repository.
- Formulate and monitor compliance with data policies, procedures and operating standards and guidelines.
- Provide support to the DPWH Data Administration Steering Committee and Data Stewards.
- Maintain data models and the data architecture.
- Formulate and monitor data security and backup operating procedures and guidelines.
- Implement the data awareness program.

Database Management

- Define and organize database structure and content
- Develop security procedures to safeguard the database
- Develop database documentation
- Maintain the database management software

This Department Order supersedes Department Order No. 159 Series of 2002 and shall take effect immediately.


FLORANTE SORIOQUEZ
Acting Secretary