



FEB 02 2024

DEPARTMENT ORDER)
NO. 15)
Series of 2024)
2/6/2024

SUBJECT: DPWH Enterprise Data Glossary

In order to ensure data quality and consistency across all information systems implemented in the Department, the updated DPWH Enterprise Data Glossary (EDG) has been republished and is available on the Department's Intranet website at <http://dpwhweb/DataGlossary/>.

In view of this, it is reiterated that all Bureaus, Services, Unified Project Management Office Clusters, Regional Offices and District Engineering Offices refer to and use the terms and definitions prescribed in the Data Glossary when creating manuals, policies, reports, and applications. Further, the attached updated Guidelines for the Definition of Proposed Business Terms of the Department (**Annex A**) is hereby reissued.

The Information Management Service (IMS) shall be authorized to issue updates, as needed, and republish said updates with notification through Memorandum only.

This Order supersedes Department Order No. 134, Series of 2018, and shall take effect immediately.


MANUEL M. BONOAN
Secretary

11.1.1 EMS/ETC/MNP/RBC

Department of Public Works and Highways
Office of the Secretary



WIN4P01830

ANNEX A

GUIDELINES ON THE DEFINITION OF PROPOSED BUSINESS TERMS OF THE DEPARTMENT

Business Terms are common words, phrases, or vocabularies used by the Department in its day-to-day operation and/or in the conduct of its business.

Definition of business terms are to be coordinated with the Data Administration Section (DAS), Business Innovation Division (BID), Information Management Service (IMS) by the respective Business Data Stewards as identified in Special Order No. 306, Series of 2022. Roles, i.e., *Project Manager, Project Engineer, Bridge Engineer, etc.*, are not included in the Enterprise Data Glossary. All proposed business terms shall be defined using the following guidelines:

1. Ensure that a business term has a data category as identified in Special Order No. 306, Series of 2022 or the Assignment of Business Data Stewards for Data Governance;

Data Category	
1. Organization	6. Budget
2. Location	7. Finance
3. Plan <ul style="list-style-type: none">• Plan and Program (Multi-Year Data)• Socio-Economic Data• Environment and Social• Traffic Data• Road Crash Data	8. Staff
4. Program	9. Inventory
5. Infrastructure	10. Contract

2. Use the word 'Alias' for multiple business terms having the same definition;

Example:

Data Category	Data Item / Term	Definition
Organization	Congressional District Alias Legislative District	Electoral constituency pertaining to a member of the House of Representatives.
Staff	Leave Balance Alias Leave Credits	The total number of days an employee has available for vacation or sick leave.



3. Identify the business term's source of definition;

Example:

Data Category	Data Item / Term	Definition	Source
Organization	Congressional District Alias Legislative District	Electoral constituency pertaining to a member of the House of Representatives.	Defined through Data Glossary Workshop dated April 12, 2016
Staff	Leave Balance Alias Leave Credits	The total number of days an employee has available for vacation or sick leave.	Time and Attendance System (TAS) Subject Matter Expert (SME)

4. Identify the primary information system implemented in the Department where the business term is used, i.e., *MYPS*;

Example:

Data Category	Data Item / Term	Definition	Source	Primary Application
Organization	Congressional District Alias Legislative District	Electoral constituency pertaining to a member of the House of Representatives.	Defined through Data Glossary Workshop dated April 12, 2016	RBIA, MYPS, eNGAS
Staff	Leave Balance Alias Leave Credits	The total number of days an employee has available for vacation or sick leave.	Time and Attendance System (TAS) Subject Matter Expert (SME)	TAS, PIS

Where: **RBIA** – Road and Bridge Information Application; **MYPS** – Multi-Year Planning and Scheduling Application; **eNGAS** – Electric New Government Accounting System; **PIS** – Personnel Information System.



5. Ensure that the term being defined is not used in the definition;

Example:

Data Category	Data Item / Term	Definition		Source	Primary Application
		From	To		
Contract	Certificate of Acceptance	A certificate issued after successful completion of all contractual obligations, requirements, and specifications, including any required correction of defects.	A document issued after successful completion of all contractual obligations, requirements, and specifications, including any required correction of defects.	Defined through Data Glossary Workshop dated May 4, 2018	Project and Contract Management Application (PCMA)

6. Place the acronym beside the Term, enclosed in parentheses, if there is an equivalent acronym of the business term;

Example:

Data Category	Data Item / Term	Definition	Source	Primary Application
Contract	Certificate of Availability of Fund (CAF)	A document issued by the proper accounting official of the Department that funds have been duly appropriated/allotted for the purpose of entering into a contract involving an expenditure of public funds and that the amount necessary to cover the proposed contract for the current fiscal year is available for expenditure on account thereof, as verified by the	Adapted from Commission on Audit-Office of Budget and Management Circular No. 82-122-B	Project Procurement Management Plan Application (PPMPA)

Data Category	Data Item / Term	Definition	Source	Primary Application
		Auditor concerned, pursuant to Section 86 of Presidential Decree (PD) 1445.		
Finance	Engineering and Administrative Overhead (EAO)	An estimated amount needed to cover indirect expenses of the project.	Defined through Data Glossary Workshop dated September 23, 2016	MYPS, PCMA

Where: **MYPS** – Multi-Year Planning and Scheduling Application; **PCMA** – Project and Contract Management Application.

7. Differentiate a data element from other data elements through the definition.

Example 1:

Data Category	Data Item/Term	Definition	Source
Program	Construction	The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.	Defined thru Data Glossary Workshop dated April 1, 2016
Program	New Construction	A grouping of types of work associated with the building of a new infrastructure or facility, such as a road, bridge, flood control structure or other structures, e.g. School, Hospital, etc.	Defined thru Data Glossary Workshop dated April 1, 2016

Example 2:

Data Category	Data Item/Term	Definition	Source
Program	Rehabilitation Alias Restoration	A grouping of types of work which restore structural capacity and performance, and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of	Defined thru Data Glossary Workshop dated April 1, 2016

Data Category	Data Item/Term	Definition	Source
		pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.	
Program	Replacement Alias Reconstruction	A grouping of types of work associated with total replacement of an existing infrastructure to equal or better the original design standards. In the case of pavement, it extends into the subgrade, e.g., asphalt to concrete, raising of grade/elevation of the road or bridge approaches. This excludes asphalt overlay and concrete reblocking preventive maintenance treatment for roads.	Defined thru Data Glossary Workshop dated April 1, 2016

8. Distinguish between description and definition, and when to use description to support the definition in defining the business term; and

A **DEFINITION** is a short meaning of a concept or a phenomenon. It is free of embedded rationale, functional usage, domain information, or procedural information. It serves to only give the general meaning and common, shared characteristics of a defined term and often only provides a very general idea of the term.

A **DESCRIPTION** frequently has more details than a definition containing detailed characteristics of a concept or a phenomenon. It seeks to explain the attributes and properties of a term.

Definition	Description
<p>Warranty Security</p> <p>The financial instrument submitted by the contractor/supplier/Local Government Unit (LGU) concerned in the form of cash, letter of credit, bank guarantees, surety bond callable on demand, to guarantee against structural defects/failures in the case of works, or against manufacturing defects in the case of goods, during the applicable warranty period after project acceptance.</p>	<p>Warranty Security</p> <p>A formal guarantee from the Contractor to perform responsibility due to Structural Defects in the form of:</p> <ul style="list-style-type: none"> • Cash of Letter of Credit issued by a Universal or Commercial Bank (5% of the contract price); • Bank guarantee confirmed by a Universal or Commercial Bank (10% of the contract price);



Definition	Description
Source: Adapted from RA 9184, Sec. 62 and Appendix 1; Refined thru Data Glossary Workshop dated 4/12/2016	<ul style="list-style-type: none">• Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (30% of the contract price); <p>Denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the procuring entity and returned only after the lapse of the said one (1) year period.</p> <p>Source: Definition from RA 9184, Sec. 62.2.3</p>

9. Ensure that the phrase "Refers to" is not used in the definition. When using "Refers to," there's a risk of creating circular definitions where terms refer to each other in a loop, which lengthens definitions unnecessarily.

The proposed business terms shall be the basis for updating the Enterprise Data Glossary. Use the attached **Proposed Business Term** form for all proposed terminologies.



Annex B

- Updated the Special Order on the Assignment of Business Data Stewards.

Section	From	To	Remarks
(1) Annex A Guidelines on the Definition of Proposed Business Terms of the Department	Definition of business terms are to be coordinated with the Data Administration Section (DAS), Business Innovation Division (BID), Information Management Service (IMS) by the respective Business Data Stewards as identified in Special Order No. 4, Series of 2017.	Definition of business terms are to be coordinated with the Data Administration Section (DAS), Business Innovation Division (BID), Information Management Service (IMS) by the respective Business Data Stewards as identified in Special Order No. 306, Series of 2022.	S.O. No. 4, Series of 2017 has been superseded by S.O. No. 306, Series of 2022.

- The Data Domains/Categories were aligned with DPWH Enterprise Data Architecture (EDA) and the Department Order No. 158, Series of 2022, or the Implementation of a Data Governance Program.

Section	From	To	Remarks
(2) Annex A Guidelines on the Definition of Proposed Business Terms of the Department	<ol style="list-style-type: none"> Location and Infrastructure (Including LRS, inventory, and condition Plan and Program (Multi-Year) Data Annual Program and Project Data Socio-Economic Data Environment Traffic Data Traffic Accident Data Organization (and Administrative Boundaries) Budget Finance Contract Staff Inventory 	<ol style="list-style-type: none"> Organization Location Plan <ul style="list-style-type: none"> Plan and Program (Multi-Year Data) Socio-Economic Data Environment and Social Traffic Data Road Crash Data Program Infrastructure Budget Finance Staff Inventory Contract 	Reduced the number of Data Domains/Categories from thirteen (13) to ten (10) to be consistent with the DPWH Enterprise Data Architecture (EDA) and D.O. No 158, Series of 2022, which sets the Implementation of the DPWH Data Governance Program.



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

PROPOSED BUSINESS TERM FORM

Data Category	Business Term	Definition	Source	Primary Application
See Special Order No. 306, Series of 2022			The source of the definition, i.e., integration meeting dated 5/5/2023, RA 9184, IRR, PD, etc.	The information system implemented in the Department using the business term, i.e., MYPS, PCMA, RBIA.

Submitted by:

Concurred by:

 [Name and Signature of Proponent]

[Designation]

[Office]

 [Name and Signature of Business Data Steward]

[Designation]

[Office]

EVALUATION OF PROPOSAL (to be filled out by IMS)

Recommending Approval:

Approved by:

 Chief, Business Innovation Division

 Director, Information Management Service

Add page/s if necessary