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

0 2 FEB 2016

DEPARTMENT ORDER)) **NO.** __**31**__)) **Series of 2016**	**SUBJECT:** **Assignment of a Repository Server for the Preservation of Historical Data of eNGAS and eBudget Systems**

Pursuant to Executive Order No. 55 dated September 6, 2011 directing the Integration and Automation of the Government Financial Management Systems, COA-DBM-DOF Joint Circular No. 2013-1 dated August 6, 2013 prescribing the Unified Accounts Code Structure (UACS), as enhanced, COA Circular No. 2013-002 dated January 30, 2013 prescribing the Adoption of the Revised Chart of Accounts for National Government Agencies (NGAs), COA Resolution No. 2014-003 dated January 24, 2014 prescribing the adoption of the Philippine Public Sector Accounting Standards (PPSAS), and other related issuances of the DBM and COA, this Order is hereby promulgated to assign a Repository Server to preserve the historical data of eNGAS and eBudget systems, and to supplement guidelines prescribed under Department Order No. 15, series of 2012 providing implementation policies on the eNGAS and eBudget systems.

In adherence to the aforementioned Financial Management Reforms of the national government, the Financial Management systems (eNGAS and eBudget) of the department needs to be updated to adopt to the recent changes in the budgeting and accounting policies and procedures. The new policies and procedures demands for the corresponding changes if not re-creation of the databases being utilized by the existing financial management systems.

As a result, since December, 2013 up to the end of FY 2015, both system (eNGAS and eBudget) of every Implementing Office (IO) has two (2) databases for each system or four (4) in each of the IO. Those Offices that are already implementing the Version 2.0 (COA UACS-Compliant Version) of the eNGAS and eBudget in 2015 has the new databases in 2015, which increases the number of their databases from 4 to 6.

Considering that the department has 197 offices maintaining separate accounting records each, with individually installed eNGAS and eBudget Systems, the financial management systems database which contains the permanent official financial records of the department, being maintained by the Information Management Service (IMS) at present is about 834 as of December 2015. This will significantly increase in 2016 as the implementation rollout of eNGAS and eBudget Version 2.0 continues, having the operation and maintenance of databases to be more complex. Any movement of the database from one Network Server to another is critical, as any mistakes in the backup and restoration of these databases would certainly result in loss of vital financial information.

Due to the complexity of the maintenance of these databases, all concerned are hereby directed to strictly adhere to the following:

I – Production Databases under eNGAS and eBudget Systems Version 1.2 (NGAS Version - with data as of December 31, 2013 and prior years)

1. The Official (Production) databases for eNGAS and eBudget Systems Version 1.2 containing financial data/transactions in 2013 and prior years must be permanently stored in the appropriate Server located in the Central Office, as designed by IMS and FMS as the Repository Server;

2. The copy of these databases shall still reside in the Server of the IO for verification and printing of historical data but shall be on a "Read-Only" database state and should never be altered;

3. If for a justifiable reason like adjustments to comply with the requirements for the Integrated Financial Management Warehouse (IFMW) for the purpose of integrating Physical and Financial information, as needed for the Electronic Project Life Cycle (ePLC) and/or Project Contract Management Application (PCMA), the IO needs to adjust the data, with the duly approved authority from the Head of Office, and with the concurrence of the eNGAS/eBudget Application User Coordinator (AUC) in the Central Office (CO-AUC), the database shall be taken from the Repository Server maintained at the Central Office and be transferred/restored to the identified application support server by IMS;

4. After the adjustments have been made, the adjusted database shall again be stored in the Repository Server as the permanent file, and a back-up copy of the same shall be provided to the IO after it is authorized by the CO-AUC;

5. It is the responsibility of the designated ITSO of the IO to ensure that the adjusted database is restored properly to the IO Server for read only purposes.

II – Production Databases under eNGAS and eBudget Systems Version 1.2 (UACS Interim Version – with data starting January 1, 2014 until the implementation of eNGAS and eBudget Version 2.0)

1. The Official (Production) of all databases for eNGAS and eBudget Systems Version 1.2 (UACS Interim Version) containing financial data/transactions starting January 1, 2014 shall remain in the eNGAS/eBudget Production Server of the IO until the new version of eNGAS and eBudget is implemented;

2. When a new version of eNGAS and eBudget (e.g. Version 2.0) is implemented in the IO, the use of Version 1.2 shall be discontinued starting from the date agreed upon with or as prescribed by the FMS Central Office, and from then on, the databases under the new version (2.0) shall become the Official Production database of the IO;

   a. Starting from the beginning of the year that the new version is implemented, a parallel testing of the output between the two versions (1.2 and 2.0) shall be done to ensure that the new system provides output/reports exactly similar to that of the old version except for the new features embedded under the new version;

    b. After the parallel testing is completed, the official (production) databases for Version 1.2 (UACS Interim Version) shall again be transferred and permanently stored in the appropriate Repository Server located in the Central Office;

3. As in the case of item I.3 above, if for a justifiable reason the IO needs to adjust the data in the UACS Interim version, with the duly approved authority from the Head of Office, and with the concurrence of the eNGAS/eBudget (CO-AUC) the database shall be taken from the Repository Server maintained at the Central Office and be transferred/restored to the identified application support server by IMS;

4. After the adjustments have been made, the adjusted database shall again be stored in the Repository Server as the permanent file, and a back-up copy of the same shall be provided to the IO after it is authorized by the CO-AUC;

5. It is the responsibility of the designated ITSO of the IO to ensure that the adjusted database is restored properly of the IO Server for read only purposes.

III – Production Databases under eNGAS and eBudget Systems Version 2.0 (UACS Compliant Version – with data starting January 1, 2015 or when this version was implemented, up to the present)

1. The Official (Production) of all databases for eNGAS and eBudget Systems Version 2.0 containing financial data/transactions starting January 1, 2015 or when this version was implemented must be maintained in the appropriate Production Server of the IO;

2. These databases shall be utilized by the IO until a new or another version is implemented/prescribed by the COA or the FMS-Central Office.

IV – Submission of backup

1. The updated database backup as required under Department Order No. 15, series of 2012, including the requirement for the integration of physical and financial data shall continue to be submitted to the Central Office regularly on a monthly basis;

2. Upon effectivity of this order, the official (production) databases for eNGAS and eBudget Systems Version 1.2 containing financial data/transactions in 2013 and prior years must be immediately submitted to the Central Office for the proper storage in the designated Repository Server;

3. For those who implemented the Version 2.0 starting CY 2015 and had completed the parallel testing, the official (production) databases for Version 1.2 – UACS Interim Version which also becomes historical data, likewise shall be transferred and permanently stored in the appropriate Repository Server located in the Central Office;

4. Thereafter, only the current official (production) database shall be regularly submitted by the Regional (ROs) and District Engineering Offices (DEOs) to the Central Office, considering that the historical data is already at the Repository Server in the Central Office. The historical eNGAS and eBudget databases that have been permanently transferred to the Central Office no longer need to have monthly backups submitted.

V – Responsibility for the databases

1. To avoid unwanted loss of these vital data, a daily backup of the production databases is required to be done and a responsibility of the designated ITSO or his/her alternate;

2. All database backups should be kept permanently and should never be deleted, and should be easily located in case there is a need to review historical data;

3. These production databases shall be kept and maintained by the designated ITSO, with due care and diligence to avoid undesired loss of data arising from negligence, and to ensure that the processing of financial transactions in the IO is not hampered being detrimental to public service;

4. Application/System Users of eNGAS and eBudget is always responsible for the maintenance of the highest quality of data as input to the systems to ensure timely, accurate and reliable financial information and reports;

5. The IMS shall ensure that the Repository Server is properly backed-up at least monthly, and whenever historical databases are adjusted.

Failure to comply with this order shall subject the erring employee to applicable sanctions that shall include relief, suspension and/or dismissal in accordance with the existing Civil Service rules and regulations and other pertinent laws.

This order supersedes Department Order No. 15 series of 2012 and shall take effect immediately.

ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary

WIN6OO3683

4.4 MAP