



JAN 17 2024

DEPARTMENT ORDER)
)
 No. 06)
 Series of 2024)
 A 1/18/2024

SUBJECT: YouTube Livestreaming, Posting (Video Uploading) of DPWH Procurement Activities, and Post-Contract Award Disclosure Reporting

To foster digital transformation and enhance transparency, the Department of Public Works and Highways (DPWH) introduces a new policy for livestreaming and posting procurement activities on YouTube. This initiative, in line with Administrative Order No. 34 series of 2020, leverages YouTube's broad reach and functionality. This marks a significant shift in the Department's communication approach, especially following the closure of various DPWH Facebook pages. The key aspects of this policy include the following:

- 1. Transition to YouTube for Procurement Activities:** All DPWH Procuring Entities are mandated to livestream and post procurement opportunities, such as Invitation to Bid (IB), Request for Expression of Interest (REI), and/or Request for Quotation (RFQ), as well as related activities and information, on their respective official YouTube channels. Specifically, this includes the mandatory YouTube livestreaming of the Conduct of Pre-Bid Conferences, the Opening of Bids, and the Opening of Applications for Eligibility and Shortlisting, particularly in the case of consulting services projects.
- 2. Oversight and Management of YouTube Livestreaming and Content Upload:** The Bids and Awards Committee (BAC), through its Secretariat or the Procurement Unit (PrU), is tasked with overseeing YouTube livestreaming and content upload. Their duties cover setting up and securing the Procuring Entity's YouTube channel, managing uploads, and ensuring professional, secure livestreams. This includes supervising viewer interactions to uphold channel integrity. Annex A: User Manual for YouTube Livestreaming, Posting (Video Uploading) of DPWH Procurement Activities, and Post-Contract Award Disclosure Reporting provides a comprehensive guide for these processes, detailing specific tasks and responsibilities, assuring uniformity and excellence in the digital dissemination of procurement information.
- 3. Adherence to DPWH Procurement Livestreaming and Digital Platform Content Upload Policies and Guidelines:** Annex B outlines the comprehensive policies and guidelines for DPWH's procurement livestreaming and digital content management. These policies ensure integrity and professionalism across platforms, particularly YouTube. Key directives include the diligent avoidance of copyright infringement, maintaining accuracy in information dissemination, disclosure of conflicts of interest, strict adherence to privacy norms, genuine representation in livestreaming, legal compliance, respecting third-party rights, prevention of hate speech and harassment, upholding content standards, and respecting privacy in broadcasts. Adherence to these guidelines, along with YouTube's community guidelines, is crucial for DPWH to maintain excellence in digital communication



and public engagement, with compliance being vital to avoid penalties ranging from warnings to channel termination.

4. **Monthly Reporting and Posting Protocols:** Each Procurement Unit (PrU) is tasked with compiling and disseminating monthly Procurement Activities Livestreaming (PAL) and Post-Contract Award Disclosure (PCAD) Reports. These reports are essential for providing a transparent overview of procurement activities and should be posted on the DPWH website and respective YouTube channels using the forms DPWH-QMSP-31-01-Rev00 and DPWH-QMSP-31-02-Rev00, respectively, on or before the 10th day of the following month. Furthermore, Regional Office Procurement Units must gather reports from their District Engineering Offices and submit them to the Procurement Service (PrS) for monitoring and evaluation. These submissions, following the prescribed format DPWH-QMSP-31-03-Rev00, are required to be completed on or before the 15th day of the subsequent month.
5. **Additional Disclosure Requirements for High-Value Contracts:** For projects with an Approved Budget for the Contract (ABC) of Fifty Million Pesos (Php 50,000,000.00) or more, the DPWH mandates expanded disclosure. These high-value contracts must be published in a newspaper of general circulation in addition to the above-mentioned Monthly Reporting and Posting Protocols. This comprehensive approach ensures broad public accessibility and demonstrates the DPWH's commitment to transparency in significant procurement activities.

This Order shall supersede Department Order No. 105, series of 2020, and all other issuances or any provisions or portions thereof that are inconsistent herewith, and shall take effect immediately.


MANUEL M. BONOAN
Secretary

Encl: As Stated.

12.1 MVSG/MAP/ARM

Department of Public Works and Highways
Office of the Secretary



WIN4AB00222

YouTube Livestreaming, Posting (Video Uploading) of DPWH Procurement Activities, and Post- Contract Award Disclosure Reporting

User Manual



**Department of
Public Works
and Highways**

Bonifacio Drive, Port Area, Manila

January 2024

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I. PROCEDURES FOR ESTABLISHING A YOUTUBE CHANNEL

The creation and/or establishment of a YouTube channel dedicated to DPWH Procurement Livestreaming and Content Uploads is a fundamental step for all DPWH Procuring Entities. This channel acts as a specialized online platform, facilitating interactive livestreaming sessions and enabling the upload of procurement-related videos. Without such a dedicated channel, DPWH Procuring Entities are restricted to viewing content on YouTube, lacking the capability to upload their own procurement videos or conduct live procurement sessions.

The Procuring Entity's Bids and Awards Committee (BAC), through its Secretariat or the Procurement Unit, holds the primary responsibility for both the creation and the ongoing management of this YouTube channel. This encompasses the channel's initial setup, safeguarding the account's password, and managing the mobile number used for verification. Additionally, the BAC Secretariat or the Procurement Unit is tasked with monitoring all livestream activities, supervising chat interactions and viewer engagement, and curating the channel's content. This includes uploading livestream recordings, videos, and images, ensuring a professionally managed and secure digital platform for DPWH's procurement undertakings.

1. Step 1: Creating a Google Account

- i) Navigate to Google Account creation page and click on "Create account."
 - (1) Choose Account Type: Select the option "For work or my business."

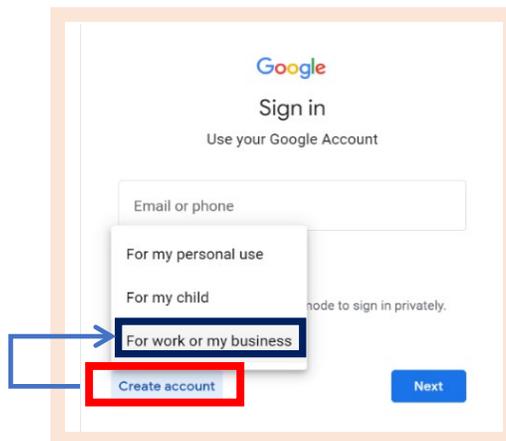


Figure 1.1

- ii) Fill out the required information.
 - (1) **Name:**
 - (a) The Name of the Procuring Entity should be entered in the "First name" field, adhering to the following naming convention: DPWH <CO/RO/DEO full office name>.
 - (i) Examples:
 1. DPWH Central Office PrS-Civil Works

2. DPWH Regional Office No. I
3. DPWH Ilocos Norte 1st DEO

Figure 1.2

(2) **Birthday and Gender:**

- (a) Birthday: The date to be entered for this field shall be the Date of Birth of the designated Procuring Entity's Procurement Unit Head at the time of the YouTube Channel's creation.
- (b) Gender: Set to "Rather not say."

Figure 1.3

(3) **Email Address:**

- (a) Instead of creating a new email address, select the "Use your existing email" option. Enter the official livestream email address established and/or provided by the DPWH Central Office Information Management Service (IMS), containing the DPWH's official domain @dpwh.gov.ph as stipulated by Department Order (D.O.) 24 series of 2017. To verify the specific email address assigned to the Procuring Entity, it is recommended to contact the IMS.
- (b) The email convention: livestream_<officename>@dpwh.gov.ph.

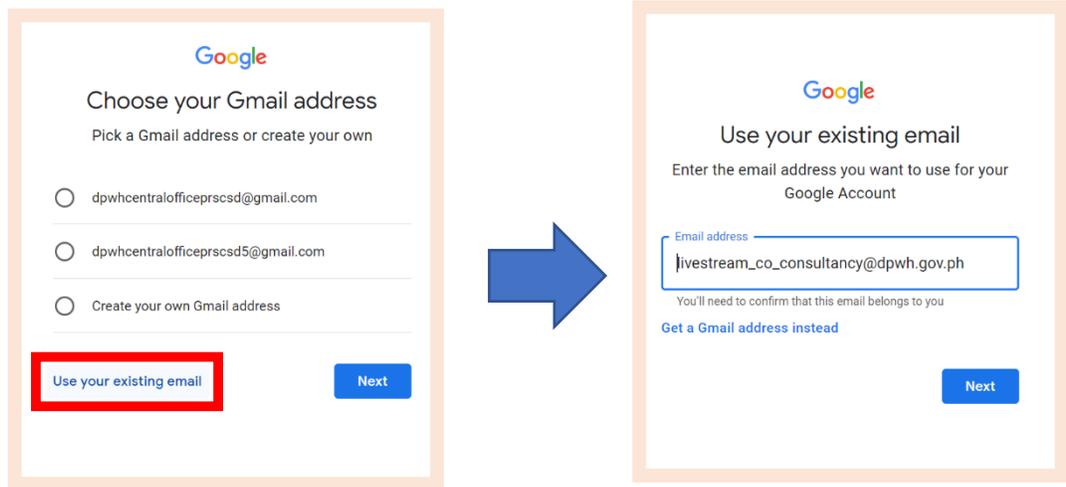


Figure 1.4

- (c) Access the provided email address to retrieve the verification code dispatched by Google. This verification code is sent specifically to the shared mailbox used by the designated Procuring Entity's BAC Secretariat or Procurement Unit staff.

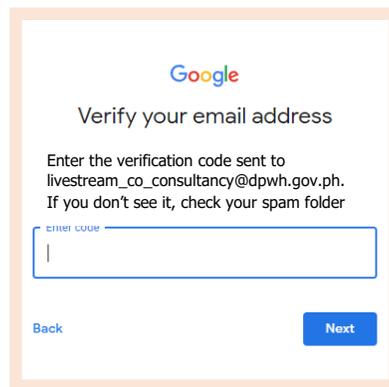


Figure 1.5

(4) Password:

- (a) A secure password must be created, which should include a mix of uppercase and lowercase letters, numbers, and symbols to enhance security. It is strongly recommended that this password differs from the password of the linked email account. The BAC Secretariat/Procurement Unit Head at the time of the YouTube Channel's creation will be responsible for maintaining the security and confidentiality of this password.

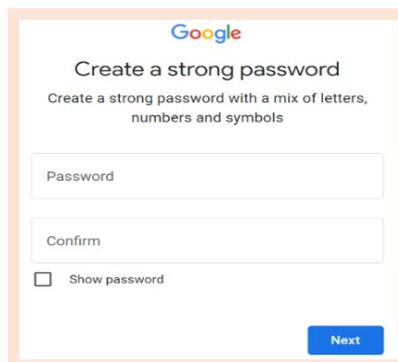


Figure 1.6

(5) **Verification:**

- (a) The account should be verified by following the prompts, which may include phone number verification. For this purpose, the mobile number of the Procurement Unit Head at the time of the channel's creation should be used.

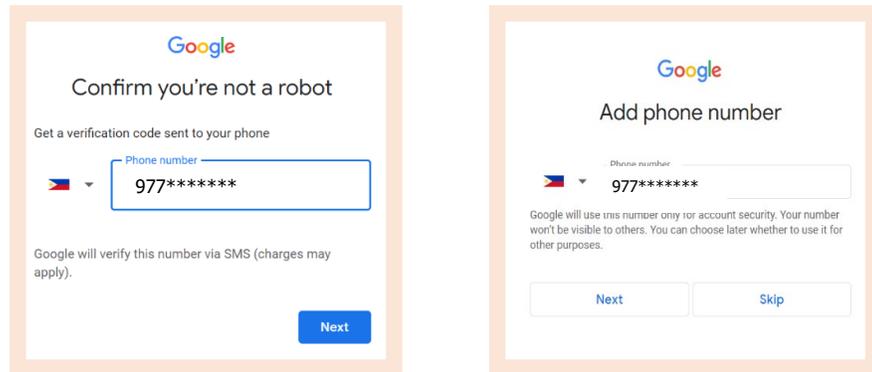


Figure 1.7

- (6) **Additional Information:** Complete all required fields in the "Additional Information" section as requested. It is essential to carefully read and agree to the terms of service to proceed with the account setup.

2. Step 2: Accessing YouTube with a Google Account

- i) Go to the YouTube website and select "Sign In" located in the top right corner of the page.

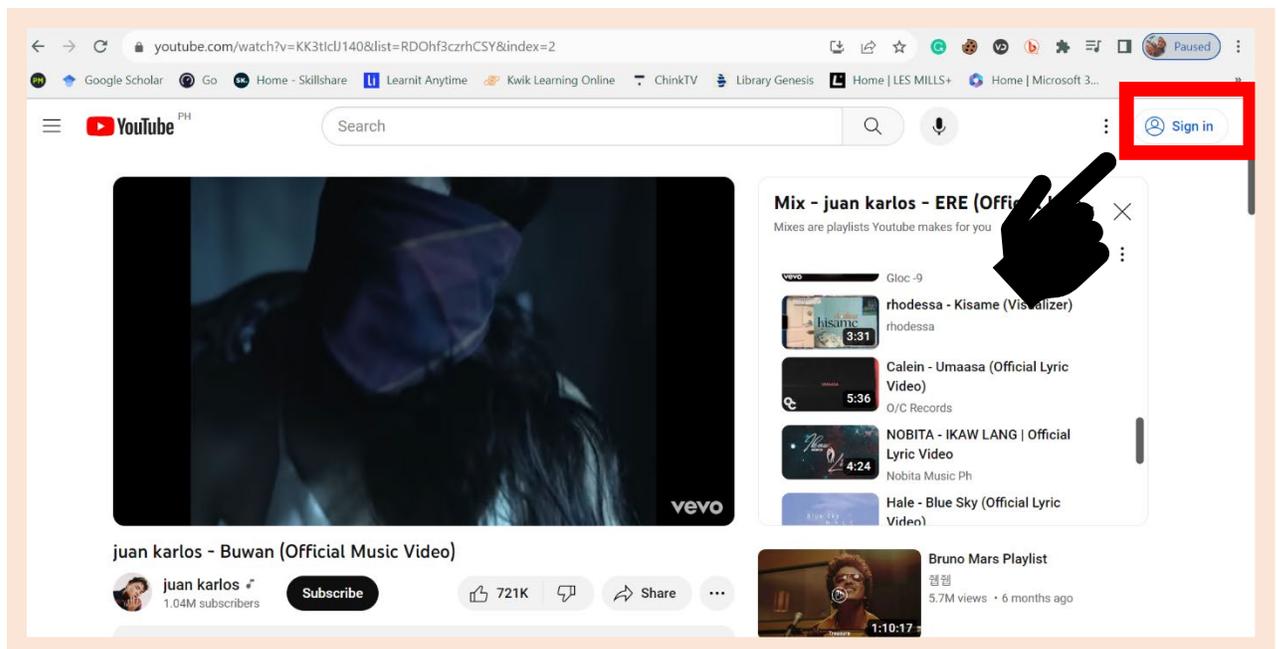


Figure 1.8

- ii) Sign in using the email address and the password set for the Google Account that was established during the creation of the Procuring Entity's YouTube channel.

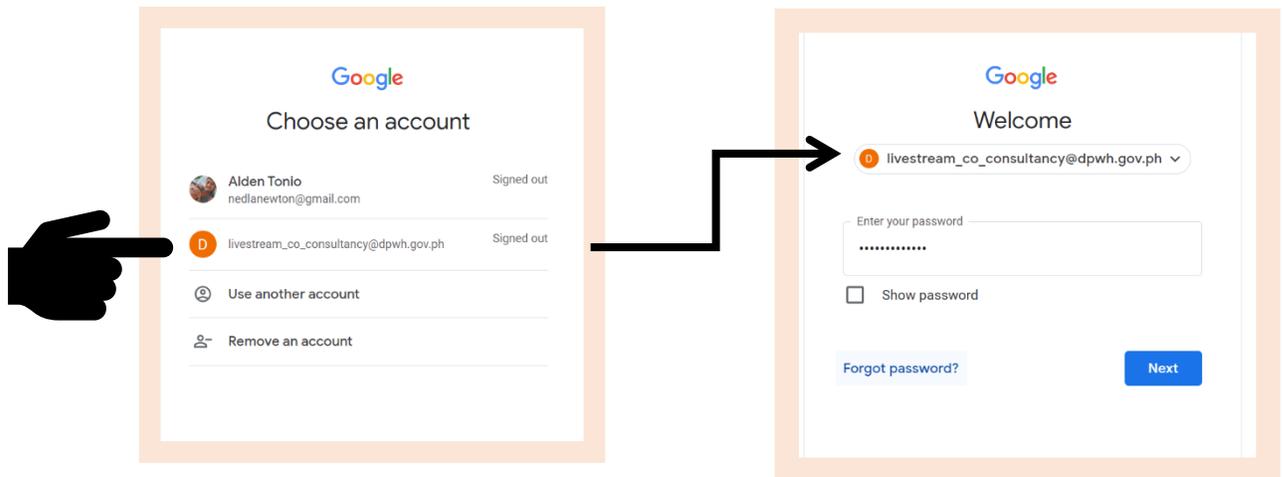


Figure 1.9

3. Step 3: Establishing a New Channel on YouTube

- i) Proceed to the top-right corner of the YouTube interface and click on the profile icon to open the user account menu. From the dropdown menu beneath the profile icon, choose the "Create a channel" option.

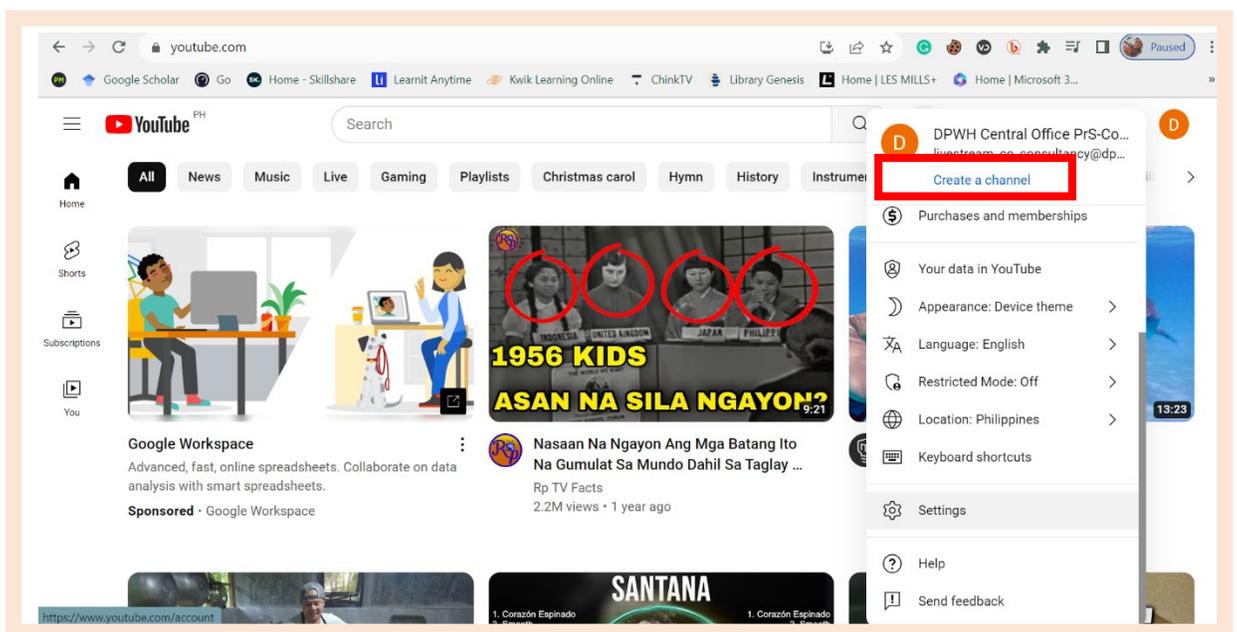


Figure 1.10

- ii) **Channel Name and Handle Entry:** When prompted, enter the name for the new channel, following the established Channel Name Convention. The channel name should not exceed 50 characters, including spaces.

Channel Name Convention: DPWH <Central Office/Regional Office/DEO full office name> Procurement LS

(1) Channel Name Examples:

- (a) DPWH Central Office Civil Works Procurement LS
- (b) DPWH Regional Office I Procurement LS
- (c) DPWH Metro Manila 1st DEO Procurement LS

Simultaneously, create a Handle for the channel, which serves as a unique identifier on YouTube, following the provided Handle Convention samples. The channel handle, crucial for establishing the channel's distinct online presence and facilitating easier searchability, must conform to the specified formats:

For Central Office: @DPWH.CO.<Specific Division>

For Regional Office: @DPWH.RO.<RegionNumber>

For DEOs: Refer to **Annex C** for the complete list of required Handles for each office.

(2) Handle Examples:

- (a) @DPWH.CO.CivilWorks
- (b) @DPWH.CO.Goods
- (c) @DPWH.RO.1
- (d) @DPWH.RO.NCR
- (e) @DPWH.Abra.DEEO
- (f) @DPWH.CamNorteSub.DEEO
- (g) @DPWH.MM1.DEEO

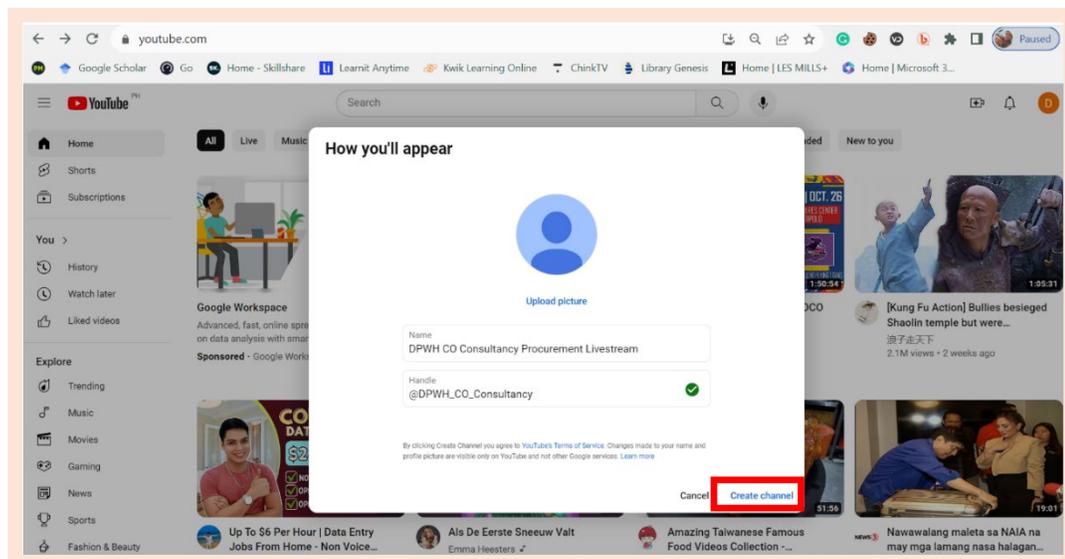


Figure 1.11

For offices that have established YouTube channels prior to the implementation of the DPWH Policy on Procurement Livestreaming and Content Upload, adhering to the specified format for Channel Name and Handle is compulsory to ensure uniformity and compliance with established standards. These offices are instructed to refer to **Step 4: Customize Your Channel**. Go to YouTube Studio: Customization→Basic Info Tab→execute the necessary updates to the Channel Name and Handle.

Employing this structured format is essential for ensuring a consistent and professional representation of DPWH Procurement Livestream channels on YouTube. Such consistency aids in the channels' easy discoverability and identification by a diverse audience, including bidders, observers, and the general public.

4. Step 4: Customizing the YouTube Channel

- i) After the channel has been created, click on the profile icon located in the top right corner of the YouTube interface and select "YouTube Studio" from the dropdown menu.

"YouTube Studio" serves as a comprehensive dashboard for managing a YouTube channel, offering functionalities distinct from the basic YouTube Channel interface. It provides advanced tools for video management, analytics, and audience engagement. Clicking "YouTube Studio" grants access to a range of customization settings, enabling the modification of the channel's layout and various features to better suit the channel's needs.

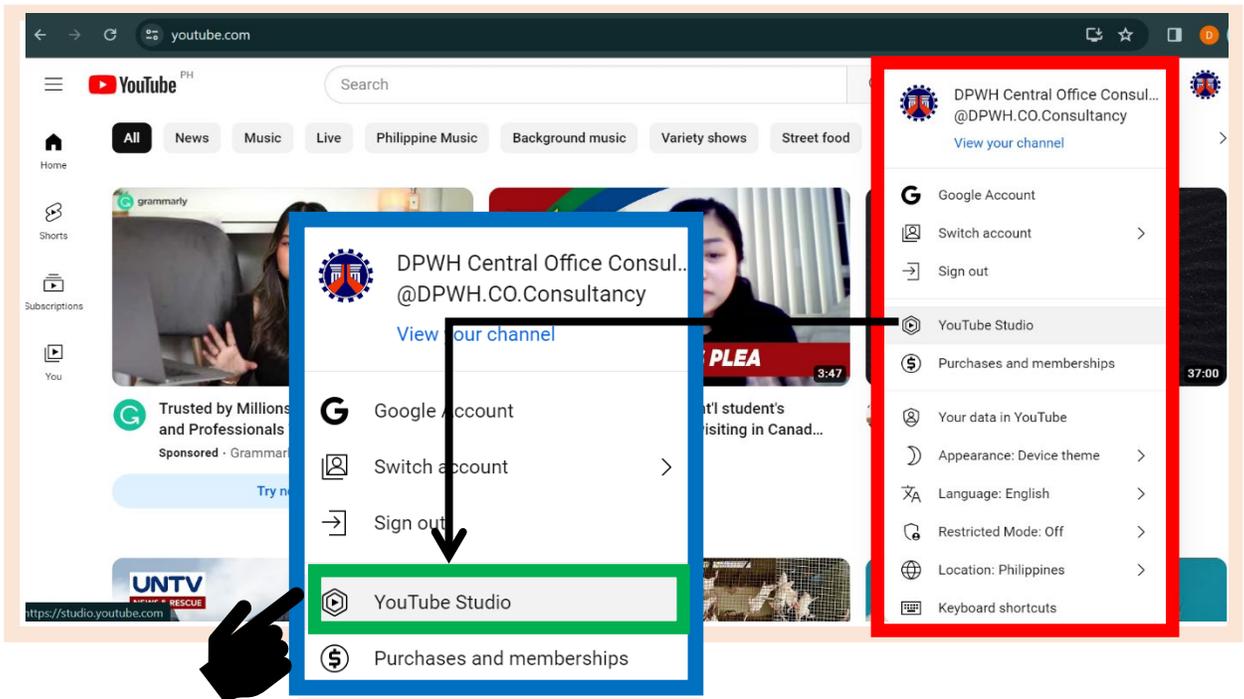


Figure 1.12

- ii) Within the YouTube Studio dashboard, navigate to the left-hand menu. Identify and click on the "Customization" tab, which allows for the modification of various channel settings.

(1) Branding Tab:

- (a) **Profile Picture:** For immediate recognition, DPWH Procuring Entities are advised to upload a profile picture that represents their specific office, ideally featuring the Procuring Entity or Office's name for clear identification. If such an image is not available, utilizing the DPWH logo as an alternative is acceptable.

It is crucial to ensure that any image used complies with intellectual property laws and reflects the professional image of the DPWH. This includes diligently avoiding copyright infringement by using only content created by the Procuring Entity for which explicit permission has been obtained, or that is unequivocally in the public domain or classified as royalty-free.

- (b) **Banner Image:** Procuring Entities may choose to upload a banner image, a prominent header displayed at the top of the YouTube channel. This image is crucial for visually representing the DPWH and its specific office, and it can include a tagline promoting procurement transparency. The banner should ideally feature the current Agency Identity, including the "Bagong Pilipinas" logo, in alignment with the Marcos Jr. Administration's brand of governance as prescribed in Memorandum Circular No. 24 and Department Order (D.O.) 95 series of 2023. Incorporating elements from the DPWH Quality Policy, notably the 5 R's (Right Projects, Right Cost, Right Quality, Right on Time, Right People), and the DPWH's 5 Core Values (Public Service, Integrity, Professionalism, Excellence, Teamwork) is also encouraged, reflecting the department's commitment to quality service and adherence to its fundamental values.

In the process of designing this banner, it is essential to meticulously ensure compliance with intellectual property laws and to accurately portray the DPWH's professional image. This requires careful selection of content, using only materials created for and by the DPWH and its Procuring Entities, obtained with explicit permission, or that are clearly in the public domain or classified as royalty-free. Adhering strictly to these guidelines in the selection of banner content is vital to uphold the integrity and professionalism of the DPWH's visual representation on YouTube.

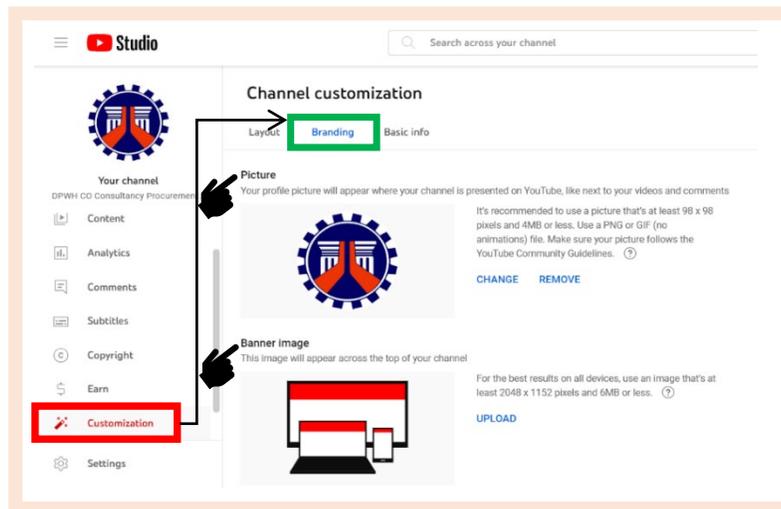


Figure 1.13

(2) Basic Info Tab:

- (a) Channel Description: The "Channel Description" is an essential element of a YouTube channel, offering a clear and brief overview of the channel's purpose and content. It serves as the initial reference for viewers to understand what the channel offers, crucial for setting accurate expectations and drawing the intended audience. For DPWH Procuring Entities, the channel description must clearly state the channel's role in livestreaming procurement activities and post-contract award disclosure. This approach aligns with Administrative Order No. 34 series of 2020 and Department Order No. 105 series of 2020, emphasizing the channel's dedication to transparency and engaging the public in procurement processes.

Procuring Entities are instructed to use the following template for their channel description and are advised not to deviate from it to ensure uniformity and clarity across all DPWH YouTube channels:

Welcome to the official YouTube channel of DPWH <Name of the Procuring Entity>, dedicated to Procurement Activities Livestreaming and Content Uploads.

In compliance with Administrative Order No. 34 series of 2020 and Department Order No. 105 series of 2020, this channel offers real-time access to our procurement processes. Viewers can watch live Pre-Bid Conferences and Opening of Bids, and access Post-Contract Award Information. Our channel is committed to ensuring transparency and promoting fair competition in line with our dedication to public service excellence.

Subscribe to stay informed about upcoming livestreams and Post-Contract Award Information updates and become an active participant in the transparent procurement process at the <Name of the Procuring Entity>.

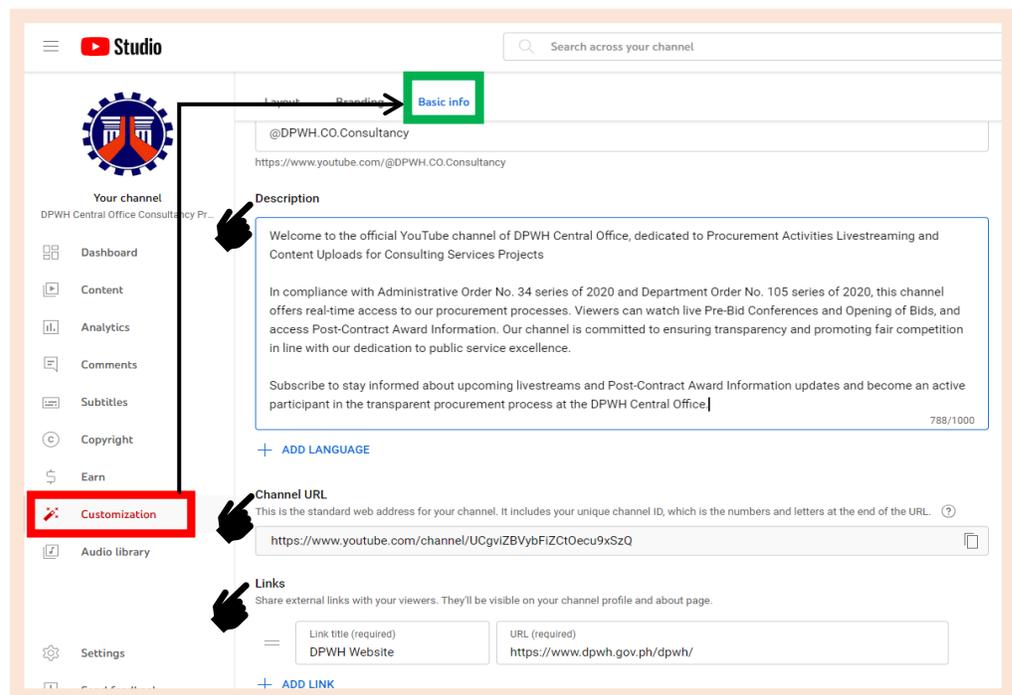


Figure 1.14

- (b) Links: Adding links on DPWH YouTube channels is essential as they guide viewers to additional, relevant information. These channels should include a link to the official DPWH website, which serves as a comprehensive hub for information on other DPWH Procuring Entities' YouTube Channels. The DPWH website also offers detailed information on various contracts being bid for by different DPWH Procuring Entities, including advertisements, supplemental/bid bulletins, procurement-related notices and advisories, and post-contract award information. Similarly, links to the PhilGEPS and GPPB websites are crucial. The PhilGEPS website provides access to all public procurement opportunities and related documents, while the GPPB website offers vital information on procurement policies, rules, and regulations. These links must be available on the channel's profile and about page to facilitate viewer access and enhance transparency and public engagement in procurement processes.

Mandatory Links for Inclusion:

- (i) Official DPWH Website: <https://www.dpwh.gov.ph/dpwh/>
- (ii) PhilGEPS Website: <https://notices.philgeps.gov.ph/>
- (iii) GPPB Website: <https://notices.philgeps.gov.ph/>

- (c) Channel URL: The "Channel URL" is the unique web address of a YouTube channel and is critical for direct access and sharing. Featuring a distinctive channel ID, this URL is essential for guiding viewers, especially bidders, to the channel for specific procurement activities. Procuring Entities are encouraged to include this Channel URL in the Invitation to Bid (IB) and/or Request for Expression of Interest (REI) when advertising contracts for bidding. This practice is particularly important for directing bidders to the channel for upcoming procurement activities such as the livestreaming of Pre-Bid Conferences and the Opening of Bids.

- (d) Contact Info: In the "Contact Info" section of a YouTube channel, it is crucial for all Procuring Entities to provide the official DPWH email address of the BAC Chairperson, as required by Department Order 24 series of 2017. Using the BAC Chairperson's email address is advantageous for several reasons. Primarily, the BAC Chairperson holds a pivotal decision-making role in procurement processes, which aligns with the purpose of transparency and direct communication intended by the channel. As the chairperson is central to procurement decisions and activities, their email address becomes the most relevant and authoritative source for inquiries.

Furthermore, the responsibility for updating this email address, particularly during BAC Reconstitution, is assigned to the BAC Secretariat/Procurement Unit Head. It is their responsibility to keep this contact information current and reflective of any changes in the Committee, ensuring continuous and clear communication within the procurement process.

- iii) Once all necessary adjustments have been made, it is important for the user to finalize the process by clicking on the "Publish" button. This action saves and applies all changes made to the settings or information. It is crucial to ensure that "Publish" is

clicked after modifications, as this step is what effectively updates and implements the alterations on the YouTube channel.

5. Step 5: Verifying the YouTube Channel

Verification of a YouTube account offers numerous benefits. Once an account is verified, the platform removes the restriction that limits video length to 15 minutes. Furthermore, account verification permits the linking of external websites in video annotations, enables livestreaming capabilities, and allows for the creation of custom video thumbnails. These features significantly enhance the functionality of the channel, making verification an essential step for users looking to fully utilize the potential of the YouTube platform.

- i) To access Channel Settings, click on the profile picture located at the top right corner of the YouTube Channel page, and then select "Settings". Navigate to and choose "Channel status and features" to proceed.

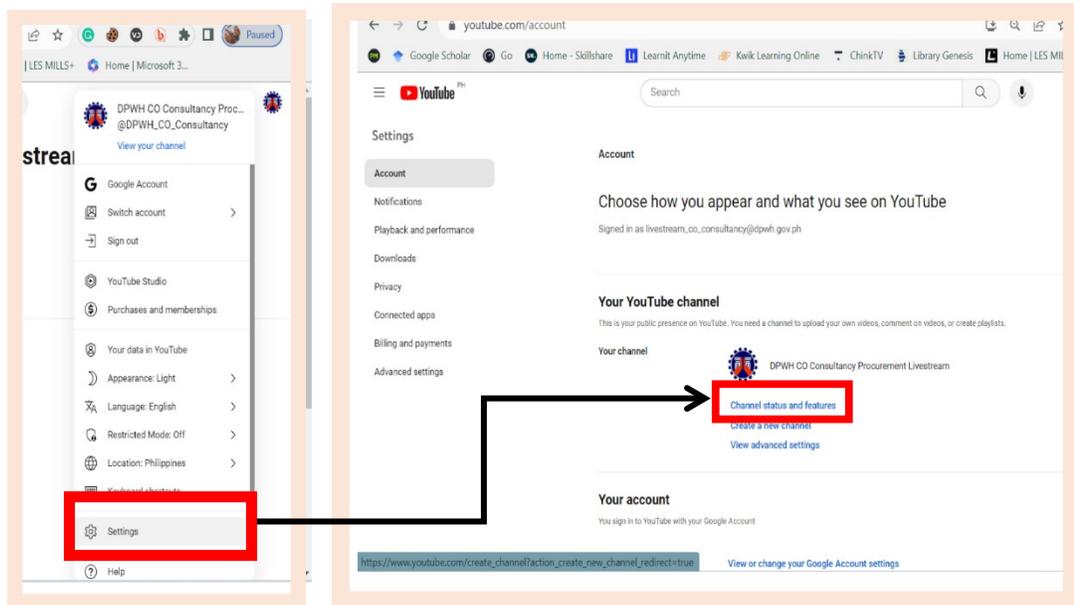


Figure 1.15

- ii) Following the selection of "Channel status and features", navigate to the "Channel Tab" within the "Settings" dialog box. Within this tab, there are three key areas that require careful attention and action.
 - (1) The "Basic Info" section mandates specifying the "Country of Residence", which is vital for aligning the channel with regional regulations and standards.
 - (2) In "Advanced Settings", a crucial aspect for DPWH channels is the "Audience Setup". It must be explicitly stated that the content is not tailored for children, reflecting the professional nature of DPWH procurement activities. Failure to do so necessitates individual audience identification for each video.
 - (3) Lastly, the "Feature Eligibility" section provides access to various levels of features, ranging from Standard to Advanced, significantly enhancing the channel's content management capabilities. Access to these features is conditional on identity

verification, a critical step in minimizing abuse and spam on the platform. Meticulous management of these settings is essential for ensuring the channel operates effectively and adheres to YouTube's policies, in line with the professional standards expected of DPWH channels

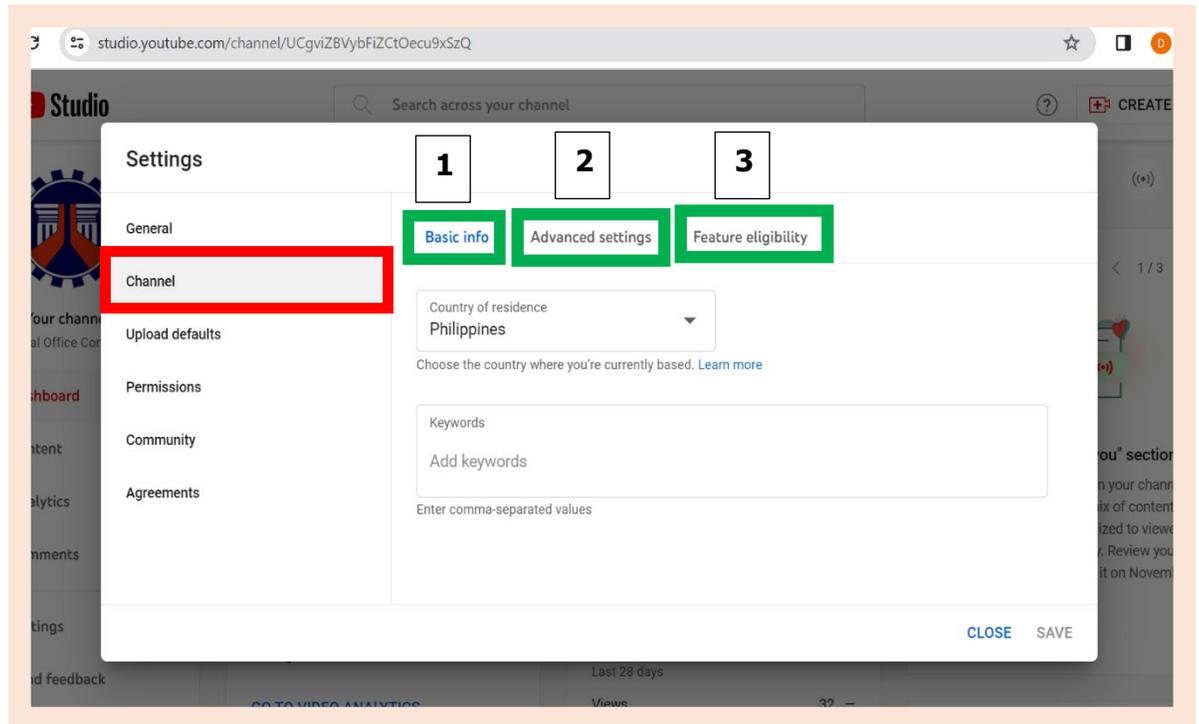


Figure 1.16

(a) Setting → Channel → **Basic Info**, Country of Residence: **Philippines**

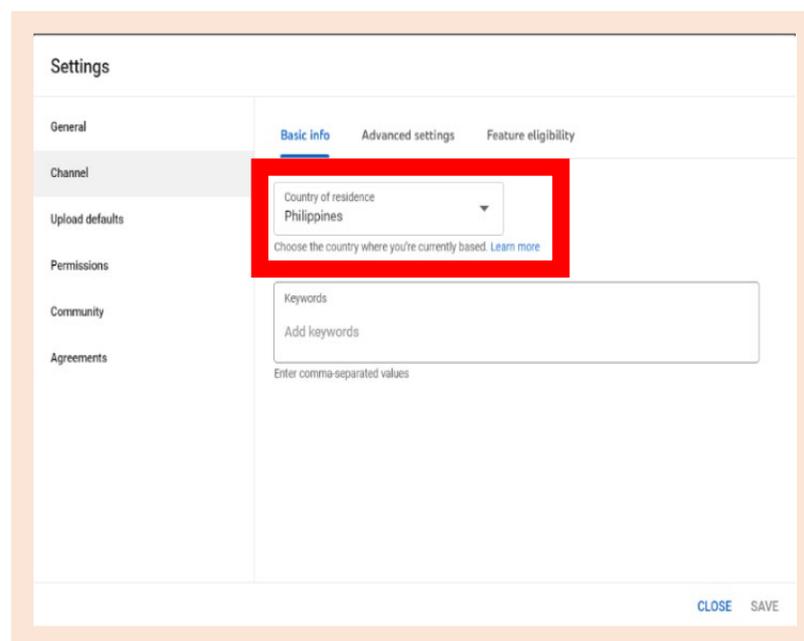


Figure 1.17

(b) Setting → Channel → **Advance settings** → Audience (Do you want to set your channel as made for kids?): **"No, set this channel as not made for kids. I never upload content that's made for kids."**

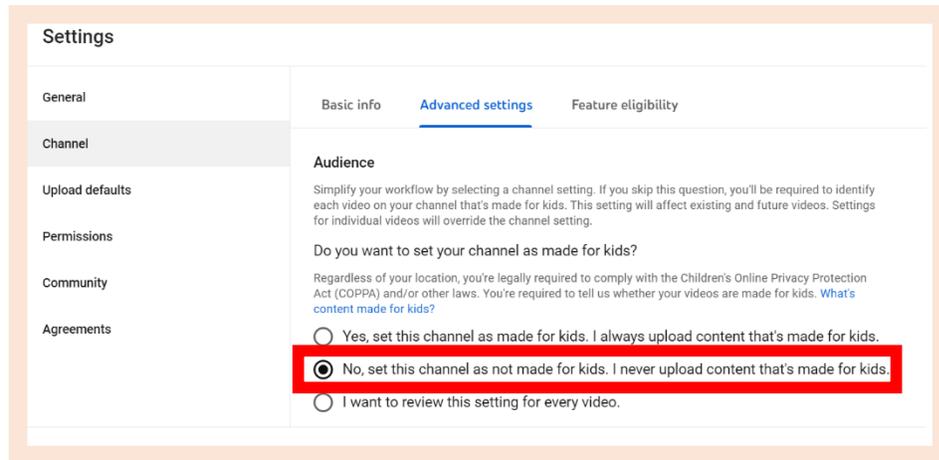


Figure 1.18

(c) Setting → Channel → **Feature Eligibility (Intermediate Features)**

To activate Intermediate Features on a YouTube channel, such as (1) uploading videos longer than 15 minutes, (2) creating custom thumbnails, and (3) livestreaming, **phone number verification** is required. For DPWH Procuring Entities, this verification must be done using the mobile number of the BAC Secretariat/Procurement Unit Head, the same number provided during the initial Google account setup for the YouTube channel. This ensures consistency and the proper activation of these specific features on the channel.

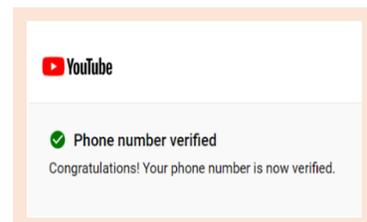
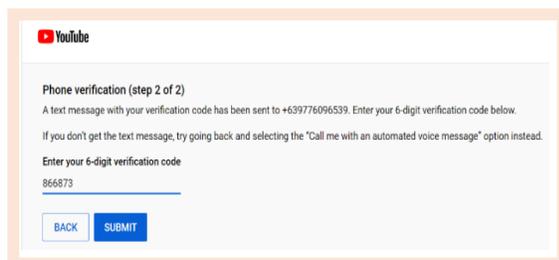
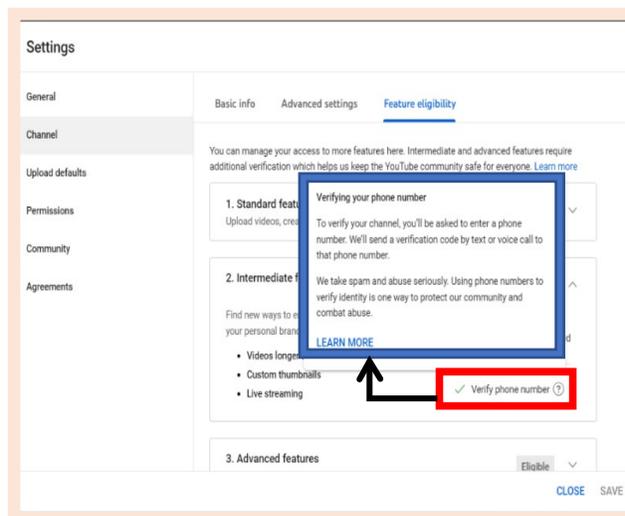


Figure 1.19

As illustrated below, the status transitions from “Eligible” to “Enabled”, indicating that the YouTube channel has acquired the capabilities to upload videos longer than 15 minutes, create custom thumbnails, and conduct livestreaming.

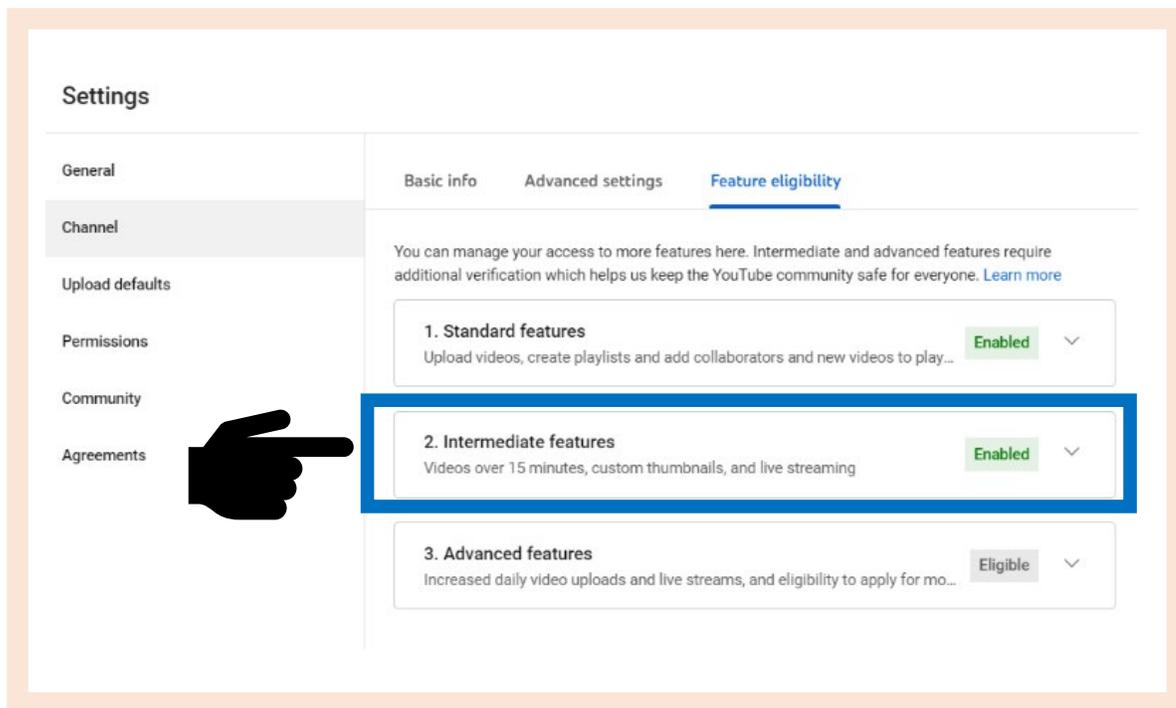


Figure 1.20

(d) Setting → Channel → **Feature Eligibility (Advanced Features)**

In order to enhance the capabilities of YouTube channels beyond Intermediate Features, Procuring Entities need to unlock Advanced Features. Intermediate Features, such as uploading videos over 15 minutes, creating custom thumbnails, and livestreaming, provide basic enhancements. However, Advanced Features offer a wider range of functionalities. A crucial YouTube Channel’s Advanced Feature is the “**Community Tab**”, which permits Procuring Entities to upload images for Livestreaming events and Post-Contract Award Disclosure (PCAD) Reports, offering a functionality akin to static or non-video uploads commonly seen on platforms like Facebook. This feature expands the channel's utility for communication and transparency purposes.

It is important to note, however, that some Advanced Features may not be applicable to Procuring Entities. While functionalities like increasing the frequency of livestreams and uploading more videos daily are advantageous, creating YouTube Shorts and channel monetization might not align with the operational goals of DPWH channels. In fact, the Department prohibits all Procuring Entities from monetizing their channel content.

To access these Advanced Features, Procuring Entities must complete one of the stipulated steps, which broadens the channel's operational capabilities on YouTube:

- (i) Video Verification: To unlock advanced features on a YouTube channel, video verification must be completed by the BAC Secretariat/Procurement Unit

Head, who is responsible for the channel's creation or to whom this responsibility has been delegated. Upon initiating video verification, instructions are sent to the email address associated with the channel, typically a shared mailbox of the BAC Secretariat/Procurement Unit Head. The process involves recording a short facial video following specific prompts, such as looking in different directions, to confirm the individual's real identity, verify age eligibility for Google services, and ensure compliance with YouTube's policies, while also safeguarding against fraud and abuse.

The verification video is kept confidential and is automatically deleted from the Google Account within a maximum of two years. It is generally removed within a few months after the channel has established a sufficient history, or after one year if advanced features have not been used.

- (ii) Valid ID Verification: As an alternative to video verification, Procuring Entity's BAC Secretariat/Procurement Unit Head may opt for valid ID verification to access advanced features on a YouTube channel. This process requires the submission of a photo of a valid ID, such as a passport or driver's license. The ID is used to confirm the individual's date of birth, ensure the ID's current validity, and verify that there have been no prior suspensions for violating YouTube's policies. It also aids in protecting against fraud and abuse and may enhance verification systems.

The ID used for this verification should belong to the BAC Secretariat/Procurement Unit Head, and the birthdate on the ID must be consistent with the birthdate provided during the Google Account creation for the YouTube channel setup. Following submission, the ID is kept confidential and scheduled for automatic deletion from the Google Account. This typically occurs within a few months after establishing sufficient channel history, or after one year if advanced features have not been used, with a maximum period of two years for deletion.

- (iii) Establish Channel History: For Procuring Entities to build their YouTube channel history, it is essential to adhere to the Community Guidelines. This process of establishing a channel history is a prerequisite for accessing advanced features and typically takes up to 2 months. If the channel has previously completed either a valid ID verification or a video verification to unlock these features, the provided ID or video will be deleted from the Google Account once sufficient channel history is established.

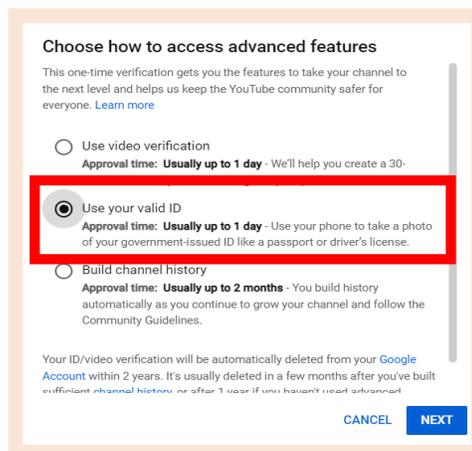


Figure 1.21

Procuring Entities seeking further guidance or clarification on these procedures are encouraged to visit the YouTube Help Center. For detailed information regarding ID and video verification processes, as well as other related queries, the following link can be accessed: <https://support.google.com/youtube/answer/9891124?sjid=6224235282924376018-AP#sdg&zippy=%2Chow-is-my-id-video-verification-data-used%2Ci-already-provided-verification-why-am-i-being-asked-to-verify-again>. This resource provides comprehensive insights and answers to a range of common questions, assisting Procuring Entities in effectively managing their YouTube channels.

Once the Advanced Features are activated, as previously outlined, the “**Community Tab**” on YouTube channels will enable Procuring Entities to upload images in JPG, PNG, GIF, or WEBP format, up to a file size of 16 megabytes. These uploads can include content such as advertisements for projects, livestreaming of procurement activities, and Post-Contract Award Disclosure, ensuring adherence to the stipulations of Administrative Order No. 34 series of 2020 and GPPB Resolution No. 04-2021. The “Community Tab” offers functionality akin to static uploads on platforms like Facebook, making it a vital tool for enhancing transparency and engagement with the channel's audience.

If the Advanced Features remain inactive, the “Community Tab” will not be visible. However, once activated, there is typically a waiting period of up to 48 hours before the “Community Tab” becomes accessible for use.

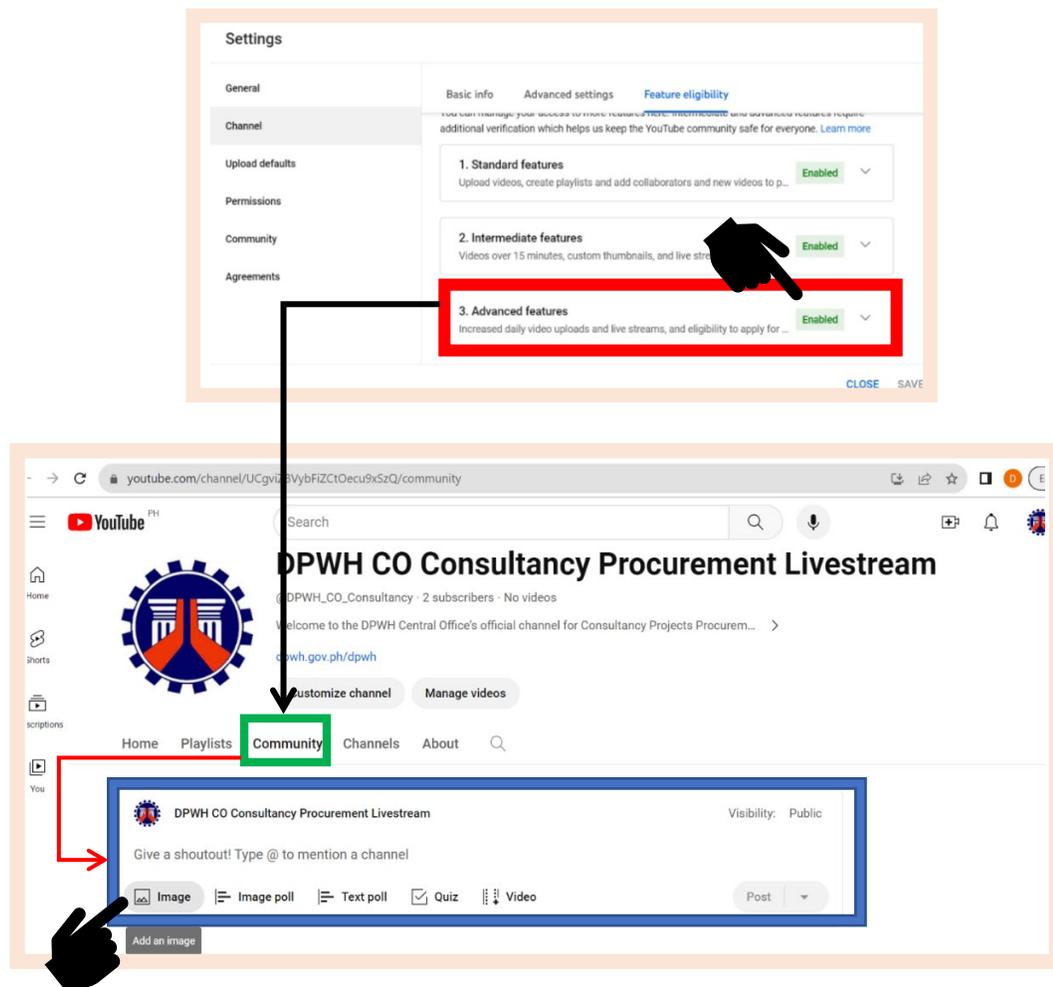


Figure 1.22

II. GUIDELINES FOR LIVESTREAMING FACE-TO-FACE PROCUREMENT ACTIVITIES AND MEETINGS ON YOUTUBE

Livestreaming procurement activities conducted through in-person or face-to-face meetings on YouTube plays a crucial role in enhancing transparency and engagement. This method allows real-time broadcasting of the procurement process, providing stakeholders and the public with direct access to these important activities. It ensures that every aspect of the procurement is visible and accessible, promoting openness and accountability. By leveraging YouTube for livestreaming, organizations can effectively bridge the gap between on-site events and a wider online audience.

1. Step 1: Procedure for Enabling Livestreaming on YouTube

- i) Log into the YouTube account.
 - (1) Click the "Create" button (camera icon with a "+") on the YouTube homepage.
 - (2) Select "Go Live" from the pop-up menu.

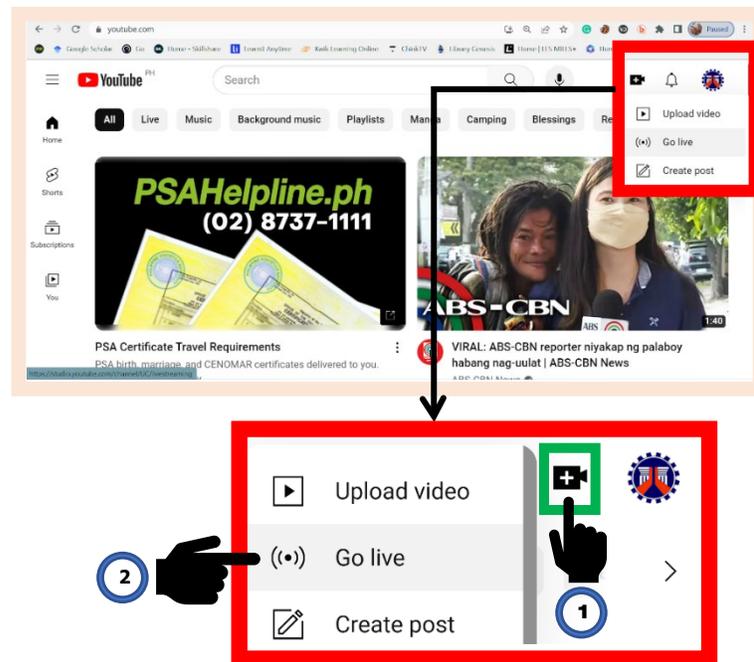


Figure 2.1

- ii) Procuring Entities initiating their first YouTube live stream are required to observe a 24-hour waiting period following the completion of the live streaming verification process. This involves submitting a Google verification code sent to the BAC Secretariat/Procurement Unit Head's registered mobile number, which should also be the mobile number used for the YouTube channel's Google Account creation and feature activation.

Even if the channel has previously been verified for Intermediate and Advanced features, this waiting period is still necessary. This security measure, complying with YouTube's policies, is crucial before livestreaming can be enabled. After this 24-hour period, uninterrupted live broadcast capabilities will be available.

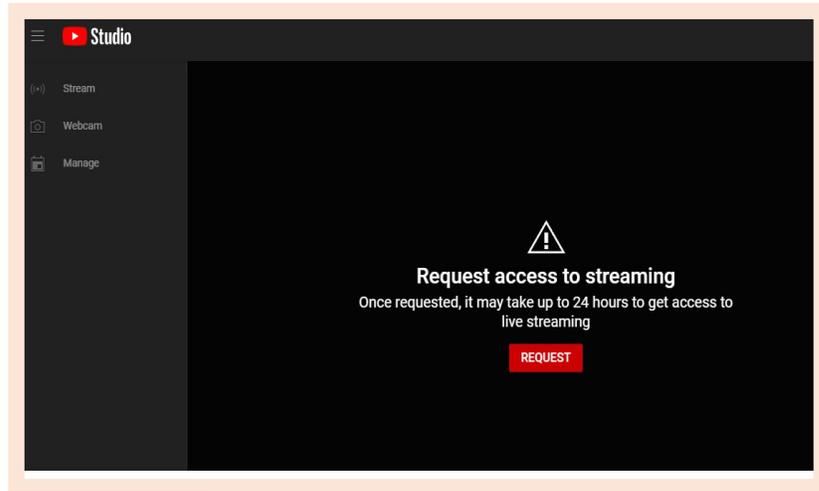


Figure 2.2

2. Step 2: Initiating a Livestream on YouTube

- i) **Go Live:** After the mandatory 24-hour waiting period, navigate to the YouTube account. Click on the camera icon with a "+" at the top of the YouTube homepage, then select "Go Live".
- ii) **Camera and Microphone:** Selecting "Go Live" transitions to the YouTube Studio's Webcam dashboard. A dialog box will appear, requesting permission for the camera and microphone. Select "Allow" to grant necessary permissions.

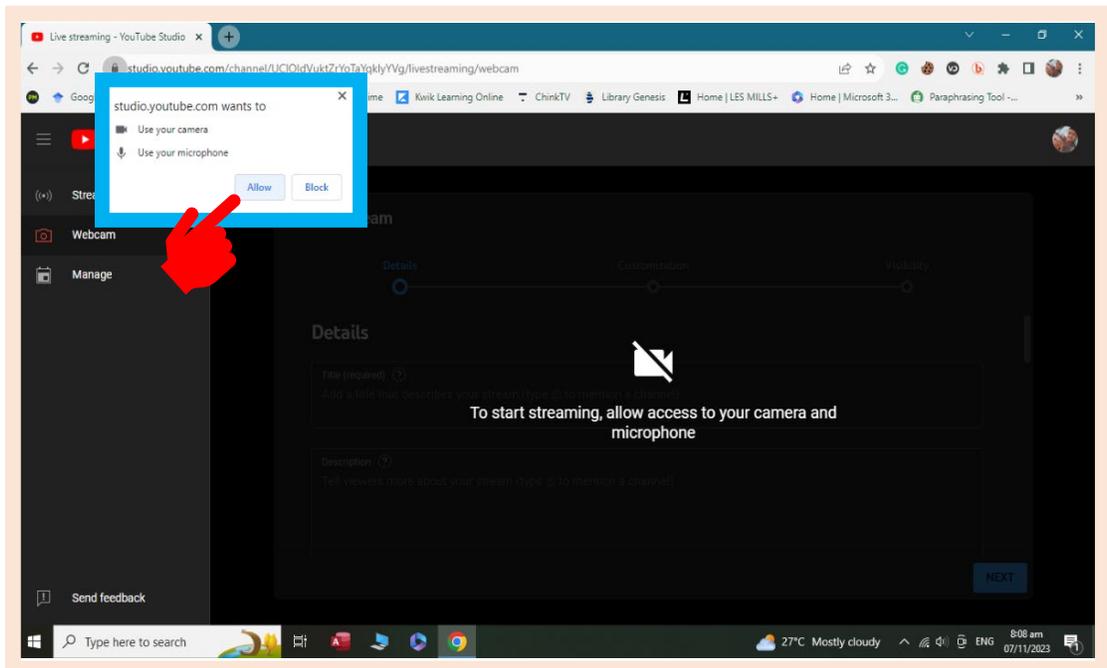


Figure 2.3

- iii) **CREATE STREAM.** For setting up a livestream, Procuring Entities must configure the Livestream Details, Customization, and Visibility settings. This is done on the livestream setup page, labeled "Create Stream". Essential information such as the livestream's title, description, and privacy settings need to be filled out to complete the configuration process.

A. Details

1. Title: The Title must not exceed 100 characters, including spaces between characters.

- a. Title Convention: Procurement Livestream for DPWH <Full Office Name> on <Livestreaming Date>

Example:

- a) Procurement Livestream for DPWH Central Office Civil Works on November 27, 2023
- b) Procurement Livestream for DPWH Regional Office I on November 28, 2023
- c) Procurement Livestream for DPWH Regional Office NCR on November 29, 2023
- d) Procurement Livestream for DPWH Abra DEO on December 1, 2023
- e) Procurement Livestream for DPWH Metro Manila 1st DEO on December 2, 2023
- f) Procurement Livestream for DPWH Las Piñas-Muntinlupa DEO on December 3, 2023

2. Description: Input the Procurement Activity being livestreamed, the Contract ID No., and the Procurement Category. The description must not exceed 5,000 characters, including spaces between characters.

- a. Procurement Category:
 - i. Civil Works
 - ii. Goods
 - iii. Consultancy
- b. Procurement Activity:
 - i. Pre-Bid Conference
 - ii. Opening of Bids (Technical and Financial Bids)
 - iii. Opening of Eligibility Requirements
- c. For the Livestreaming of a Single Procurement Activity for a Single Contract under a Single Procurement Category
 - i. <[Procurement Category]> <Procurement Activity Type> for <Contract ID No.:> <Contract Title>

- [Civil Works] Pre-Bid Conference for 24GG0047: Construction of Revetment Wall/River Control Structure along Jalaur River, San Enrique, Iloilo
- d. For the Livestreaming of Multiple Procurement Activities for Multiple Contracts under a Multiple Procurement Categories
- i. <[Procurement Category No. 1]>
<Procurement Activity Type>
- <Contract ID No. 1.1: Contract Title 1>
<Contract ID No. 1.2: Contract Title 2>
<Contract ID No. 1.3: Contract Title 3>
<Contract ID No. 1.n: Contract Title n>
- <[Procurement Category No. 2]>
<Procurement Activity Type>
- <Contract ID No. 1.1: Contract Title 1>
<Contract ID No. 1.2: Contract Title 2>
<Contract ID No. 1.3: Contract Title 3>
<Contract ID No. 1.n: Contract Title n>

Example:

[Civil Works]

- Pre-Bid Conference
 1. 24GG0047: Construction of Revetment Wall/River Control Structure along Jalaur River, San Enrique, Iloilo
 2. 24GG0048: Construction of Slope Protection Along Suage River, Janiuay, Iloilo
 3. 22GG177: Concreting of Brgy. Jalaud Sitio Balagon FMR, Barotac Nuevo, Iloilo
 4. 22GG178: Concreting of Brgy. Palaciawan Sitio Bangkiling FMR, Barotac Nuevo, Iloilo

[Consultancy]

- Opening of Eligibility Requirements
 1. 23CSGG04: Consulting Services for the Conduct of Feasibility Study/Preliminary and Detailed Engineering/Economic Analysis/Technical Studies/Traffic Impact Assessment of Junction Dueñas Diversion to Iloilo-Capiz Road (Old Route), Iloilo
 2. 22CSGG04: Consultancy Services for Geotechnical Investigation for the Proposed

Rehabilitation/Reconstruction of National Roads with Slips, Slope Collapse, and Landslide along 3rd Congressional District, Province of Iloilo

- 3. How do you want to go live?** When setting up a live stream, the default option presented is “Webcam”. If this mode suits the needs of the Procuring Entity, “Webcam” should be selected. However, if a different streaming method is preferred, such as “Streaming via software”, that option can be chosen instead.
- 4. Category:** For better discoverability of the stream by viewers, it is important to add the livestream to a relevant category. Procuring Entities should select the “News and Politics” category. This categorization assists viewers in more easily finding the stream, particularly when it aligns with the content related to governmental procurement activities.
- 5. Thumbnail (Optional):** Thumbnails offer a quick snapshot of the video to the audience. Procuring Entities have the option to use one of the automatically generated thumbnails by YouTube or upload a custom thumbnail, provided the account is verified. It is crucial to ensure that any chosen or uploaded thumbnail adheres to YouTube's Community Guidelines, maintaining the professionalism and appropriateness of the content.
- 6. Playlist:** For organizational efficiency, Procuring Entities are advised to group all live streams into a monthly playlist. This approach facilitates streamlined consolidation and provides easy reference for reviewing the Monthly Livestreaming and Post-Contract Award Disclosure Reports. By categorizing live streams into playlists, Procuring Entities can enhance the manageability and accessibility of their content, both for internal review and public transparency.

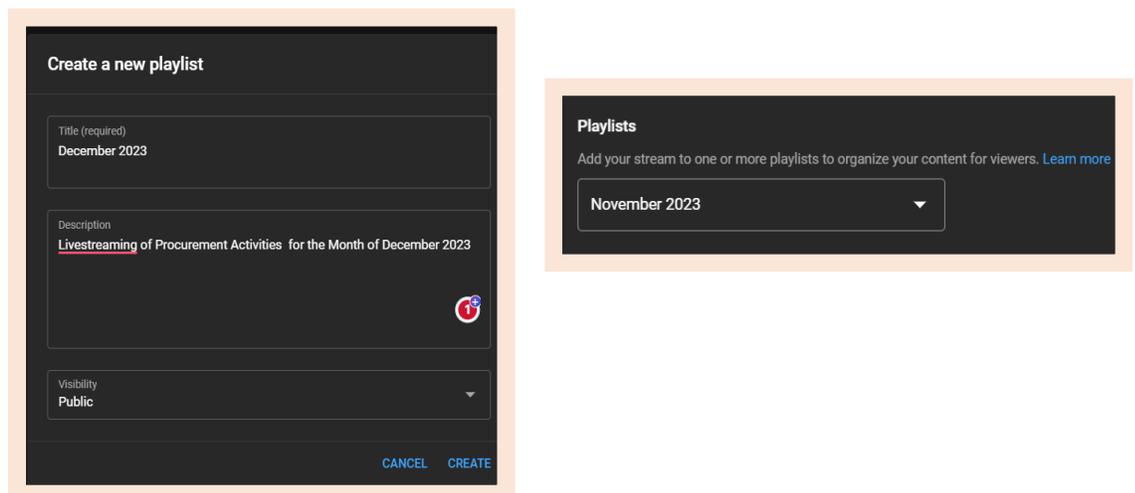


Figure 2.4

7. **Audience:** In line with the settings established during the Channel Verification stage, Procuring Entities must ensure that the audience setting for each video remains set to "Not made for kids". This setting should be consistently applied to all videos to reflect the professional nature of the content, aligning with the specific audience and purpose of the Procuring Entity's YouTube channel.

B. Customization

1. **Live Chat:**
 - a. Live Chat
 - b. Live Chat Replay
2. **Participant Mode:** Who can send messages
 - a. Anyone
3. **Reaction:**
 - a. Live Reaction
4. **Message Delay:**
 - a. Slow Mode (*Let uncheck*)

C. Visibility

1. **Public:** (Everyone can watch Livestream)
 2. **Schedule:** Procuring Entities should select the specific date and time for their livestream. This scheduling step is crucial for planning and announcing the live event in advance, allowing stakeholders and viewers to be informed and prepared to participate or view the stream at the designated time.
- iv) **Stream Review.** Before going live, Procuring Entities should review all livestream settings to confirm they are correctly configured. When ready, click the "Go Live" button to start broadcasting.

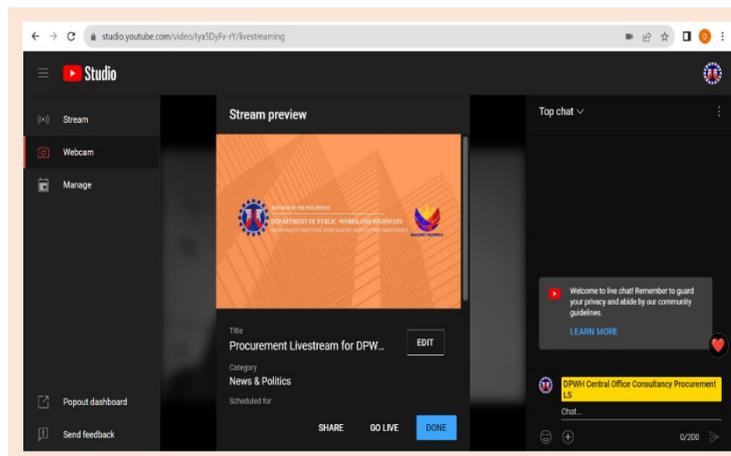


Figure 2.5

Additionally, there is an option to share the livestream on other platforms. This can be done by clicking the "Share" button and copying the video link to share on preferred social media or messaging services, extending the livestream's reach beyond YouTube.

3. Step 3: Guidelines for Monitoring Livestreams on YouTube

- i) **Video and Audio Monitoring:** The BAC, through its Secretariat or the Procurement Unit, shall be responsible for continuously monitoring the video and audio quality. This vigilant monitoring is essential to ensure that all aspects of the livestream are functioning correctly, maintaining the high standards expected for professional broadcasts.
 - (1) Monitor with a Separate Device: The BAC Secretariat or the Procurement Unit should utilize a separate device, such as a smartphone or tablet, to view the livestream as the audience would. This practice enables an assessment of the overall viewer experience from an external perspective, ensuring the livestream's quality and effectiveness. By mirroring the audience's viewpoint, any issues related to video and audio quality, as well as the overall presentation, can be promptly identified and addressed.
 - (2) Audio Levels Check: Continual monitoring of audio levels is essential during the livestream. This involves ensuring that the audio is neither excessively loud nor too soft. Cameras with built-in level meters should be utilized to regularly check these levels, thus ensuring the audio's clarity and adequacy throughout the broadcast.
 - (3) Visual Quality Inspection: It is important to periodically inspect the camera's display screen for any video-related issues, such as inadequate lighting, improper framing, or lack of focus. Consistently ensuring that the image remains clear and stable throughout the livestream is crucial for maintaining high visual quality standards.
 - (4) Feedback from Viewers: Actively seeking real-time feedback from viewers on the audio and video quality is recommended. Viewers' comments can serve as a direct and valuable source for quality control, helping to identify and rectify any issues quickly. Encouraging viewer engagement in this manner can significantly enhance the overall quality of the livestream.
 - (5) Use of Headphones: For precise audio monitoring, it is advisable to connect headphones directly to the camera or audio equipment. This allows for a closer inspection of the audio output, aiding in the detection and correction of any unwanted noise or interference. Regular use of headphones during the livestream is a key measure in ensuring audio clarity and quality.
 - (6) Continuous Monitoring: It is imperative to continuously monitor both video and audio outputs throughout the livestream. This involves being vigilant and ready to make immediate adjustments as needed, including changes to camera angles, microphone placement, and various settings. Consistent monitoring is key to ensuring the livestream maintains its intended quality and effectiveness.
 - (7) Recording a Backup: It is recommended to record a local copy of the stream if the camera has this capability. Doing so allows for a post-event review of the stream's quality. This recorded backup is valuable for identifying and addressing any issues,

thereby enhancing the quality of future streams. Recording a backup ensures that there is a reference point for continual improvement in livestream practices.

Using Streaming Software (Optional):

- **Preview Window**: When utilizing streaming software, it's advised to use the software's preview window. This allows for a secondary check of the livestream's audio and video quality, providing an additional layer of assurance to ensure the broadcast quality is up to standard.
 - **Software Settings**: When using streaming software, it's beneficial to fine-tune stream settings like bitrate or frame rate. However, these adjustments in the software should be considered supplementary to direct modifications made on the camera and microphone. Prioritizing camera and microphone settings ensures the core audio-visual quality of the livestream is maintained.
 - **Local Recording**: When streaming software is used, it is advisable to utilize its feature to record a local copy of the stream for a post-stream review. This is especially useful if the camera does not have a local recording feature. Recording locally via software provides a backup for quality assessment and future reference, enhancing the overall quality management of livestreams.
- ii) **Chat Monitoring**: The BAC Secretariat or the Procurement Unit shall be responsible for continuously monitoring the chat during livestreams. This includes keeping an eye on the chat window within YouTube Studio or streaming software, if used. Similar to video and audio monitoring, vigilant chat monitoring is critical to address any viewer questions or comments in real time. This proactive engagement in the chat enhances the interactivity and professionalism of the livestream, ensuring that viewer feedback and queries are promptly addressed.
- (1) **Access the Chat Window**: To engage with viewers effectively, open the chat in YouTube Studio or streaming software with integrated chat features. This allows for real-time interaction and response to viewer comments and questions, enhancing the interactive aspect of the livestream.
 - (2) **Position the Chat Window**: It is important to position the chat window in a way that allows for easy monitoring during the livestream. The use of a second monitor or a dedicated device for displaying the chat window can greatly enhance the ability to quickly glance at viewer interactions. This setup aids in maintaining constant awareness of audience engagement without detracting from the focus on the livestream content.
 - (3) **Engage with Viewers**: Actively engaging with viewers by responding to their comments and questions is crucial. The BAC Secretariat, tasked with monitoring the chat, should relay pertinent queries to the Committee. The BAC is responsible for addressing these queries, either directly during the livestream or via the chat. This proactive approach to viewer interaction greatly enhances the live experience, fostering a responsive and informative environment for all participants.

- (4) Utilize Moderators: The BAC Secretariat may designate members within its team as moderators for the livestream chat, especially in cases where a significant number of viewers are expected. These appointed moderators oversee chat interactions, focusing on maintaining orderly communication. Their responsibilities include managing inappropriate comments and responding to frequently asked questions (FAQs). This proactive approach ensures the chat remains well-managed and conducive to viewer engagement, facilitating an effective and organized livestream environment.
- (5) Set Chat Rules: The BAC Secretariat shall be responsible for establishing clear guidelines for the chat to ensure a respectful environment during the livestream. These rules should be communicated effectively to the viewers/audience, either through the stream's description, directly within the chat interface, or verbally during the broadcast. Setting these guidelines helps in creating a structured and respectful space for viewer interaction, aligning with the professionalism of the livestream.
- (6) Utilize Chat Features: The BAC Secretariat may utilize chat tools, such as slow mode, filters, and a banned words list, to ensure a smooth and friendly chat flow. These tools help in managing the chat efficiently, preventing spam and maintaining a constructive dialogue. Their use is integral to fostering a controlled and positive environment for all participants during the livestream.
- (7) Highlight Important Comments: In DPWH Procurement livestreams, pinning key comments is vital for highlighting important questions, clarifications, or announcements related to the procurement process especially during Pre-Bid Conference. For instance, when a viewer asks a pertinent question about bid specifications or deadlines, pinning this comment ensures it is seen by other viewers, facilitating transparency and information sharing. To pin a comment in the live chat, the BAC Secretariat can click the three dots next to the desired comment and select "Pin," making it prominently visible at the top of the chat. This approach enhances the informational value of the livestream, ensuring key queries and announcements are easily accessible to all participants.
- (8) Monitor Feedback: It is crucial to pay attention to viewer feedback during the livestream, especially regarding stream quality or any technical issues. This feedback provides valuable insights, allowing for immediate improvements and adjustments to enhance the livestream experience. Actively monitoring and addressing viewer comments about stream performance ensures a high-quality broadcast and maintains viewer satisfaction.
- (9) Professional Conduct by BAC and its Secretariat/Procurement Unit: When managing the livestream, the BAC and its Secretariat should consistently exhibit professionalism, especially in responding to viewer comments. This includes handling negative feedback constructively and respectfully, always prioritizing the delivery of a quality experience for viewers. Upholding a professional demeanor is crucial in fostering a respectful livestream environment and ensuring effective communication with the audience.
- (10) Acknowledging Viewer Contribution: The BAC and/or its Secretariat should formally acknowledge the contributions of viewers in the livestream, thanking them for their interactions, comments, and active participation. This

acknowledgment is crucial in building a respectful and engaged audience, fostering a positive community that values viewer involvement and input in the livestreams.

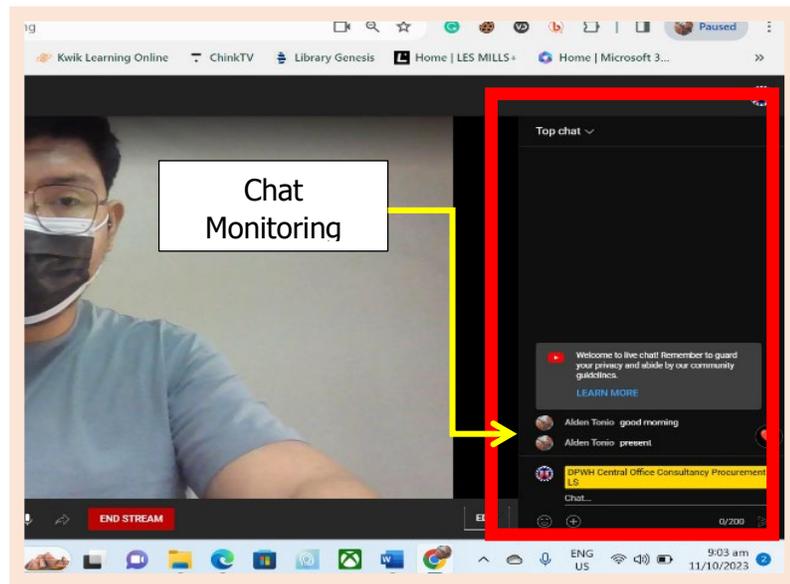


Figure 2.6

4. Step 4: Concluding a Livestream on YouTube

- i) After completing the livestream, it's important to formally end the broadcast. Navigate to YouTube Studio, and on the livestream setup page, locate the "End Stream" button, typically found in the top right corner.
- ii)
 - (1) End Stream: Before clicking the "End Stream" button, it's important to thank the audience verbally or visually for their engagement and participation. This final acknowledgment should be part of the closing remarks of the livestream. After expressing gratitude, proceed to click the "End Stream" button, which formally concludes the broadcast. This approach ensures that the audience receives a proper farewell while the stream is active, reinforcing the connection with the viewers.
 - (2) Confirm the Action: Upon clicking the "End Stream" button, a confirmation prompt may appear. It is important to affirm this prompt to officially conclude the livestream. This step ensures that ending the stream is a deliberate action and prevents accidental termination of the broadcast.
 - (3) Verify Termination: After confirming the end of the livestream, it is crucial to verify that the stream has indeed ceased. This can be done by checking the stream's status indicator. This verification step ensures that the livestream has been successfully terminated, and there are no ongoing transmissions. It is a necessary step for confirming the complete closure of the broadcast..
 - (4) Review Analytics: The BAC Secretariat or the Procurement Unit should review the livestream's analytics with a focus on its relevance to procurement activities. Analyzing viewer engagement, questions raised, and the overall audience response provides insights into the effectiveness of communicating procurement processes. This data helps in refining the approach to

livestreaming, ensuring that future broadcasts are more aligned with the needs and interests of the audience involved in procurement activities, thereby enhancing transparency and understanding in the procurement process.

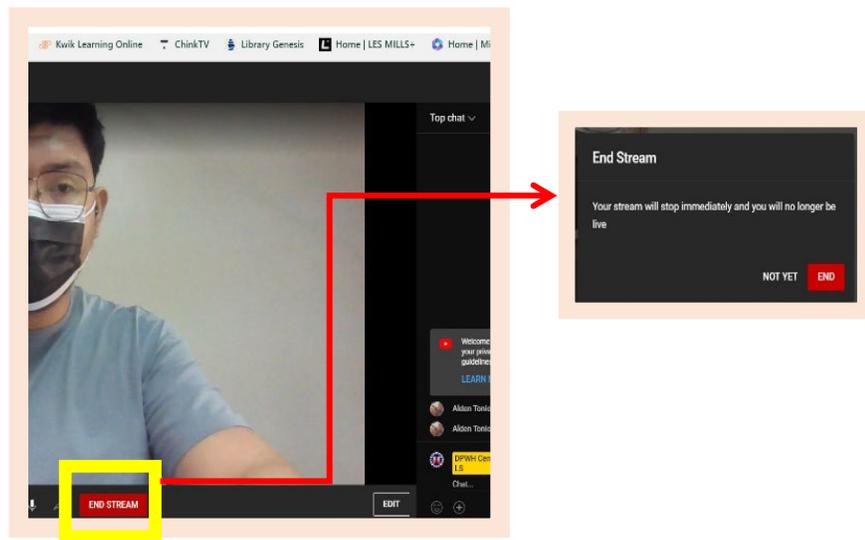


Figure 2.7

5. Step 5: Archiving Livestreams on YouTube for Future Access

- i) After the livestream ends, YouTube automatically archives the video, making it available for future viewing and reference. This functionality is essential for ensuring transparency and providing a reliable record of the proceedings. Contractors, suppliers, consultants, and the general public who could not attend the live event can access the archived video at their leisure. For further security and record-keeping, it is advisable for DPWH Procuring Entities to download and store a copy of the archived video. This can be done through the 'YouTube Studio', thereby ensuring that DPWH Procuring Entities have their own copy for internal use and compliance.
 - (1) Automatic Archiving: After a livestream ends, YouTube automatically starts archiving the broadcast. The length of the livestream affects how long it takes to process and archive. Longer livestreams require more processing time. Once archived, these videos become a permanent part of the channel, available for future viewing. This automatic process helps DPWH Procuring Entities keep a digital record of their procurement activities without manual effort.
 - (2) Accessing Archived Stream: To view the archived streams, users should navigate to the "Videos" section in the YouTube Studio. This section is the centralized location for managing video content on the channel. Within it, the "Live" tab is dedicated to livestream content. By clicking on this tab, users can easily access a list of all livestream events that have been archived. This feature allows for straightforward retrieval and review of past procurement activities broadcasted live.
 - (3) Review and Edit: The archived livestream offers flexibility in post-event management. Procuring Entities can review the archived video and make necessary edits within defined limits. This includes updating the title and description to better reflect the content, adding end screens for viewer engagement, incorporating informational cards, and adding timestamps to highlight specific sections or topics.

However, it is **strictly prohibited to trim any part of the livestream**, including editing out “dead air” moments, and re-upload the trimmed version. The prohibition on trimming, especially the removal of segments with no activity or “dead air”, is crucial for maintaining the integrity and transparency of the recorded proceedings. Editing out these moments could misrepresent the actual flow of events and compromise the completeness of the record. The purpose of archiving livestreams is to provide an accurate and unaltered record of the proceedings for the sake of transparency and accountability. Minor edits for clarity and viewer engagement are permissible, but significant alterations such as trimming “dead air” or other parts of the livestream are strictly against our policy to maintain the authenticity and reliability of the record.

This feature enhances the utility of the archived content, allowing for tailored viewer experiences and efficient record-keeping, while upholding the principles of accuracy, completeness, and authenticity in our documentation.

However, when a procurement livestream content is flagged for a violation on YouTube, the following exception to our editing guidelines applies. Please refer to Annex B:

- (i) Targeted Edits for Compliance: This process may involve editing or removing certain segments of the video, revising metadata such as titles, descriptions, tags, or thumbnails. These adjustments should be strictly for compliance purposes and as minimal as possible.
- (ii) Re-uploading: If substantial changes are made to address compliance, the edited and compliant version of the video may be re-uploaded.

It's essential that these edits are carried out with the sole intention of adhering to YouTube's guidelines, without compromising the overall integrity and transparency of the archived livestream.

- (4) Visibility: The visibility of the archived livestream on YouTube is initially set to “Public”, and it is imperative that this setting remains unchanged. Specifically, the archived video must not be set as “Private” or “Unlisted.” Keeping the video public is crucial for DPWH Procuring Entities, as it aligns with the principles of transparency and open access inherent in public procurement processes. This ensures that all stakeholders, including contractors, suppliers, consultants, and the general public, have unrestricted access to the livestream records. Maintaining public visibility is a commitment to open governance, allowing the activities and decisions made during the procurement process to be transparent and accessible for review and scrutiny by any interested party.
- (5) Engagement: Viewer interaction with the archived stream remains an active component, as likes, comments, and sharing are fully enabled. This allows for continued engagement and feedback from the audience. Additionally, all chat interactions that occurred during the livestream are preserved alongside the video. This feature not only maintains a comprehensive record of viewer participation but also enriches the context of the archived content, fostering a sense of community and ongoing dialogue among viewers, including the stakeholders involved in DPWH Procuring Entities’ activities.

- (6) Monetization and Copyright: While YouTube offers monetization options for eligible content, the Department strictly prohibits all DPWH Procuring Entities from monetizing their channel content, including archived livestreams of procurement activities. This policy aligns with the core values and responsibilities of DPWH as a government agency, where the focus is on transparency and public service rather than revenue generation. Monetizing content related to public procurement could be misconstrued as a conflict of interest or compromise the integrity of the procurement process. Therefore, to maintain the highest standards of public trust and accountability, it is imperative that all procurement-related content remains non-monetized, upholding the commitment of DPWH to conduct its activities in the best interest of the public and in adherence to ethical practices.
- (7) Analytics: Analytics for each livestream are accessible under the "Analytics" tab in YouTube Studio, enabling DPWH Procuring Entities to evaluate viewer metrics and other related data. This analytical data is invaluable in understanding the reach and impact of the livestream on the procurement process. By analyzing viewer engagement, geographical reach, and viewership duration, DPWH can gauge the effectiveness of their communication and the level of public interest in procurement activities. This insight is crucial for enhancing future livestreams, ensuring that they are as informative and accessible as possible. The use of analytics aligns with DPWH's commitment to transparency and continuous improvement in its procurement processes, aiding in making data-driven decisions to better serve the public interest.
- (8) Deleting Archived Stream: The deletion of archived streams of DPWH procurement activities is **strictly prohibited** to ensure a transparent and complete public record. In light of YouTube's cloud platform offering essentially unlimited video storage, as per the 2023 YouTube policies, deleting an archived stream due to a "full archive" is no longer a valid reason. However, there are specific instances where deletion may be permissible:
- A. Legal Compliance: If the content of the livestream violates any legal requirements or court orders, deletion may be necessary to comply with legal obligations.
 - B. Privacy Concerns: If the archived stream inadvertently includes sensitive or personal information that could compromise individual privacy or security, its removal could be justified.
 - C. Content Inaccuracy: In cases where the livestream contains significant factual errors or misleading information that could affect the integrity of the procurement process, deletion may be considered.
 - D. Security Risks: If the content poses a security risk to the DPWH or the public, such as revealing confidential procedures or vulnerable aspects of infrastructure, removal might be warranted.

In any scenario where deletion is deemed necessary, it is mandatory to provide notarized proof of justification. This should be a detailed account of the reasons for the deletion, ensuring alignment with DPWH policies and legal requirements. This process is integral to maintaining transparency and accountability, reinforcing DPWH's commitment to upholding the integrity of its procurement processes.

III. GUIDELINES FOR LIVESTREAMING PROCUREMENT ACTIVITIES AND MEETINGS VIA ZOOM VIDEOCONFERENCING ON YOUTUBE

Livestreaming procurement activities on YouTube that are conducted via Zoom videoconferencing is an innovative approach to enhance transparency and inclusivity. This technique allows stakeholders and the public to participate in or observe the procurement process remotely, bridging the gap between physical and digital spaces. It enables real-time engagement and wider accessibility, ensuring that the procurement process remains open and accountable, even when participants are distributed across various locations. Utilizing YouTube to broadcast these Zoom-conducted activities effectively expands the reach and impact of these critical procurement procedures.

1. Step 1: Setting Up Zoom for Videoconferencing

- i) Log into the Zoom account.
 - (1) Start the meeting via Zoom by selecting "New Meeting".
 - (2) Enable audio and video by clicking the microphone and camera icons respectively.
- ii) In the Zoom meeting controls, click on "More" (represented by three dots) and then select "Live on YouTube"

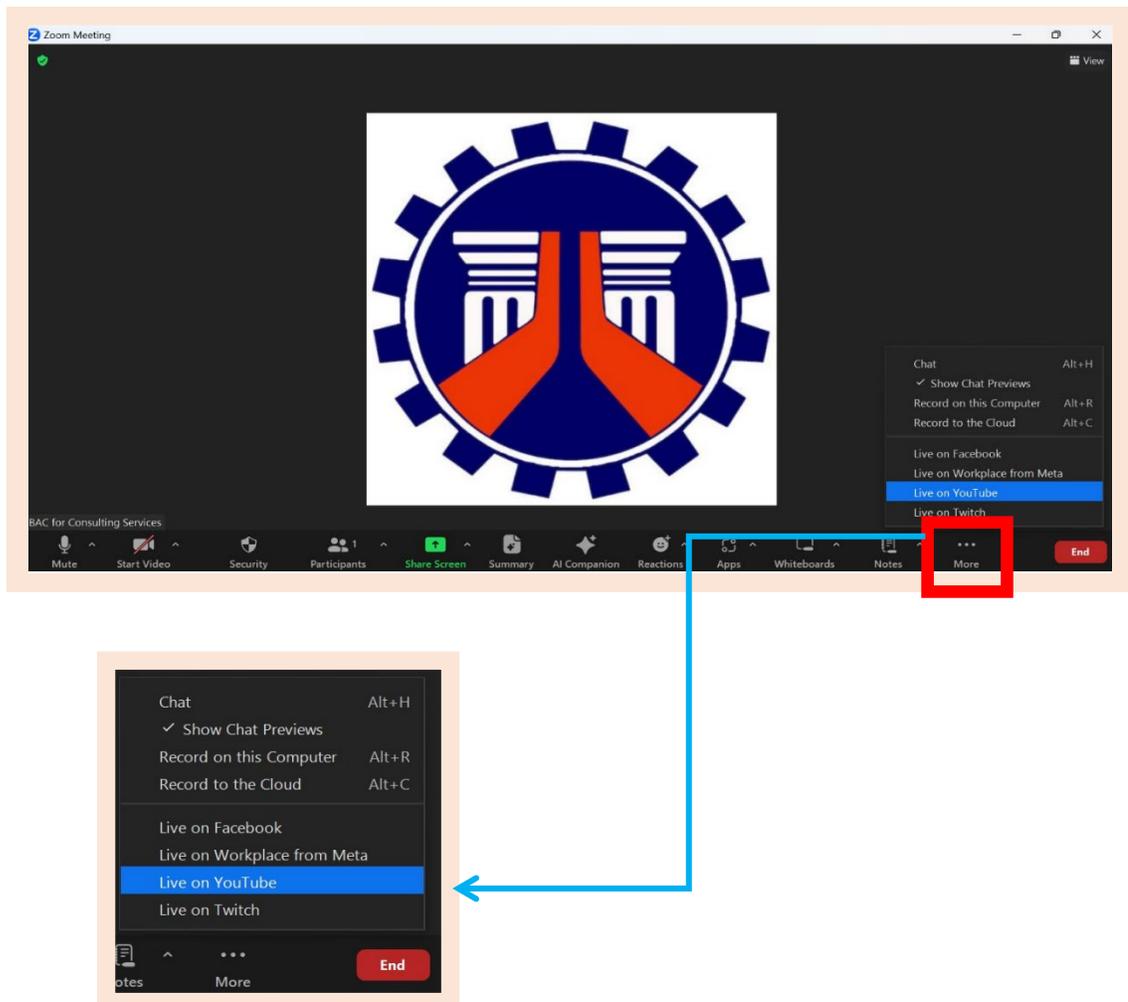


Figure 3.1

- iii) When prompted, sign into the YouTube account by providing the e-mail address associated with the YouTube Channel.

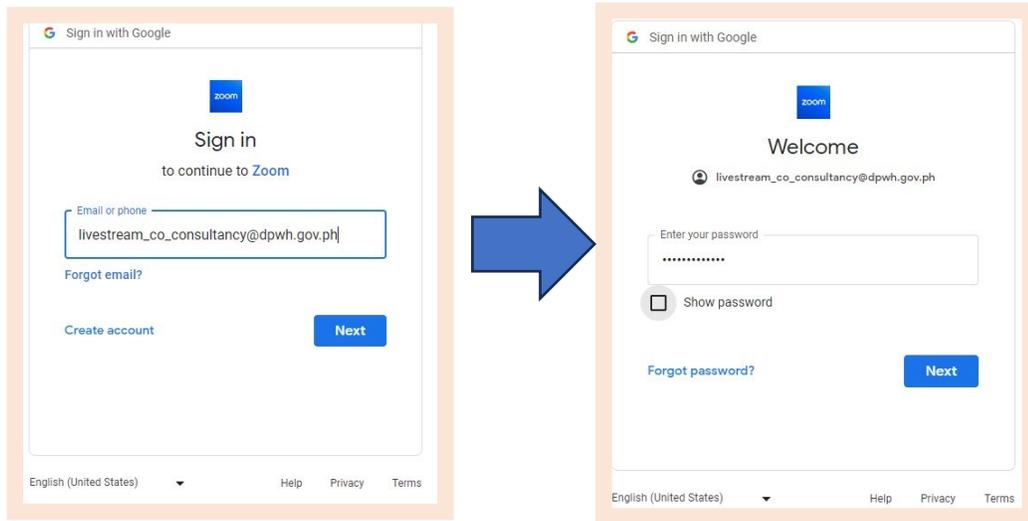


Figure 3.2

- iv) After logging in, configure the live stream settings, including the Title and privacy options. To start streaming the Zoom meeting on YouTube, click "Go Live!".

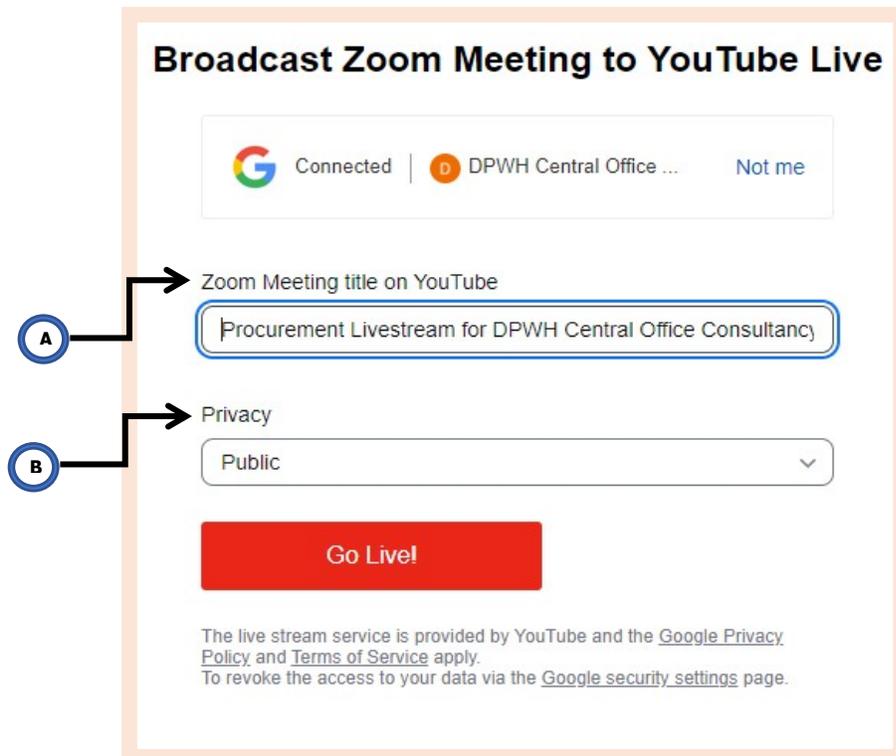


Figure 3.3

- A. **Title:** The Title must not exceed 100 characters, including spaces between characters.

1. Title Convention: Procurement Livestream for DPWH <Full Office Name> on <Livestreaming Date>
Example:
 - a) Procurement Livestream for DPWH Central Office Civil Works on November 27, 2023
 - b) Procurement Livestream for DPWH Regional Office I on November 28, 2023
 - c) Procurement Livestream for DPWH Regional Office NCR on November 29, 2023
 - d) Procurement Livestream for DPWH Abra DEO on December 1, 2023
 - e) Procurement Livestream for DPWH Metro Manila 1st DEO on December 2, 2023
 - f) Procurement Livestream for DPWH Las Piñas-Muntinlupa DEO on December 3, 2023

B. Privacy: Shall be set to: Public

- v) Click "Edit Video" to enter the livestream management interface on YouTube. Similar to setting up the livestream of Procurement Activities conducted face-to-face, the Procuring Entity is required to input a detailed Description following the established writing convention or guideline. This guideline is the same as mentioned for setting up livestreams of Procurement Activities done via face-to-face.

Furthermore, Procuring Entity may wish to upload a custom Thumbnail to visually represent the livestream. However, it is essential to meticulously ensure compliance with intellectual property laws and to accurately portray the DPWH's professional image. This requires careful selection of content, using only materials created for and by the DPWH and its Procuring Entities, obtained with explicit permission, or that are clearly in the public domain or classified as royalty-free.

For organized archiving, categorizing the stream into a specific monthly Playlist is recommended, example: *November 2023 Livestreaming Playlist*. Finally, the Procuring Entity should set the stream's category to "News and Politics" to accurately reflect its content and target audience. Ensure to click "Save" to apply and retain all the changes made.

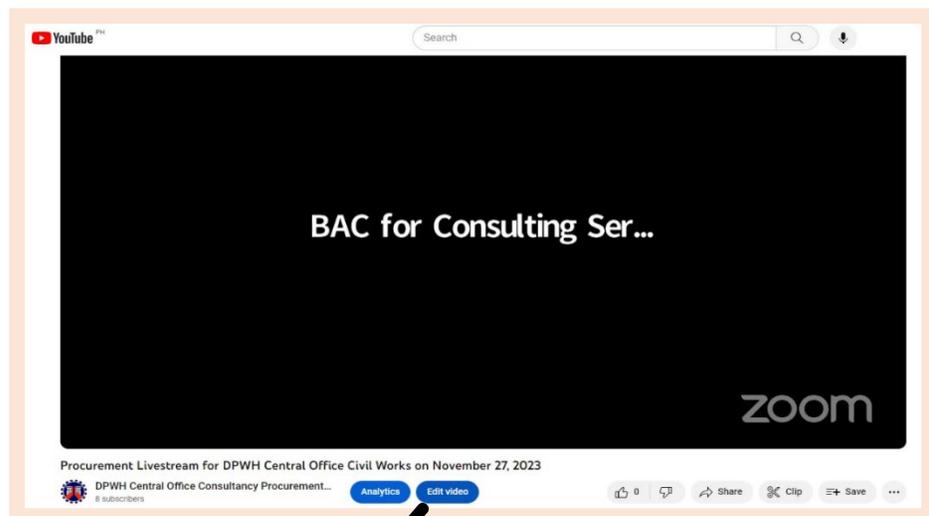


Figure 3.4

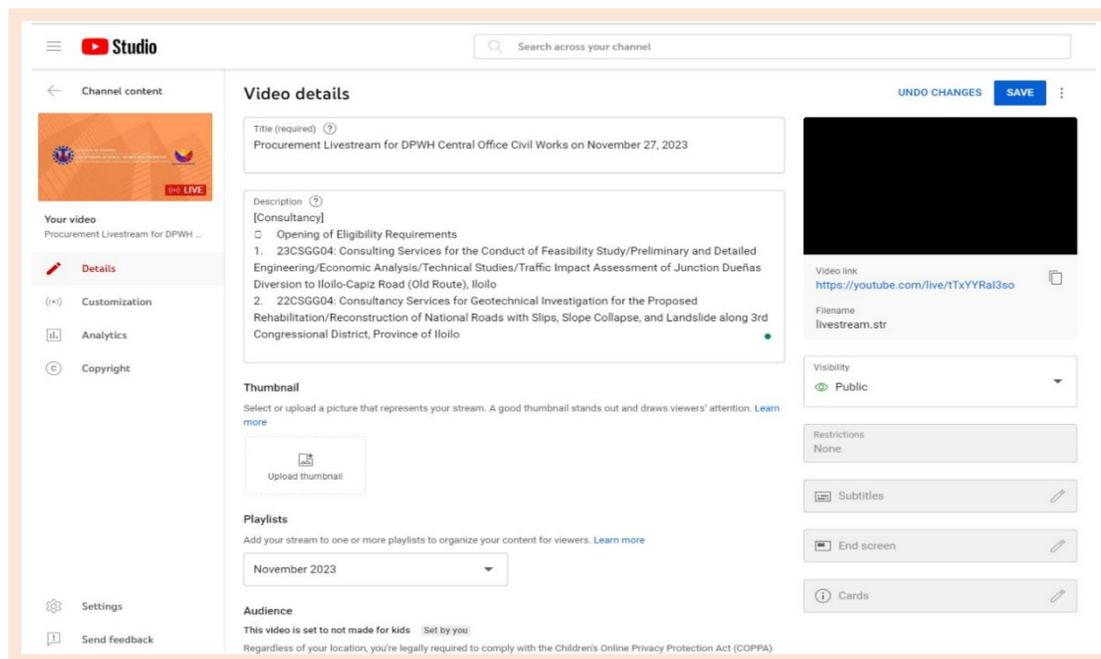


Figure 3.5

2. Step 2: Monitoring YouTube Livestream of Zoom Videoconference

To effectively monitor the YouTube Livestreaming of Procurement Activities conducted through Zoom Videoconferencing, all Procuring Entities must adhere to the guidelines and procedures previously established for YouTube Livestreaming of Procurement Activities via Face-to-Face meeting. This consistency in monitoring practices ensures a uniform approach across different formats of livestreaming, maintaining the integrity and transparency of the procurement process.

- i) **Video and Audio Monitoring:** Continuously monitor the video and audio quality to ensure that everything is working properly.
- ii) **Chat Monitoring:** Monitor the chat for any questions or comments from the viewers by keeping an eye on the chat window in YouTube Studio or in your streaming software (optional)

The chat messages in a Zoom meeting do not automatically appear in the YouTube livestream chat. These are two separate platforms with distinct chat functionalities:

- (1) **Zoom Chat:** Messages sent in the Zoom chat are visible only to participants in the Zoom meeting. This chat is useful for internal communication among meeting participants.
- (2) **YouTube Livestream Chat:** Messages in the YouTube chat are visible to viewers watching the livestream on YouTube. This chat allows for interaction with a broader audience who are not part of the Zoom meeting.

When livestreaming a Zoom meeting to YouTube, the Procuring Entity's Bids and Awards Committee (BAC) through its Secretariat, or the Procurement Unit Head shall be

responsible for monitoring both the Zoom and YouTube chat systems. It is important to monitor both platforms to engage with and respond to both Zoom meeting participants and YouTube livestream viewers effectively. This dual monitoring ensures that questions and comments from both platforms are addressed promptly and efficiently.

3. Step 3: Concluding a YouTube Livestream of the Zoom Videoconference

- i) To end the YouTube livestream that is being broadcast via Zoom:
 - (1) In the Zoom meeting controls, click on "More" (represented by three dots)
 - (2) Select "**Stop Live Stream**" to end the streaming on YouTube.
 - (3) End the Zoom meeting by clicking "End Meeting for All" to conclude the session for all participants. This will effectively terminate both the Zoom meeting and the YouTube livestream simultaneously.

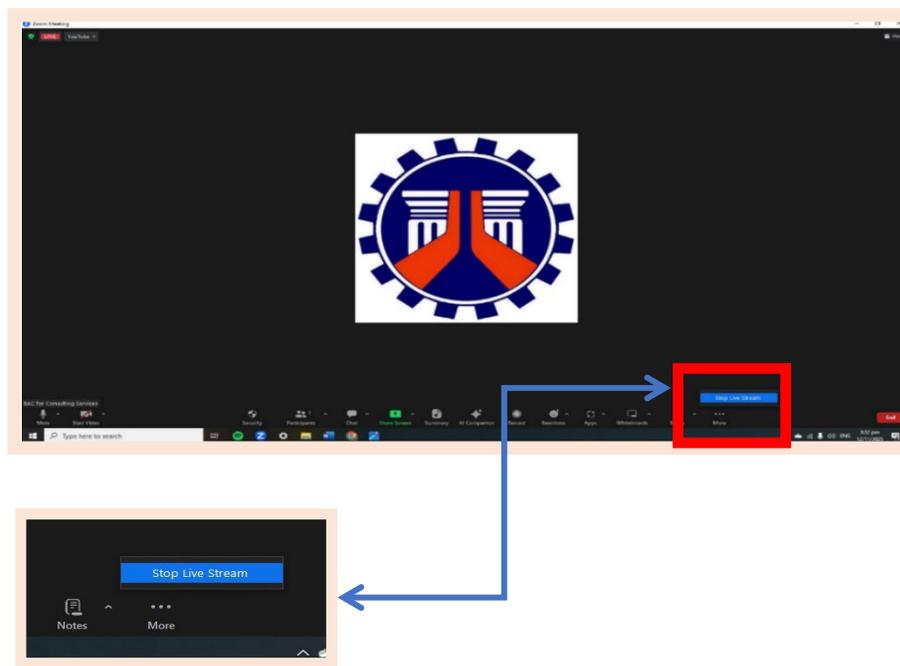


Figure 3.6

4. Step 4: Saving and Archiving Zoom Videoconference Livestreams on YouTube

- i) To ensure proper archiving of the YouTube Livestreaming of Procurement Activities conducted through Zoom Videoconferencing, all Procuring Entities must follow the established guidelines and procedures akin to those used for archiving YouTube Livestreams of Procurement Activities via Face-to-Face meetings. Similar to the procedure previously mentioned, after the livestream concludes, YouTube automatically archives the stream for future viewing. Additionally, the Procuring Entities have the option to download this archive and save it for their records. This process of uniform archiving is vital to maintain a consistent record-keeping approach across different livestreaming formats, thereby upholding the integrity and transparency of the procurement process. By preserving all livestreamed content accurately for future reference and accountability, the Procuring Entities ensure a comprehensive and accessible archival record.

IV. GUIDELINES FOR UPLOADING PROCUREMENT ACTIVITIES LIVESTREAM (PAL) AND POST-CONTRACT AWARD DISCLOSURE (PCAD) SUMMARY REPORTS TO YOUTUBE USING THE COMMUNITY TAB

Posting Procurement Activities Livestream (PAL) and Post-Contract Award Disclosure (PCAD) Summary Reports on YouTube through the Community Tab is a strategic approach to enhance transparency and accessibility in procurement processes. The Community Tab will allow Procuring Entities to upload procurement-related contents and/or documents such as advertisements for projects, livestreams of procurement activities, and Post-Contract Award Disclosures. This practice is in direct compliance with the provisions of Administrative Order No. 34 series of 2020 and GPPB Resolution No. 04-2021, which mandate that all agencies and instrumentalities under the Executive Department shall post the aforementioned documents on their official websites and social media platforms in an organized manner and shall ensure its security and integrity. By utilizing this feature, akin to static uploads on platforms like Facebook, the Procuring Entities significantly broaden their audience reach beyond the DPWH Internet Website. This method provides a convenient, interactive platform for stakeholders, effectively communicating essential procurement information and fostering transparency and accountability to a wider, more diverse audience.

1. Step 1: Accessing the Community Tab on a YouTube Channel

- i) Navigate to your YouTube Channel and click on the "Community" tab on your channel's homepage. Note: The Community Tab requires the channel to be verified, which can unlock advanced features, including the Community Tab itself, according to YouTube's current policies. For verification and access to advanced features, follow the previously mentioned steps for verifying the YouTube Channel

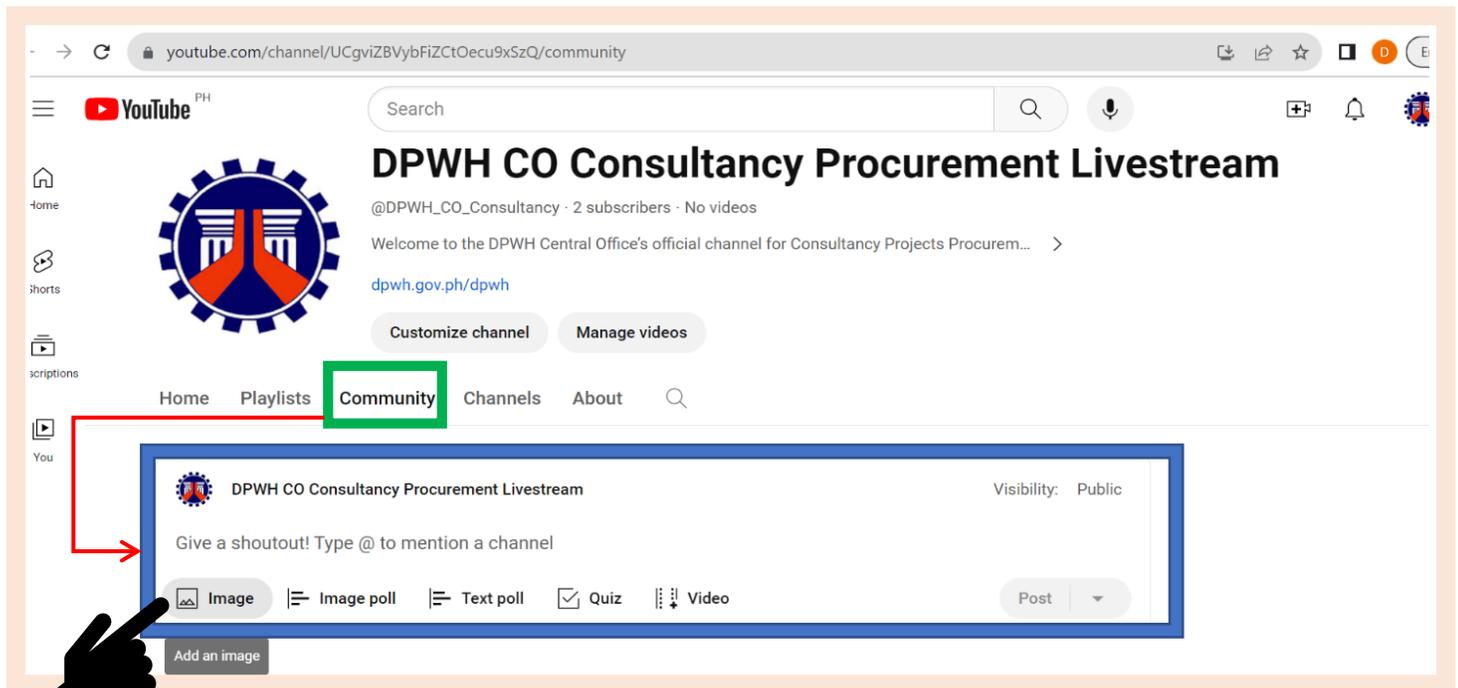


Figure 4.1

2. Step 2: Preparing PAL and PCAD Reports for YouTube Upload

- i) Convert the scanned, signed PAL and PCAD Summary Report from a PDF file into JPG format (image).
- ii) Open the image (in JPG format) using the "Paint" application for editing. Note that images uploaded to YouTube must have an aspect ratio (the ratio of image width to its height) between 2:5 (0.4) and 5:2 (2.5). Therefore, ensure that the image's aspect ratio is checked in "Paint" to guarantee that the image content is appropriately displayed.

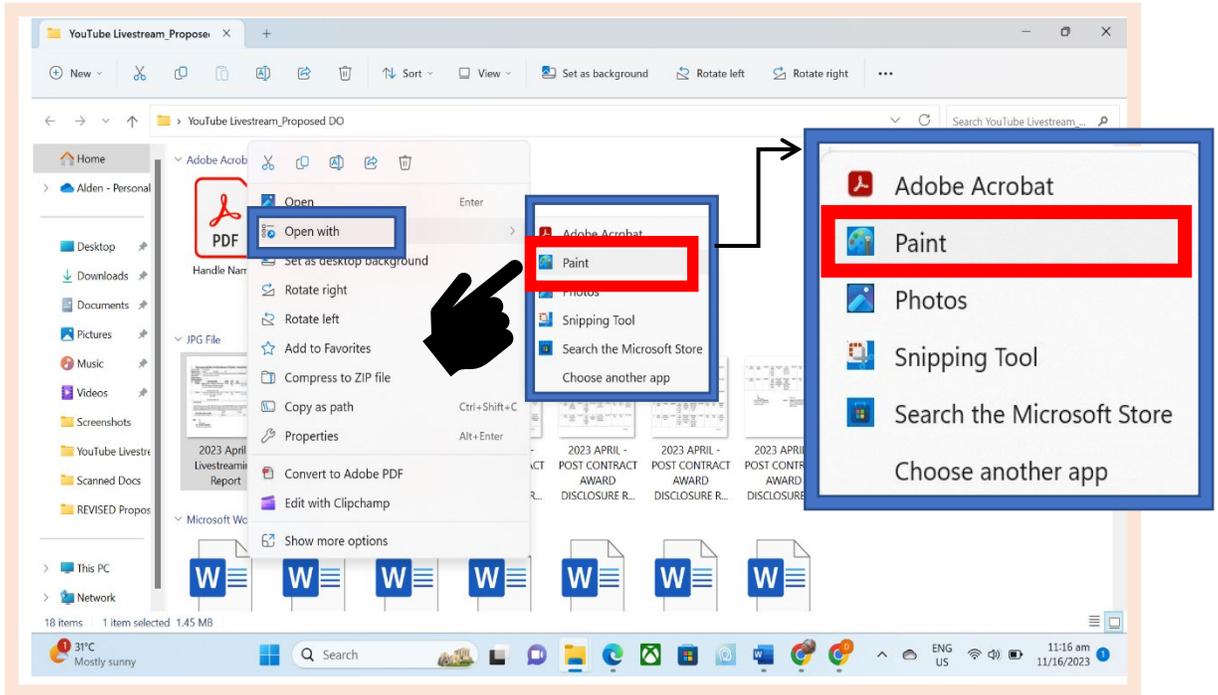


Figure 4.2

- (1) Resize the Image: Locate the **Image** ribbon, then click on "**Resize and Skew**" (or use the shortcut Ctrl+W).

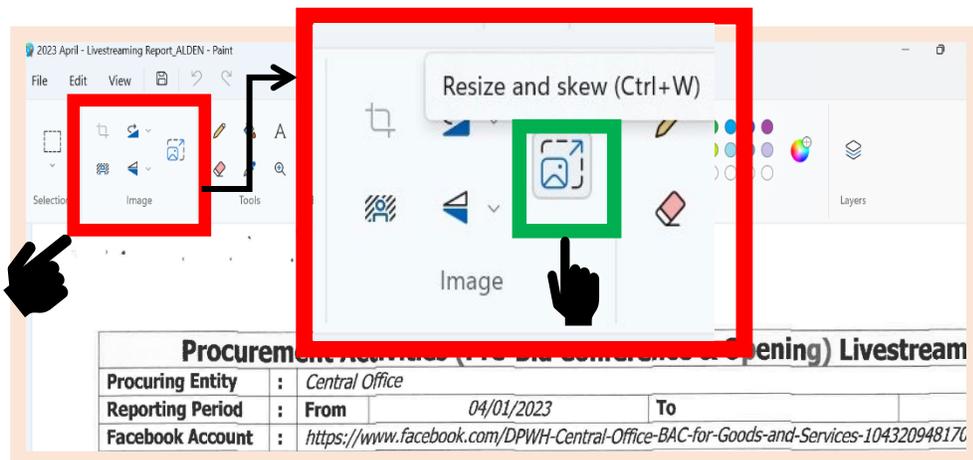


Figure 4.3

- (2) In the “Resize and Skew” dialog box, select the “**Pixels**” option. Then, uncheck the “**Maintain Aspect Ratio**” checkbox to allow independent changes to the width and height of the image in pixel units. When unchecked, the checkbox will turn from blue (indicating it is active) to white.
- (a) To resize an image to a square aspect ratio, change either the horizontal or vertical dimension to match the smaller of the two. This adjustment ensures that both horizontal and vertical dimensions are equal, resulting in a square-shaped image.

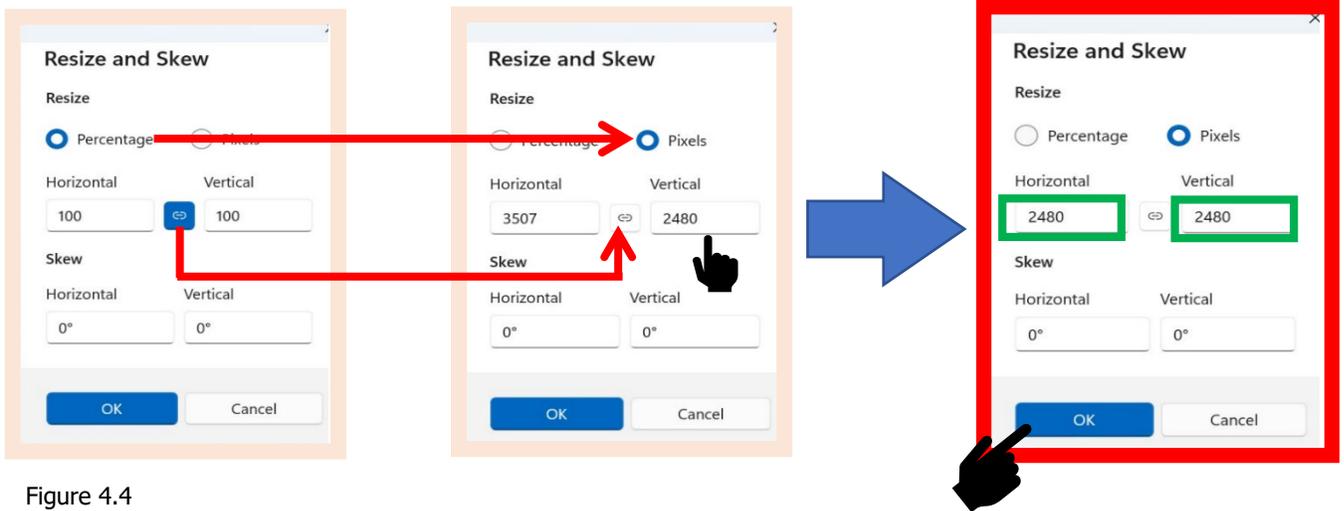


Figure 4.4

3. Step 3: Uploading Edited Reports to the Community Tab on YouTube.

- i) Prior to uploading, label and provide a descriptive caption in the “Write a message...” field for each image file. This clarification assists viewers in understanding the context of the images.
- ii) Proceed to drag the selected image file(s) into the designated upload area. The Image section of the Community Tab allows for a maximum of five (5) image files to be uploaded simultaneously. Should there be a need to upload more than five image files, it is necessary to create additional posts. Ensure that each file is appropriately labeled and described to maintain clarity for the viewers.

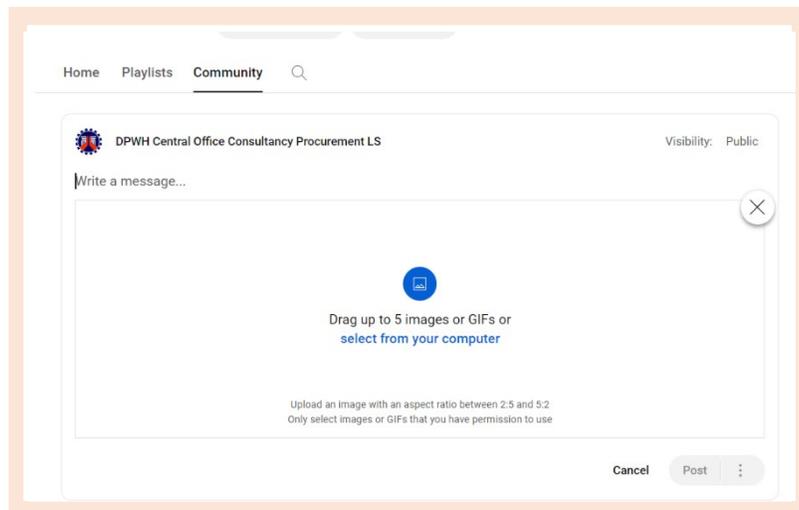


Figure 4.5

- iii) Once the image files and any associated text are in place, select "Post" to publish the content to the viewers and subscribers.
- iv) The Bids and Awards Committee (BAC), through its Secretariat or the designated Procurement Unit, is tasked with uploading the Monthly Procurement Activities Livestreaming (PAL) and Post-Contract Award Disclosure (PCAD) Reports. These should be posted on the Community Tab of their respective YouTube Channel on or before the 10th day of the month following the reporting period.

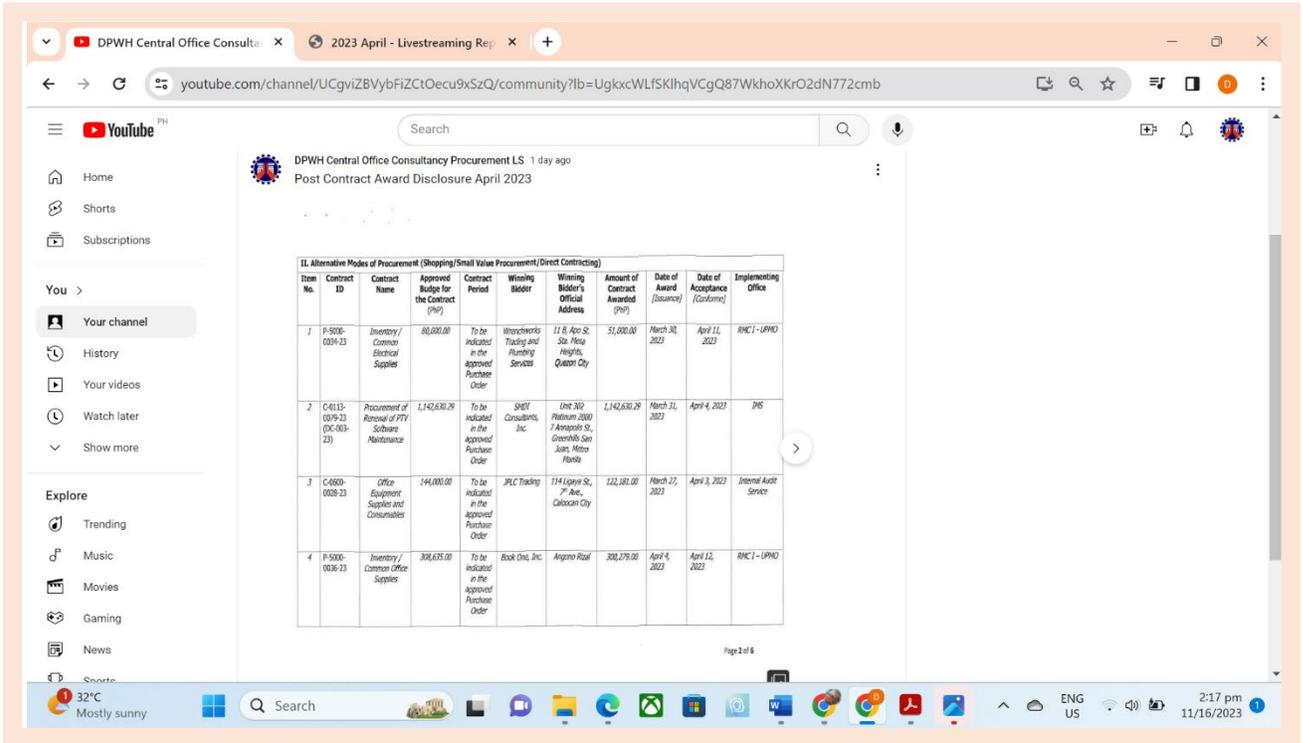


Figure 4.6

V. PROCEDURES FOR UPLOADING PROCUREMENT ACTIVITIES LIVESTREAM (PAL) AND POST-CONTRACT AWARD DISCLOSURE (PCAD) SUMMARY REPORTS ON YOUTUBE AS VIDEO CONTENT

The Community tab on a YouTube channel, a feature designed to enhance transparency and accessibility in procurement processes, might not be available if the channel has fewer than 1,000 subscribers, despite being verified and having unlocked Advanced features. In such cases, it is not feasible to use the Community Tab for posting Procurement Activities Livestream (PAL) and Post-Contract Award Disclosure (PCAD) Summary Reports. These reports should instead be posted as **Video Uploads**, which aligns with Administrative Order No. 34 series of 2020 and GPPB Resolution No. 04-2021. This mandate requires all agencies and instrumentalities under the Executive Department to post such documents in an organized manner, ensuring their security and integrity, on their official websites and social media platforms.

While the posting of PAL and PCAD Summary Reports in image format (JPG, PNG, GIF, or WEBP) fulfills the requirements of Administrative Order No. 34, series of 2020, and aligns with the DPWH's current policy on transparency in procurement activities, Implementing Offices (IOs) are encouraged to post reports in video format (MP4), leveraging YouTube's preference for video content. This not only complies with DPWH's policy on transparency but also significantly increases engagement with a broader audience. Uploading videos offers a dynamic way to present reports and can be more effective than static images, providing stakeholders with a platform that is both convenient and interactive.

1. Step 1: Converting PAL and PCAD Reports to a Video-Compatible Format.

i) To convert a PDF file to an MP4 format, one should search for an online PDF to MP4 converter using a search engine. It is recommended to select tools that are well-reviewed and user-friendly. Popular options include the following:

- (1) Aspose PDF to MP4 Converter (<https://products.aspose.app/pdf/conversion/pdf-to-mp4>)
- (2) Online-Convert.com (<https://www.online-convert.com/>)

The availability of these sites may vary over time, and they were popular and highly recommended at the time of this manual's creation. Implementing Offices (IOs) may explore alternative sites, applications, or software if these are not available. The Procurement Unit/BAC Secretariat responsible for preparing and posting reports should seek assistance from the Regional and/or District Information and Technology Support Officer (RITSO/DITSO) if needed.

- ii) To begin the conversion process, the selected converter's website will have an option to upload or drag and drop the PDF file.
- iii) Initiate the conversion process. After completion, the resulting MP4 file can be downloaded. It is important to check that the converted MP4 file meets the required standards in terms of quality and accuracy.

2. Step 2: Uploading the Video Version of PAL and PCAD Reports to YouTube

- i) After converting the reports from PDF to MP4 file format, log into the YouTube account.
 - (1) Click the "Create" button (camera icon with a "+") on the YouTube homepage.
 - (2) Select "Upload Video" from the pop-up menu.

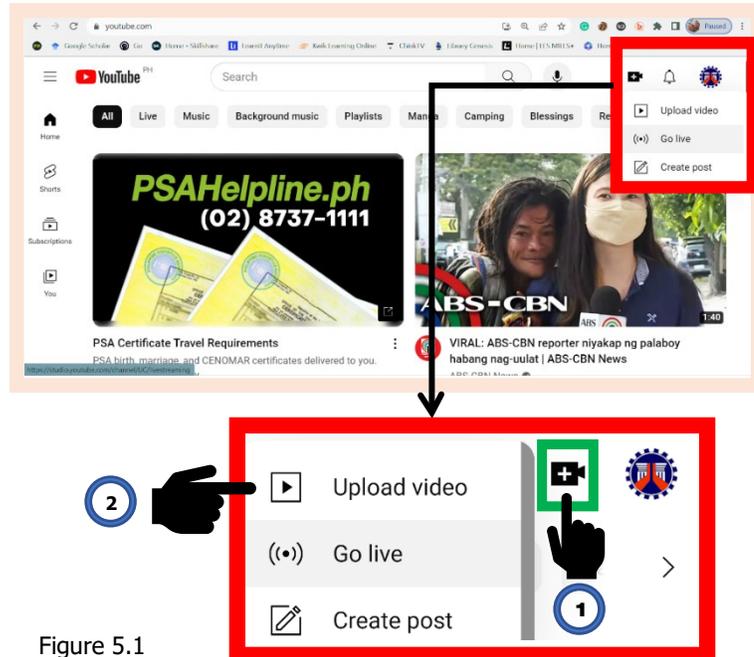


Figure 5.1

- (3) Select the File. Once "Upload Video" is selected, a new window will appear. Click on "Select Files" and choose the MP4 file that has been converted from the PDF report.

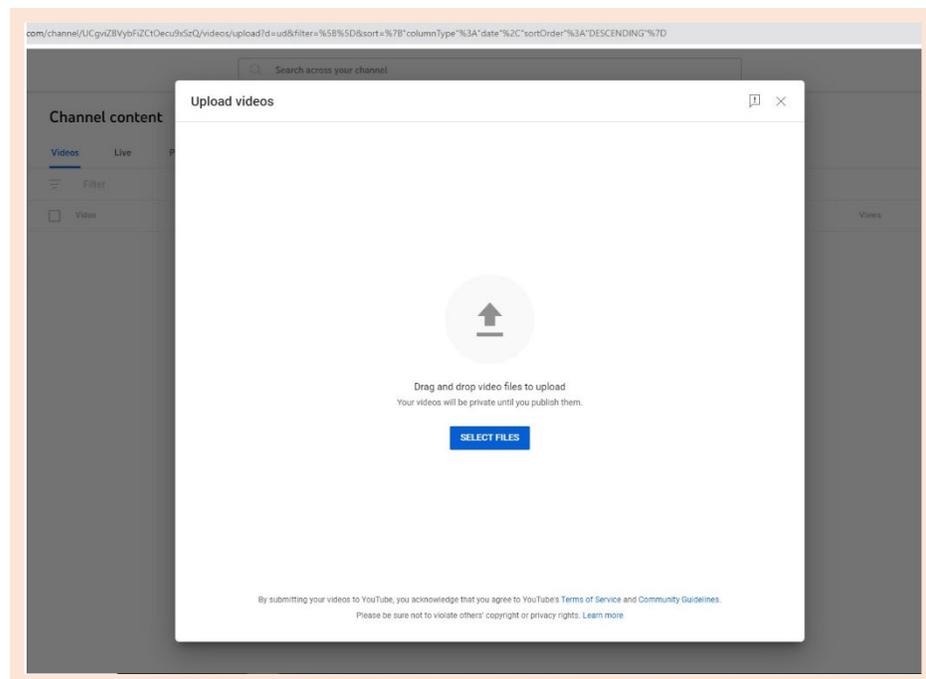


Figure 5.2

- ii) Enter Video Details. Once the file upload is complete, it is necessary to enter the relevant details for the video.

A. Details

- 1. Title:** Provide a descriptive title for the video that concisely represents its content. The title should specify the type of report being uploaded, whether it is a "Procurement Activities Livestream Report" or a "Post-Contract Award Disclosure Report". Additionally, include the name of the Implementing Office involved, along with the report's month and year. It is crucial to craft the title carefully to ensure it does not exceed 100 characters, including spaces. A concise and accurate title not only aids in clear identification and categorization of the content but also aligns with YouTube's guidelines for clarity and transparency, reducing the risk of misinterpretation or policy violations.

1.1 Title Convention:

- Procurement Livestream Report for DPWH <Full Office Name>-<Month and Year>
- Post-Contract Award Disclosure Report for DPWH <Full Office Name>-<Month and Year>

Example:

- a) Procurement Livestream Report for DPWH Central Office Civil Works – September 2023
- b) Procurement Livestream Report DPWH Regional Office I- December 2023
- c) Post-Contract Award Disclosure for DPWH Regional Office NCR- January 2024
- d) Procurement Livestream for DPWH Metro Manila 1st DEO- February 2024
- e) Post-Contract Award Disclosure for DPWH Las Piñas-Muntinlupa DEO- September 2023

- 2. Description:** Add a brief yet comprehensive description of the video content, including any relevant details or disclaimers about the report. All Procuring Entities must follow the provided template for crafting this description, ensuring it does not exceed 5,000 characters, including spaces. Providing a clear and correct description is crucial, as it aligns with YouTube's Community Guidelines and helps prevent content from being misinterpreted or flagged, which could lead to strikes or violations on the channel. This practice contributes to maintaining the integrity and

credibility of the DPWH's procurement activities and ensures compliance with YouTube's policies.

This video presents the [Name of the Implementing Office]'s [Select between "Procurement Activities (PA) Livestream" and "Post-Contract Award Disclosure (PCAD)"] Summary Report for [Month] [Year]. It includes detailed insights into procurement activities, contract awards, and related information. The information provided aims to enhance transparency and accountability in our procurement processes.

DISCLAIMER: The information contained in this report is based on the data available at the time of compilation. It is intended to offer a snapshot of our procurement activities and should not be used as the sole basis for any decision-making. For more detailed information or inquiries, please refer to our official documentation or contact the Procurement Unit/BAC Secretariat at [Insert Contact Information]

For the latest updates and detailed reports, please visit [website or specific web page]. Your feedback and inquiries are welcome and can be directed to [Insert Contact Information].

- 3. Playlist:** For the organization and ease of access, all video uploads pertaining to the Procurement Activities Livestream (PAL) and Post-Contract Award Disclosure (PCAD) Reports should be systematically added to the designated monthly playlist previously created for livestreams. This approach ensures that the content can be easily referenced and located.

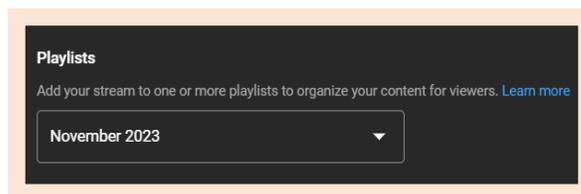


Figure 5.3

- 4. Audience:** Consistent with the settings established during the Channel Verification stage, it is crucial to ensure the video's audience setting remains as "Not made for kids". This setting is important to align with the professional nature of the DPWH Procurement Processes, which are intended for an audience involved in or interested in governmental procurement, rather than a general or younger audience.
- 5. Tags:** Adding relevant tags is essential to enhance the video's discoverability. Tags such as "DPWH", "Procurement Livestreaming", and "PCAD" should be used. These tags are integral in connecting the content with the appropriate audience who are searching for information related to DPWH procurement activities, thereby increasing the visibility and accessibility of these important processes.

6. **Category:** Assigning the video uploads to a specific category helps viewers find the content more easily. Selecting “News and Politics” as the category is recommended, as this accurately reflects the nature of the content related to governmental procurement processes. This categorization aids in directing the appropriate audience to the DPWH's procurement-related content, ensuring the information reaches those who seek insights into these activities.

B. Video Elements

Skip. Remain as is.

C. Checks

Skip. Remain as is.

D. Visibility

1. Public: (Everyone can watch Livestream)

- a. Select as instant Premiere

2. **Schedule:** For Video Uploads of the Procurement Activities Livestreaming (PAL) and Post-Contract Award Disclosure Reports, it is essential for Procuring Entities to plan the release by selecting a specific date and time. This organized scheduling is crucial to ensure timely and systematic planning, allowing for an advanced announcement of the reports. Such preparation informs stakeholders and viewers ahead of time, enabling them to be ready to view the content as per the schedule. Furthermore, each Procurement Unit is obligated to compile these reports monthly and upload them to their respective YouTube channels on or before the 10th day of the subsequent month. This consistent and punctual posting of the reports is vital to uphold transparency and regularity in disseminating key procurement information.

- iii) **Settings Review.** Once all settings have been configured, carefully review all details to ensure accuracy and compliance with both YouTube's guidelines and the DPWH's procurement procedures. After a thorough review, select the “Publish” button to make the video available on the channel.

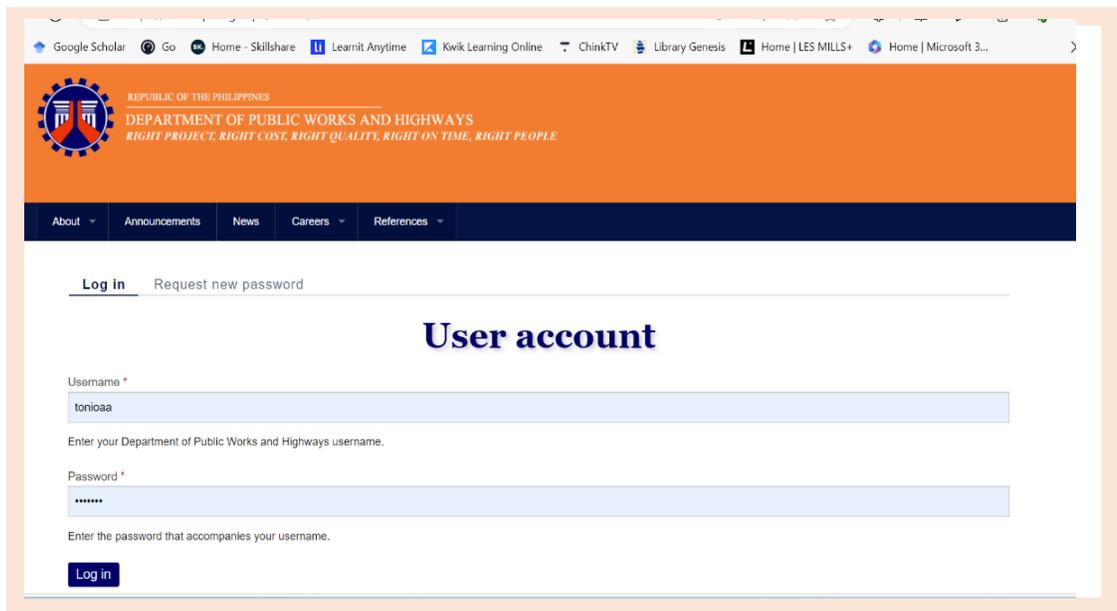
Upon publishing the video, the option to share the link through various platforms, including social media and messaging services, is available. This step, while optional, can be effective in reaching a broader audience. Additionally, there is the opportunity to notify stakeholders and interested parties about the content of the report. Choosing to communicate this information can ensure that those who would benefit from viewing the video are aware of its availability.

VI. GUIDELINES FOR UPLOADING PROCUREMENT ACTIVITIES LIVESTREAM (PAL) AND POST-CONTRACT AWARD DISCLOSURE (PCAD) SUMMARY REPORTS ON THE DPWH WEBSITE

Posting the Procurement Activities Livestream (PAL) and Post-Contract Award Disclosure (PCAD) Summary Reports on the DPWH website represents a crucial aspect of enhancing transparency and accessibility in procurement processes. In addition to being uploaded to the Community Tab on YouTube, each Procurement Unit is mandated to compile and disseminate these reports monthly, ensuring their availability on the DPWH website and respective YouTube channels on or before the 10th day of the following month. This practice aligns with the provisions of Administrative Order No. 34 series of 2020 and GPPB Resolution No. 04-2021, which require all agencies and instrumentalities under the Executive Department to post such documents in an organized manner, guaranteeing their security and integrity. By leveraging online platforms, including the DPWH website and YouTube, Procuring Entities significantly expand their reach beyond traditional channels. This approach offers a convenient and interactive way for stakeholders to access essential procurement information, thereby fostering transparency and accountability to a broader and more diverse audience.

1. Step 1: Accessing the DPWH Website for Report Submission.

- i) Authorized BAC Secretariat or Procurement Unit staff are tasked with the responsibility of uploading PAL and PCAD Summary Reports. This process requires logging in at the DPWH user account login page, which can be accessed at <https://www.dpwh.gov.ph/DPWH/user>. Staff lacking the necessary authorization must coordinate with either the Regional and District Information and Technology Support Officer (RITSO/DITSO) or the DPWH Central Office Information Management Service (IMS) for support. To maintain timely dissemination, it is imperative that these reports are uploaded on the DPWH website and respective YouTube channels on or before the 10th day of the month following the reporting period.



The screenshot shows the user account login page of the Department of Public Works and Highways (DPWH) website. The page features the DPWH logo and the text "REPUBLIC OF THE PHILIPPINES DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS RIGHT PROJECT, RIGHT COST, RIGHT QUALITY, RIGHT ON TIME, RIGHT PEOPLE". Below the logo is a navigation menu with "About", "Announcements", "News", "Careers", and "References". The main content area is titled "User account" and contains a "Log in" link and a "Request new password" link. The login form includes a "Username" field with the value "tonioaa" and a "Password" field with masked characters. Below the password field is a "Log in" button.

Figure 6.1

- ii) Navigate to the "Business" section of the DPWH website, which is typically situated in the middle portion of the Home Page, immediately following the News Article section.

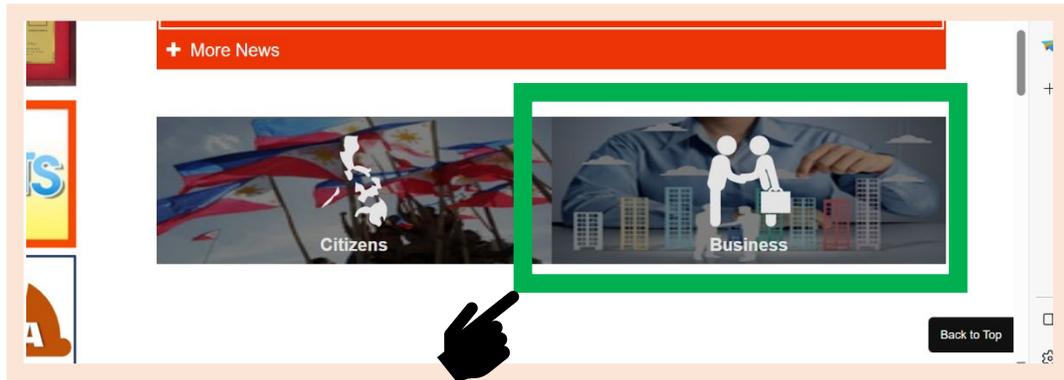


Figure 6.2

- iii) Under the Procurement category, select the appropriate option among "Civil Works", "Consultancy", or "Goods and Services" for uploading the respective PAL and PCAD Summary Reports. This categorization helps in correctly classifying the reports based on the procurement category.

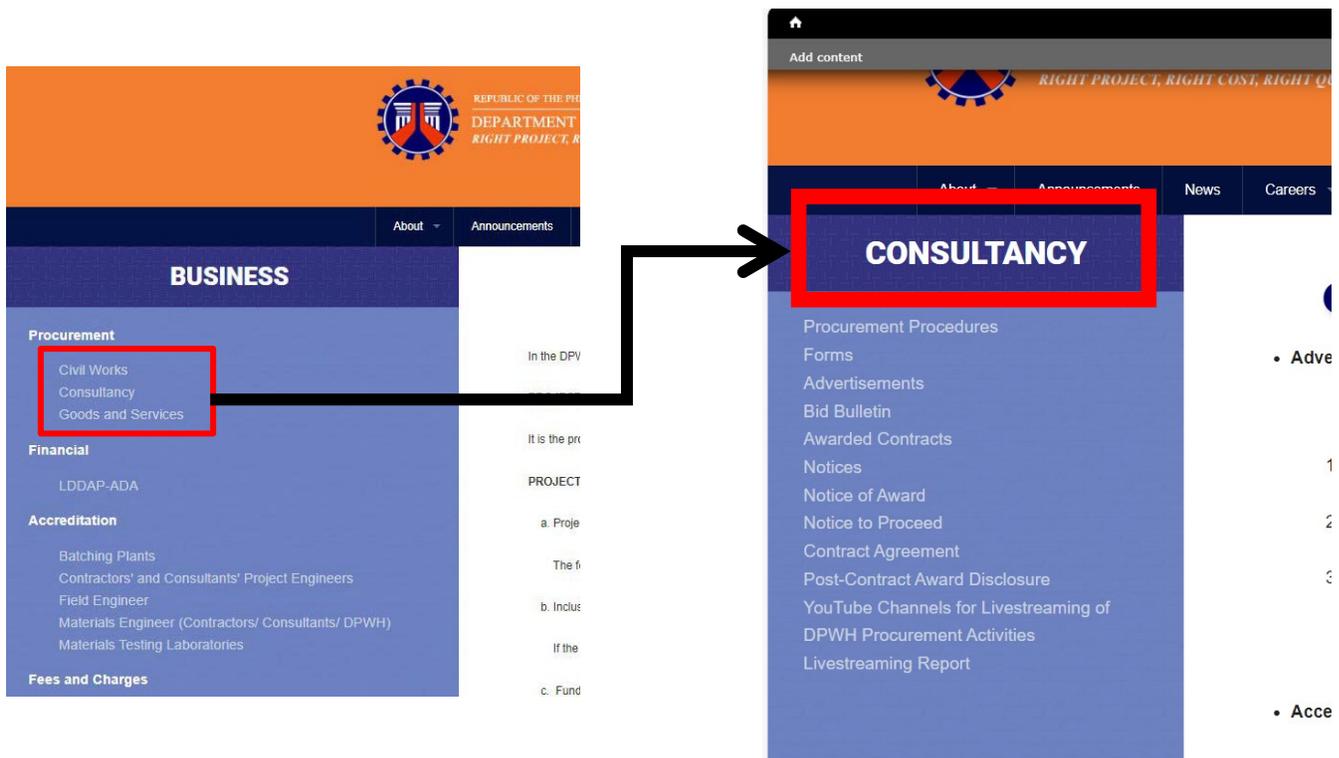


Figure 6.3

Step 2: Uploading PAL and PCAD Reports on the DPWH Website.

- i) Within the chosen procurement category, proceed to the report/document list. For uploading a specific report, the appropriate option must be selected: choose

“Livestreaming Report” when uploading a livestreaming report, or “Post-Contract Award Disclosure” for uploading that respective report.



Figure 6.4

- ii) Selecting “Livestreaming Report” directs to the Livestreaming page of the chosen procurement category. At this stage, clicking on “Add Livestreaming Report” is required to proceed. Similarly, opting for “Post-Contract Award Disclosure Report” leads to the PCAD page of that category, where clicking on “Add Post-Contract Award Disclosure” is necessary to continue with the uploading process.

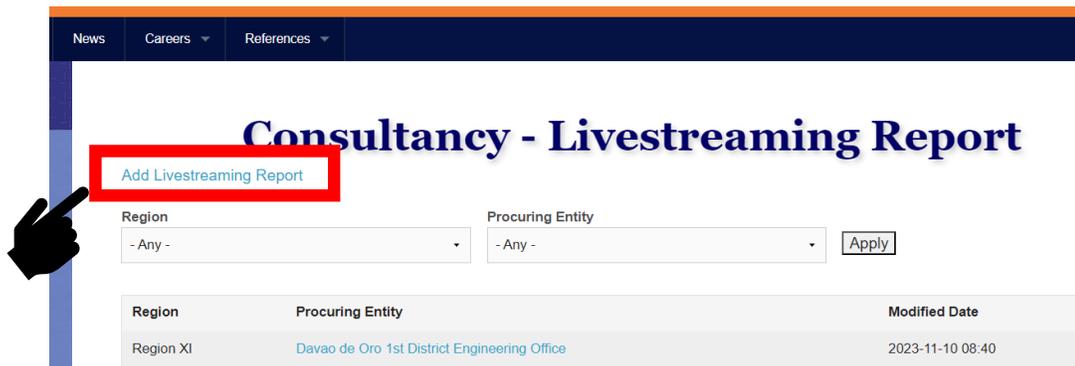


Figure 6.5

- iii) Select the “Region” and the “Procuring Entity” from the given drop-down list. Upload the corresponding file in PDF format. Ensure that the file size does not exceed 10 Megabytes (10 MB). Then click “Submit.”

The screenshot shows a web form with a dark blue header containing navigation links: 'Home', 'News', 'Careers', and 'References'. The main content area has a white background with a blue sidebar on the left. The title 'Consultancy - Livestreaming Report' is centered in a large, bold, dark blue font. Below the title are two dropdown menus: 'Region *' and 'Procuring Entity *', both currently showing '- Select -'. Underneath these is an 'Attachment *' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below the upload button, there is a note: 'Files must be less than 10 MB. Allowed file types: pdf.' At the bottom of the form is a blue 'Submit' button.

Figure 6.6

- iv) A screenshot of the posting should be taken and filed in the Project Folder. This serves as evidence of compliance with Quality Management System (QMS) requirements.

Annex B: DPWH Procurement Livestreaming and Digital Platform Content Upload Policies and Guidelines

To ensure that all Procuring Entities (PEs) of the DPWH conduct their procurement livestreams and manage content uploads on digital platforms with utmost integrity and professionalism, the Department has established a set of detailed and comprehensive policies and guidelines. These guidelines are designed to be applicable across various platforms, with YouTube highlighted as the DPWH's preferred livestreaming platform due to its significant role and widespread use. Additionally, the guidelines encompass best practices for uploading videos and images to digital platforms, ensuring that all content aligns with the Department's standards for transparency, fairness, and ethical conduct. This holistic approach safeguards the interests of all stakeholders involved in the procurement process. By adhering to these guidelines, the DPWH not only ensures compliance with the specific requirements of platforms like YouTube but also sets a benchmark for excellence in digital communication and public engagement in procurement. This strategy underscores the DPWH's commitment to utilizing digital platforms effectively, both for livestreaming and for the responsible management of digital content, thereby facilitating a transparent and equitable procurement process.

- 1. Diligent Avoidance of Copyright Infringement:** It is imperative for all DPWH Procuring Entities to rigorously use only content that they have created themselves, have obtained explicit permission for, or that is unequivocally in the public domain or classified as royalty-free. This strict adherence is a critical measure to prevent any unauthorized use of copyrighted materials, including but not limited to music tracks, video clips, and images. By ensuring compliance with this directive, the DPWH's livestreams and digital content are kept in strict alignment with copyright laws, thereby safeguarding against potential legal complications and honoring the intellectual property rights of third parties. This commitment to copyright law not only reflects the DPWH's dedication to legal and ethical practices but also significantly bolsters its credibility and professionalism in its digital communication and public engagement.
- 2. Accuracy in Information Dissemination:** All DPWH Procuring Entities are required to maintain the highest level of accuracy and reliability in every piece of information shared during livestreams and in the uploading of videos and images. This encompasses providing a complete and precise depiction of the bidding process, delivering detailed information regarding contracts available for bidding, and ensuring a thorough understanding of the pertinent procurement laws and regulations. The meticulousness in presenting this information also pertains to the careful setting of livestream parameters and the crafting of accurate titles and descriptions for all digital content. Adherence to such high standards of accuracy is imperative not only to comply with regulatory requirements but also to cultivate transparency and trust among participants, viewers, and stakeholders. Moreover, it is critical to adhere to the specific protocols for Livestream, Video, and Image Upload Details as detailed in the manual provided in Annex B. These practices play a vital role in offering a clear and unequivocal understanding to bidders, including contractors, suppliers, and consultants, as well as to the general public, thereby bolstering the integrity and credibility of the DPWH's procurement activities.

3. **Disclosure of Conflict of Interest:** It is a paramount requirement for all DPWH Procuring Entities to actively identify and disclose any potential conflicts of interest that may exist among individuals participating in the livestream. This disclosure is not limited to financial interests alone but extends to encompass any close personal relationships or previous employment affiliations with bidders or firms involved in the procurement process. The necessity of this transparency is underscored by the need to maintain the integrity and impartiality of the procurement proceedings. By ensuring that all potential conflicts are brought to light and appropriately managed, the DPWH upholds its commitment to fair and unbiased operations, thereby reinforcing public trust in its procurement practices. This proactive approach to conflict of interest is crucial in safeguarding the objectivity and credibility of the DPWH's decision-making processes in all procurement activities.
4. **Strict Adherence to Privacy Norms:** All DPWH Procuring Entities are required to maintain the highest levels of privacy protection rigorously. This commitment includes a strict prohibition against disclosing any personal information of individuals engaged in the procurement process, notably encompassing the contact details of bidders. Such personal information is deemed confidential and is not to be disclosed without clear and explicit consent. The criticality of this privacy policy is rooted in its role in safeguarding the privacy rights of individuals and in preserving the trust vested by all parties engaged in the procurement process. The DPWH, through this stringent privacy policy, showcases its commitment to ethical practices and the protection of personal data, ensuring a secure and respectful environment within its procurement activities. This strict adherence to privacy standards is a fundamental aspect of the DPWH's ethos, reflecting its unwavering dedication to conducting its operations with integrity and professionalism.
5. **Genuine Representation in Livestreaming:** It is critical for individuals engaged in the livestreaming of procurement activities under the DPWH to present themselves authentically and accurately. This principle mandates the avoidance of any form of impersonation or misrepresentation. Each participant is expected to clearly identify themselves and their role, ensuring that all interactions and communications are transparent and truthful. This commitment to authenticity is essential in fostering an atmosphere of trust and credibility in the procurement process. The DPWH places great importance on this aspect of representation, as it reflects the organization's dedication to integrity and ethical conduct in all its operations. By ensuring genuine representation, the DPWH reinforces its reputation as a trustworthy and responsible entity in the realm of public procurement.
6. **Unwavering Legal Compliance in Livestreaming:** The DPWH requires that all livestreams related to procurement activities are conducted in strict accordance with legal and ethical guidelines. This means actively avoiding any behavior or promotional activities that could be interpreted as illegal or unethical. Everyone participating in these livestreams is expected to behave in a manner that not only meets all applicable laws and regulations but also exemplifies the highest ethical standards. This strong adherence to legal and ethical principles is integral to the DPWH's core operational values, underscoring its dedication to conducting activities in a lawful and principled manner. Through this steadfast compliance, the DPWH assures the integrity and validity of its procurement

processes, thereby affirming its identity as a responsible and transparent entity in the realm of public service.

7. **Adherence to Third-Party Rights in Procurement Livestreams and Digital Content Management:** All DPWH Procuring Entities must adhere strictly to the principles of respecting third-party rights, particularly when it comes to the use of logos, trademarks, or any form of intellectual property that belongs to external entities. This adherence is crucial not only in the context of procurement livestreams but also in all aspects of digital content management, including the customization of channels under the Branding Tab, as specified in Annex B. This involves precise guidelines for uploading profile pictures, banner images, and thumbnails to ensure that all digital content complies with intellectual property laws and reflects the professional image of the DPWH. By following these standards, every Procuring Entity within the DPWH demonstrates its commitment to legal compliance and ethical conduct, underlining the importance of maintaining professional relationships and abiding by the legal boundaries of respect and intellectual property rights.
8. **Prevention of Hate Speech and Harassment:** It is imperative for every DPWH Procuring Entity to foster and maintain an environment of respect, particularly during livestreams and in digital communications. This includes a steadfast commitment to ensuring that all content is devoid of any elements that promote violence, hatred, or any form of harassment. Upholding this standard is not only a matter of creating a positive and inclusive atmosphere but also a reflection of the DPWH's dedication to promoting professionalism and civility. The organization recognizes the importance of a respectful environment as foundational to the integrity of its operations and crucial in fostering constructive engagements. This proactive stance against hate speech and harassment signifies the DPWH's resolve to protect all individuals involved in its procurement processes from any form of discriminatory or harmful discourse.
9. **Upholding Standards for Appropriate Content:** It is essential for all DPWH Procuring Entities to ensure that the content presented in their livestreams and digital outputs is free from any sexually explicit, violent, graphic, or otherwise harmful material. This guideline is critical in maintaining a professional and respectful digital environment. The content must adhere to a standard that is in line with the DPWH's commitment to decency, respectability, and the overall well-being of its audience. The enforcement of this standard is a testament to the DPWH's dedication to upholding a high moral and ethical code in all its communications and interactions, reflecting its responsibility as a public entity to provide content that is suitable for all audiences and representative of its values.
10. **Respecting Privacy in Broadcasts:** For all DPWH Procuring Entities, it is a fundamental rule to avoid broadcasting private conversations without obtaining prior consent. This practice is crucial in upholding the privacy rights of individuals and maintaining the confidentiality that is expected in professional settings. The respect for personal privacy is a core aspect of the DPWH's ethical standards, emphasizing the importance of conducting all forms of communication, particularly livestreams and digital broadcasts, with the utmost consideration for the privacy of those involved. Ensuring that private conversations remain confidential unless explicit permission is granted demonstrates the DPWH's commitment to ethical conduct and its respect for individual boundaries in its operational processes.

In addition to adhering to the comprehensive DPWH Procurement Livestreaming and Digital Platform Content Upload Policies and Guidelines, it is crucial for Procuring Entities to stay updated and comply with platform-specific guidelines, such as those provided by YouTube. This ensures alignment with both DPWH standards and the specific rules of digital platforms. As YouTube is a preferred platform, special attention should be given to its community guidelines, accessible through their official URL¹. It is also essential for the DPWH Procuring Entities to be aware of the penalties for legitimately incurred violations on YouTube, which range from warnings for first-time violations, temporary restrictions after multiple strikes, to possible channel termination for continuous breaches of guidelines. These penalties highlight the need for strict compliance with YouTube's community guidelines. Understanding these consequences should inform all Procuring Entities in managing digital content and responding to flagged issues, reinforcing the importance of upholding high standards in all digital communications. Regular reviews of these platform guidelines are essential to adapt to updates and maintain the integrity and effectiveness of the DPWH's digital communications in procurement activities.

When a procurement livestream content is flagged for a violation on YouTube, the Procuring Entity's BAC through its Secretariat or the Procurement Unit must conduct an immediate review to understand the specific reason for the flag and to assess the content against YouTube's community guidelines and DPWH policies. Upon identifying the specific aspects of the content that led to the violation, necessary adjustments should be made to ensure compliance. This process may involve editing or removing certain segments of the video, revising metadata such as titles, descriptions, tags, or thumbnails, and, if substantial changes are made, re-uploading the compliant video. All changes should be documented for future reference and to improve content management practices. Alternatively, if upon thorough review, the content is deemed compliant with YouTube's guidelines, the DPWH Procuring Entities should prepare and file an appeal with YouTube. This appeal should clearly explain why the content is compliant, referencing specific parts of the video and guidelines. Any supporting evidence should be included in the appeal. After submission, the DPWH Procuring Entities must await YouTube's response to the appeal, which will determine the subsequent course of action.

In cases where multiple violations lead to temporary restrictions or YouTube channel termination, the affected Procuring Entity must inform the Procurement Service (PrS), and for incidents involving a District Engineering Office, it shall copy furnish the Regional Office. Additionally, those entities experiencing flagged content or channel termination should post a Notice Regarding the YouTube Channel Status in the Notices Section of the Business-Procurement Page on the DPWH website. This ensures transparency and keeps stakeholders informed about the status of digital communications channels.

Throughout these situations, it is vital for the DPWH to maintain transparency with stakeholders and keep meticulous records of all actions and communications. These practices are necessary for addressing immediate concerns and for refining future digital content strategies, thereby enhancing overall compliance and reducing the likelihood of similar incidents in the future.

¹ YouTube Community Guidelines, accessed [January 4, 2023]
<https://www.youtube.com/howyoutubeworks/policies/community-guidelines/>

Essential Equipment for Effective YouTube Procurement Livestreaming

Under the guidelines set forth in Annex A: DPWH Procurement Livestreaming and Digital Platform Content Upload Policies and Guidelines, with a specific focus on the requirements for the Livestreaming of Procurement Activities on YouTube, it is imperative to detail and itemize the necessary equipment that fulfills the basic operational needs for effective livestreaming. This specification plays a pivotal role in enabling the Procuring Entities to properly equip themselves with the essential tools required for conducting successful livestreaming sessions. While this enumeration does not encompass every possible requirement, it includes the essential components crucial for meeting the basic requirements of livestreaming.

- **Computer:** A reliable computer with just enough hardware and software capabilities to run the YouTube web application is necessary for basic livestreaming. Key requirements include a stable internet connection and a browser that is current enough to support YouTube. The computer should have the minimum processing power and RAM needed to stream video content with minimal lag or buffering. Basic compatibility with YouTube is essential, ensuring access to fundamental streaming functionalities.
- **Camera:** For basic streaming needs, a camera that provides clear, standard-definition video quality is sufficient. Entry-level professional webcams, which are easy to set up and use, can adequately serve straightforward streaming applications. These cameras should be compatible with the streaming environment and should offer fundamental features like decent image clarity and basic adaptability to different lighting conditions.
- **Microphone:** For audio, a simple yet effective microphone that can capture clear sound is essential. Basic USB microphones or simple lapel microphones can suffice, offering a decent balance of audio clarity and affordability. The choice should be influenced by the basic needs of the content and the streaming environment, prioritizing straightforward functionality and ease of integration with other basic streaming equipment. The microphone should be capable of delivering clear audio in a typical indoor environment without excessive background noise.
- **Internet Connection:** To ensure a smooth and uninterrupted streaming experience, a stable and reasonably fast internet connection is essential, capable of handling the demands of live video streaming without significant disruptions or degradation in quality. Conducting an online speed test is advised to verify that the upload speed is at least 5 Mbps, though higher speeds are preferable. A wired Ethernet connection is recommended over Wi-Fi for its increased stability and speed. Minimizing bandwidth usage by closing non-essential applications and ensuring the router and modem are functioning properly, with occasional restarts to refresh the network, can also contribute significantly to maintaining a consistent and high-quality connection for livestreams.
- Other Equipment (Optional)
 - **Lighting:** Lighting plays a critical role in livestreaming, as it is fundamental in ensuring high-quality video output and well-lit subjects. Proper lighting setups, whether through natural light sources or artificial means, can dramatically enhance the visual appeal of the stream. It not only improves the clarity and sharpness of

the video but also adds a professional touch by eliminating shadows and balancing the color tones. For livestreaming environments where lighting conditions are less than ideal, additional lighting equipment may be necessary to create a more controlled and visually appealing setting. This is particularly important in procurement livestreams, where clear visibility of documents and participants is essential.

- **Tripod or Mounting Equipment:** The use of a tripod or other stable mounting equipment is crucial in any livestreaming setup, particularly in ensuring that the camera remains steady for professional-looking footage. A stable mount not only prevents the undesirable effect of shaky videos but also allows for consistent framing and angle throughout the stream. This stability is especially important in settings like procurement livestreams, where maintaining a clear and constant view of the proceedings is key. The choice of a suitable tripod or mounting device should consider factors like the weight of the camera, the flexibility of movement required, and the space constraints of the livestreaming environment.
- **Streaming Software:** A streaming software is a digital solution that facilitates live broadcasting over the internet, offering enhanced functionality and advantages for livestreaming events. While its use is optional, it becomes essential for more complex or sophisticated procurement livestreams, where the Bidding and Awards Committee (BAC) or its Secretariat may seek to elevate the quality and interactivity of the stream. In such cases, the use of streaming software can provide advanced features like multi-camera integration, real-time editing, and high-quality audio-visual synchronization. For procurement livestreaming, if the BAC or its Secretariat desires to employ such advanced capabilities, coordination with the IMS or consultation with their respective IT Support Officer is advised to determine the most suitable streaming software that aligns with their technical needs and compliance requirements.

In light of the specific requirements set by YouTube, it is crucial to note that smartphones are not recommended for livestreaming procurement activities. This is primarily due to their inability to fulfill YouTube's stringent broadcasting standards. This guideline is established to encourage a more structured and professional streaming setup, as smartphones typically fall short of the technical standards required for professional-level procurement livestreams.

ANNEX C: Mandatory YouTube Handle Names for Each Implementing Offices

Office ID No.	Region	Office Name	YouTube Handle Names
1	Central Office	Central Office-PrS Civil Works	@DPWH.CO.CivilWorks
2	Central Office	Central Office-PrS Goods	@DPWH.CO.Goods
3	Central Office	Central Office-PrS Consultancy	@DPWH.CO.Consultancy
4	CAR	Regional Office CAR	@DPWH.RO.CAR
5	CAR	Abra DEO	@DPWH.Abra.DEO
6	CAR	Apayao 1st DEO	@DPWH.Apayao1.DEO
7	CAR	Apayao 2nd DEO	@DPWH.Apayao2.DEO
8	CAR	Baguio City DEO	@DPWH.BaguioCity.DEO
9	CAR	Benguet 1st DEO	@DPWH.Benguet1.DEO
10	CAR	Benguet 2nd DEO	@DPWH.Benguet2.DEO
11	CAR	Ifugao 1st DEO	@DPWH.Ifugao1.DEO
12	CAR	Ifugao 2nd DEO	@DPWH.Ifugao2.DEO
13	CAR	Lower Kalinga DEO	@DPWH.LKalinga.DEO
14	CAR	Mountain Province 1st DEO	@DPWH.MP1.DEO
15	CAR	Mountain Province 2nd DEO	@DPWH.MP2.DEO
16	CAR	Upper Kalinga DEO	@DPWH.UKalinga.DEO
17	NCR	Regional Office NCR	@DPWH.RO.NCR
18	NCR	Las Pinas-Muntinlupa DEO	@DPWH.LPM.DEO
19	NCR	Malabon-Navotas DEO	@DPWH.MN.DEO
20	NCR	Metro Manila 1st DEO	@DPWH.MM1.DEO
21	NCR	Metro Manila 2nd DEO	@DPWH.MM2.DEO
22	NCR	Metro Manila 3rd DEO	@DPWH.MM3.DEO
23	NCR	North Manila DEO	@DPWH.NManila.DEO
24	NCR	Quezon City 1st DEO	@DPWH.QC1.DEO
25	NCR	Quezon City 2nd DEO	@DPWH.QC2.DEO
26	NCR	South Manila DEO	@DPWH.SManila.DEO
27	1	Regional Office I	@DPWH.RO.1
28	1	Ilocos Norter 1st DEO	@DPWH.IlocosNorte1.DEO
29	1	Ilocos Norter 2nd DEO	@DPWH.IlocosNorte2.DEO
30	1	Ilocos Sur 1st DEO	@DPWH.IlocosSur1.DEO
31	1	Ilocos Sur 2nd DEO	@DPWH.IlocosSur2.DEO
32	1	La Union 1st DEO	@DPWH.LU1.DEO
33	1	La Union 2nd DEO	@DPWH.LU2.DEO
34	1	Pangasinan 1st DEO	@DPWH.Pangasinan1.DEO
35	1	Pangasinan 2nd DEO	@DPWH.Pangasinan2.DEO
36	1	Pangasinan 3rd DEO	@DPWH.Pangasinan3.DEO
37	1	Pangasinan 4th DEO	@DPWH.Pangasinan4.DEO
38	2	Regional Office 2	@DPWH.RO.2
39	2	Batanes DEO	@DPWH.Batanes.DEO
40	2	Cagayan 1st DEO	@DPWH.Cagayan1.DEO
41	2	Cagayan 2nd DEO	@DPWH.Cagayan2.DEO
42	2	Cagayan 3rd DEO	@DPWH.Cagayan3.DEO
43	2	Isabela 1st DEO	@DPWH.Isabela1.DEO
44	2	Isabela 2nd DEO	@DPWH.Isabela2.DEO
45	2	Isabela 3rd DEO	@DPWH.Isabela3.DEO
46	2	Isabela 4th DEO	@DPWH.Isabela4.DEO
47	2	Nueva Vizcaya 1st DEO	@DPWH.NV1.DEO
48	2	Nueva Vizcaya 2nd DEO	@DPWH.NV2.DEO
49	2	Quirino DEO	@DPWH.Quirino.DEO
50	3	Regional Office 3	@DPWH.RO.3
51	3	Aurora DEO	@DPWH.Aurora.DEO
52	3	Bataan 1st DEO	@DPWH.Bataan1.DEO
53	3	Bataan 2nd DEO	@DPWH.Bataan2.DEO
54	3	Bulacan 1st DEO	@DPWH.Bulacan1.DEO
55	3	Bulacan 2nd DEO	@DPWH.Bulacan2.DEO

ANNEX C: Mandatory YouTube Handle Names for Each Implementing Offices

Office ID No.	Region	Office Name	YouTube Handle Names
56	3	Nueva Ecija 1st DEO	@DPWH.NE1.DEO
57	3	Nueva Ecija 2nd DEO	@DPWH.NE2.DEO
58	3	Pampanga 1st DEO	@DPWH.Pampanga1.DEO
59	3	Pampanga 2nd DEO	@DPWH.Pampanga2.DEO
60	3	Pampanga 3rd DEO	@DPWH.Pampanga3.DEO
61	3	Tarlac 1st DEO	@DPWH.Tarlac1.DEO
62	3	Tarlac 2nd DEO	@DPWH.Tarlac2.DEO
63	3	Zambales 1st DEO	@DPWH.Zambales1.DEO
64	3	Zambales 2nd DEO	@DPWH.Zambales2.DEO
65	4A	Regional Office 4A	@DPWH.RO.4A
66	4A	Batangas 1st DEO	@DPWH.Batangas1.DEO
67	4A	Batangas 2nd DEO	@DPWH.Batangas2.DEO
68	4A	Batangas 3rd DEO	@DPWH.Batangas3.DEO
69	4A	Batangas 4th DEO	@DPWH.Batangas4.DEO
70	4A	Cavite 1st DEO	@DPWH.Cavite1.DEO
71	4A	Cavite 2nd DEO	@DPWH.Cavite2.DEO
72	4A	Cavite 3rd DEO	@DPWH.Cavite3.DEO
73	4A	Laguna 1st DEO	@DPWH.Laguna1.DEO
74	4A	Laguna 2nd DEO	@DPWH.Laguna2.DEO
75	4A	Laguna 3rd DEO	@DPWH.Laguna3.DEO
76	4A	Quezon 1st DEO	@DPWH.Quezon1.DEO
77	4A	Quezon 2nd DEO	@DPWH.Quezon2.DEO
78	4A	Quezon 3rd DEO	@DPWH.Quezon3.DEO
79	4A	Quezon 4th DEO	@DPWH.Quezon4.DEO
80	4A	Rizal 1st DEO	@DPWH.Rizal1.DEO
81	4A	Rizal 2nd DEO	@DPWH.Rizal2.DEO
82	4B	Regional Office 4B	@DPWH.RO.4B
83	4B	Marinduque DEO	@DPWH.Marinduque.DEO
84	4B	Mindoro Occidental DEO	@DPWH.MinOc.DEO
85	4B	Mindoro Oriental DEO	@DPWH.MinOr.DEO
86	4B	Palawan 1st DEO	@DPWH.Palawan1.DEO
87	4B	Palawan 2nd DEO	@DPWH.Palawan2.DEO
88	4B	Palawan 3rd DEO	@DPWH.Palawan3.DEO
89	4B	Romblon DEO	@DPWH.Romblon.DEO
90	4B	Southern Mindoro DEO	@DPWH.MinSo.DEO
91	5	Regional Office 5	@DPWH.RO.5
92	5	Albay 1st DEO	@DPWH.Albay1.DEO
93	5	Albay 2nd DEO	@DPWH.Albay2.DEO
94	5	Albay 3rd DEO	@DPWH.Albay3.DEO
95	5	Camarines Norte DEO	@DPWH.CamNorte.DEO
96	5	Camarines Sur 1st DEO	@DPWH.CamSur1.DEO
97	5	Camarines Sur 2nd DEO	@DPWH.CamSur2.DEO
98	5	Camarines Sur 3rd DEO	@DPWH.CamSur3.DEO
99	5	Camarines Sur 4th DEO	@DPWH.CamSur4.DEO
100	5	Camarines Sur 5th DEO	@DPWH.CamSur5.DEO
101	5	Catanduanes DEO	@DPWH.Catanduanes.DEO
102	5	Masbate 1st DEO	@DPWH.Masbate1.DEO
103	5	Masbate 2nd DEO	@DPWH.Masbate2.DEO
104	5	Masbate 3rd DEO	@DPWH.Masbate3.DEO
105	5	Sorsogon 1st DEO	@DPWH.Sorsogon1.DEO
106	5	Sorsogon 2nd DEO	@DPWH.Sorsogon2.DEO
107	6	Regional Office 6	@DPWH.RO.6
108	6	Aklan DEO	@DPWH.Aklan.DEO
109	6	Antique DEO	@DPWH.Antique.DEO
110	6	Capiz 1st DEO	@DPWH.Capiz1.DEO

ANNEX C: Mandatory YouTube Handle Names for Each Implementing Offices

Office ID No.	Region	Office Name	YouTube Handle Names
111	6	Capiz 2nd DEO	@DPWH.Capiz2.DEO
112	6	Guimaras DEO	@DPWH.Guimaras.DEO
113	6	Iloilo 1st DEO	@DPWH.Iloilo1.DEO
114	6	Iloilo 2nd DEO	@DPWH.Iloilo2.DEO
115	6	Iloilo 3rd DEO	@DPWH.Iloilo3.DEO
116	6	Iloilo 4th DEO	@DPWH.Iloilo4.DEO
117	6	Iloilo City DEO	@DPWH.IloiloCity.DEO
118	6	Negros Occidental 1st DEO	@DPWH.NegOc1.DEO
119	6	Negros Occidental 2nd DEO	@DPWH.NegOc2.DEO
120	6	Negros Occidental 3rd DEO	@DPWH.NegOc3.DEO
121	6	Negros Occidental 4th DEO	@DPWH.NegOc4.DEO
122	6	Bacolod City DEO	@DPWH.BacolodCity.DEO
123	7	Regional Office 7	@DPWH.RO.7
124	7	Bohol 1st DEO	@DPWH.Bohol1.DEO
125	7	Bohol 2nd DEO	@DPWH.Bohol2.DEO
126	7	Bohol 3rd DEO	@DPWH.Bohol3.DEO
127	7	Cebu 1st DEO	@DPWH.Cebu1.DEO
128	7	Cebu 2nd DEO	@DPWH.Cebu2.DEO
129	7	Cebu 3rd DEO	@DPWH.Cebu3.DEO
130	7	Cebu 4th DEO	@DPWH.Cebu4.DEO
131	7	Cebu 5th DEO	@DPWH.Cebu5.DEO
132	7	Cebu 6th DEO	@DPWH.Cebu6.DEO
133	7	Cebu 7th DEO	@DPWH.Cebu7.DEO
134	7	Cebu City DEO	@DPWH.CebuCity.DEO
135	7	Siquijor DEO	@DPWH.Siquijor.DEO
136	7	Negros Oriental 1st DEO	@DPWH.NegOr1.DEO
137	7	Negros Oriental 2nd DEO	@DPWH.NegOr2.DEO
138	7	Negros Oriental 3rd DEO	@DPWH.NegOr3.DEO
139	8	Regional Office 8	@DPWH.RO.8
140	8	Biliran DEO	@DPWH.Biliran.DEO
141	8	Eastern Samar DEO	@DPWH.ESamar.DEO
142	8	Leyte 1st DEO	@DPWH.Leyte1.DEO
143	8	Leyte 2nd DEO	@DPWH.Leyte2.DEO
144	8	Leyte 3rd DEO	@DPWH.Leyte3.DEO
145	8	Leyte 4th DEO	@DPWH.Leyte4.DEO
146	8	Leyte 5th DEO	@DPWH.Leyte5.DEO
147	8	Northern Samar 1st DEO	@DPWH.NSamar1.DEO
148	8	Northern Samar 2nd DEO	@DPWH.NSamar2.DEO
149	8	Samar 1st DEO	@DPWH.Samar1.DEO
150	8	Samar 2nd DEO	@DPWH.Samar2.DEO
151	8	Southern Leyte DEO	@DPWH.SLeyte.DEO
152	8	Tacloban City DEO	@DPWH.TaclobanCity.DEO
153	9	Regional Office 9	@DPWH.RO.9
154	9	Isabela City DEO	@DPWH.IsabelaCity.DEO
155	9	Zamboanga City DEO	@DPWH.ZamboangaCity.DEO
156	9	Zamboanga Del Norte 1st DEO	@DPWH.ZDN1.DEO
157	9	Zamboanga Del Norte 2nd DEO	@DPWH.ZDN2.DEO
158	9	Zamboanga Del Norte 3rd DEO	@DPWH.ZDN3.DEO
159	9	Zamboanga Del Sur 1st DEO	@DPWH.ZDS1.DEO
160	9	Zamboanga Del Sur 2nd DEO	@DPWH.ZDS2.DEO
161	9	Zamboanga Sibugay 1st DEO	@DPWH.ZSibugay1.DEO
162	9	Zamboanga Sibugay 2nd DEO	@DPWH.ZSibugay2.DEO
163	10	Regional Office 10	@DPWH.RO.10
164	10	Bukidnon 1st DEO	@DPWH.Bukidnon1.DEO
165	10	Bukidnon 2nd DEO	@DPWH.Bukidnon2.DEO

ANNEX C: Mandatory YouTube Handle Names for Each Implementing Offices

Office ID No.	Region	Office Name	YouTube Handle Names
166	10	Bukidnon 3rd DEO	@DPWH.Bukidnon3.DEO
167	10	Cagayan De Oro 1st DEO	@DPWH.CDO1.DEO
168	10	Cagayan De Oro 2nd DEO	@DPWH.CDO2.DEO
169	10	Camiguin DEO	@DPWH.Camiguin.DEO
170	10	Lanao Del Norte 1st DEO	@DPWH.LDN1.DEO
171	10	Lanao Del Norte 2nd DEO	@DPWH.LDN2.DEO
172	10	Misamis Occidental 1st DEO	@DPWH.MisOc1.DEO
173	10	Misamis Occidental 2nd DEO	@DPWH.MisOc2.DEO
174	10	Misamis Oriental 1st DEO	@DPWH.MisOr1.DEO
175	10	Misamis Oriental 2nd DEO	@DPWH.MisOr2.DEO
176	11	Regional Office 11	@DPWH.RO.11
177	11	Davao De Oro 1st DEO	@DPWH.DDO1.DEO
178	11	Davao City 1st DEO	@DPWH.DC1.DEO
179	11	Davao City 2nd DEO	@DPWH.DC2.DEO
180	11	Davao Del Norte DEO	@DPWH.DDN.DEO
181	11	Davao Del Sur DEO	@DPWH.DDS.DEO
182	11	Davao Occidental DEO	@DPWH.DavOc.DEO
183	11	Davao Oriental 1st DEO	@DPWH.DavOr1.DEO
184	11	Davao Oriental 2nd DEO	@DPWH.DavOr2.DEO
185	12	Regional Office 12	@DPWH.RO.12
186	12	Cotabato 1st DEO	@DPWH.Cotabato1.DEO
187	12	Cotabato 2nd DEO	@DPWH.Cotabato2.DEO
188	12	Cotabato 3rd DEO	@DPWH.Cotabato3.DEO
189	12	Saranggani DEO	@DPWH.Saranggani.DEO
190	12	South Cotabato 1st DEO	@DPWH.SCotabato1.DEO
191	12	South Cotabato 2nd DEO	@DPWH.SCotabato2.DEO
192	12	Sultan Kudarat 1st DEO	@DPWH.SK1.DEO
193	12	Sultan Kudarat 2nd DEO	@DPWH.SK2.DEO
194	13	Regional Office 13	@DPWH.RO.13
195	13	Agusan Del Norte DEO	@DPWH.ADN.DEO
196	13	Agusan Del Sur 1st DEO	@DPWH.ADS1.DEO
197	13	Agusan Del Sur 2nd DEO	@DPWH.ADS2.DEO
198	13	Butuan City DEO	@DPWH.ButuanCity.DEO
199	13	Dinagat Islands DEO	@DPWH.Dinagat.DEO
200	13	Surigao Del Norte 1st DEO	@DPWH.SDN1.DEO
201	13	Surigao Del Norte 2nd DEO	@DPWH.SDN2.DEO
202	13	Surigao Del Sur 1st DEO	@DPWH.SDS1.DEO
203	13	Surigao Del Sur 2nd DEO	@DPWH.SDS2.DEO
204	3	Bataan Sub-DEO	@DPWH.BataanSub.DEO
205	3	Bulacan Sub-DEO	@DPWH.BulacanSub.DEO
206	5	Camarines Norte Sub-DEO	@DPWH.CamNorteSub.DEO
207	6	Negros Occidental Sub-DEO	@DPWH.NegOcSub.DEO
208	8	Southern Leyte Sub-DEO	@DPWH.SLeyteSub.DEO
209	9	Zamboanga Del Norte 4th DEO	@DPWH.ZDN4.DEO
210	10	Bukidnon Sub-DEO	@DPWH.BukidnonSub.DEO
211	10	Iligan City DEO	@DPWH.IliganCity.DEO
212	11	Davao De Oro 2nd DEO	@DPWH.DDO2.DEO
213	11	Davao Del Norte Sub-DEO	@DPWH.DDNSub.DEO

Procurement Activities Livestream Summary Report

Procuring Entity	:	Choose an item.				
Reporting Period	:	From	Click or tap to enter a date.	To	Click or tap to enter a date.	
YouTube Channel Name	:	Choose an item.		YouTube Handle	:	Choose an item.
YouTube Channel URL	:					

I. CIVIL WORKS

No.	Project Name	Procurement Activity	Date	Time	YouTube Video URL	No. of Views
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			

II. GOODS AND SERVICES

No.	Project Name	Procurement Activity	Date	Time	YouTube Video URL	No. of Views
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			

III. CONSULTING SERVICES

No.	Project Name	Procurement Activity	Date	Time	YouTube Video URL	No. of Views
		Choose an item.	Click or tap to enter a date.			

		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			
		Choose an item.	Click or tap to enter a date.			

CERTIFICATION

We, the undersigned, hereby attest and certify under penalty of perjury that this report and all information submitted herein is true and correct to the best of our knowledge. We understand that should any information submitted prove to be inaccurate, erroneous, or incomplete, the necessary civil, criminal, and/or administrative sanctions, as may be applicable and proper, may be imposed against us individually.

Procurement Unit Head

Date: _____

BAC Chairperson

Date: _____

Post-Contract Award Disclosure Summary Report

Procuring Entity	:	Choose an item.				
Reporting Period	:	From	Click or tap to enter a date.	To	Click or tap to enter a date.	
YouTube Channel Name	:	Choose an item.		YouTube Handle	:	Choose an item.
YouTube Channel URL	:					

I. CIVIL WORKS

No.	Contract ID and Name	Approved Budget for the Contract	Mode of Procurement	Winning Bidder's Information		Awarded Contract Price	Date of Award (Issuance)	Date of Acceptance (Conforme)	Contract Period	IU
				Name	Official Address					
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		

II. GOODS AND SERVICES

No.	Contract ID and Name	Approved Budget for the Contract	Mode of Procurement	Winning Bidder's Information		Awarded Contract Price	Date of Award (Issuance)	Date of Acceptance (Conforme)	Contract Period	IU
				Name	Official Address					
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		

			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
III. CONSULTING SERVICES										
No.	Contract ID and Name	Approved Budget for the Contract	Mode of Procurement	Winning Bidder's Information		Awarded Contract Price	Date of Award (Issuance)	Date of Acceptance (Conforme)	Contract Period	IU
				Name	Official Address					
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		
			Choose an item.				Click or tap to enter a date.	Click or tap to enter a date.		

CERTIFICATION

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Procurement Unit Head

Date: _____

BAC Chairperson

Date: _____

Regional Consolidated Procurement Activities Livestream and Post-Contract Award Disclosure Summary Report

Region	:	Choose an item.			
Reporting Period	:	From	Click or tap to enter a date.	To	Click or tap to enter a date.

I. Livestreaming of Procurement Activities

No.	Procuring Entity	YouTube Channel URL	Civil Works		Goods		Consultancy	
			No of Projects Streamed on YouTube	No. of Views	No of Projects Streamed on YouTube	No. of Views	No of Projects Streamed on YouTube	No. of Views
Total								

II. Post-Contract Award Disclosure

No.	Procuring Entity	Civil Works			Goods			Consultancy		
		No. of Projects Awarded	No. of Projects Awarded under Competitive Mode	No. of Projects Awarded under Alternative Mode	No. of Projects Awarded	No. of Projects Awarded under Competitive Mode	No. of Projects Awarded under Alternative Mode	No. of Projects Awarded	No. of Projects Awarded under Competitive Mode	No. of Projects Awarded under Alternative Mode
Total										

Procurement Unit Head
Date: _____

Regional Director
Date: _____