

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

897. 13 DPWH  
07-06-52/1

**JUL 04 2011**

DEPARTMENT ORDER )  
No. 36 )  
Series of 2011 )  
X-X-X-X-X-X-X-X-X-X-X

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

The Department-wide Data Administration Program enables the DPWH to achieve its mission by optimizing the value of its data assets, and ensures sound data management practices through partnerships with a variety of data stakeholders throughout, and external to, the Department.

### **1.0 Objectives of the Program**

The program provides a data environment that promotes better communication and decision-making for both internal and external stakeholders; improves the quality, accuracy, and integrity of data; promotes the sharing of data across organizational boundaries; minimizes the cost of gathering, processing, maintaining, and accessing data; establishes authority, responsibility, and accountability for data management activities throughout the Department; emphasizes the integration of data with business activities; and ensures Department-wide perspective of data.

### **2.0 Data Administration Policy**

Data shall be categorized according to their significance to the Department; managed and protected as a Department resource; named and defined consistently across the Department; readily accessible to all, except where restrictions can be justified; not maintained redundantly without justification; assigned to an organizational unit "data steward"; and created and maintained as close to the source as feasible.

### **3.0 Data Administration Steering Committee**

As defined in Department Order 27, series of 2011, the Institutional Capacity Development (ICD) Steering Committee is responsible for enhancing data administration policies and monitoring compliance to improve the quality, accuracy, and integrity of data.

The following are the responsibilities of the ICD Steering Committee with regard to Data Administration:

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

The Data Administration Section of the Monitoring and Information Service (MIS) shall be responsible for elevating data issues to the Committee.

#### **4.0 Primary and Secondary Data Stewards**

The following Data Stewards are hereby appointed in their respective offices/areas:

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

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division, PS
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Secondary Data Steward	Chief, Inventory and Statistics Division, BOM
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**b) Plan and Program Data:**

Primary Data Steward	Chief, Development Planning Division, PS
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Secondary Data Steward	Chief, Planning Division, BOM
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**c) Annual Program and Project Data:**

Primary Data Steward	Chief, Programming Division, PS
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Secondary Data Stewards	Chief, Planning Division, BOM Chief, Project Evaluation Division, PS Chief, Project Monitoring Group, BOC
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**d) Socio-Economic Data:**

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division (IPRSD), PS
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Secondary Data Steward	Chief, Infrastructure Planning Statistics Section, IPRSD, PS
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**e) Environment:**

Primary Data Steward	Director, ESSO
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**f) Traffic and Traffic Accident Data:**

Primary Data Steward	Chief, Project Evaluation Division, PS
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Secondary Data Steward	Project Director, TEAM-PMO
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**g) Organization and Administrative Areas:**

Primary Data Steward	Chief, Infrastructure Planning Research and Statistics Division, PS
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Secondary Data Steward	Chief, Personnel Division, AMMS
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**h) Budget:**

Primary Data Steward	Chief, Budget Division, CFMS
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Secondary Data Stewards	Chief, Programming Division, PS Chief, Planning Division, BOM
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**i) Finance:**

Primary Data Steward	Chief, Accounting Division, CFMS
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Secondary Data Steward	Chief, Development Planning Division, PS
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**j) Contract:**

Primary Data Steward	Chief, Contract Management Division, BOC
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Secondary Data Steward	Director, CPO
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**k) Staff:**

Primary Data Steward	Chief, Personnel Division, AMMS
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**l) Inventory:**

Primary Data Steward	Chief, Assets and Supplies Management and Control Division, CFMS
Secondary Data Stewards	Chief, Supply and Property Management Division, AMMS Chief, Equipment Utilization Division, BOE Chief, IT Assets Management Section, Technology Support Division, MIS

**m) Regional Offices Local Data Stewards:**

Primary Data Stewards	All Assistant Regional Directors
Secondary Data Stewards	All Regional Information Officers

The following are the responsibilities of the Data Stewards:

1. Define data and business rules;
2. Promote the use and sharing of “official” Department data;
3. Maintain information about the data;
4. Perform risk assessment for data; and
5. Develop quality/reliable standards.

**5.0 Data Users**

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

The following are the responsibilities of Data Users:

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

**6.0 MIS**

The following are the responsibilities of the MIS:

**Data Administration**

1. Maintain the Department-wide data repository.
2. Formulate and monitor compliance with data policies, procedures, and operating standards and guidelines.
3. Provide support to the ICD Steering Committee and Data Stewards.
4. Maintain data models and data architecture.
5. Formulate and monitor data security and backup operating procedures and guidelines.
6. Implement the data awareness program.

**Database Management**

1. Define and organize database structure and content.
2. Develop security procedures to safeguard the database.
3. Develop database documentation.
4. Maintain the database management software.

This Department Order supersedes the following issuances and shall take effect immediately.

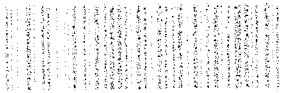
1. Data Administration and Primary and Secondary Data Stewards in Department Order 37 s. 2007: *Creation of a DPWH Information Technology Steering Committee; and*
2. Sections 3.0 and 4.0 of Special Order 76 s. 2007: *Designating the Members of the DPWH Information Technology Steering Committee and its Technical Working Group and Other Related Designations.*



**ROGELIO L. SINGSON**  
Secretary



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Department of Public Works and Highways

POLICY IMPACT ANALYSIS

This analysis assists policy makers in assessing whether:

- a) the risk or value of the proposed policy is sufficient to warrant the dedication of resources needed to implement and maintain compliance with the proposed policy; and,
- b) the intended objective and goal will be accomplished more effectively and efficiently through this policy relative to other means.

a) Proposed Title of Department Order (DO)

*Implementation of a Data Administration Program*

b) Rationale and Purpose of the proposed DO

*Updates Required as a result of issuance of DO 27, S 2011*

c) Nature of proposed DO

new



modification

elimination

d) If new: State the related laws or executive or administrative orders that trigger the formulation of this policy.

e) If modification: State the existing policies and the specific section to be modified.

*Updates based on D.O. 27, S 2011 for new ICP Steering Committee and changes to designation of Data Stewards.*

f) If elimination: State the existing policies to be eliminated.

Risk Assessment

g) Is there a law that requires the formulation, modification and elimination of this DO?

yes

no

h) Does this DO help us implement the law?

yes

no

i) In the absence of the proposed policy:

• What is the likelihood that unwanted behavior will occur?

high

medium

low

• What is the severity of financial consequences?

high

medium

low

• What is the severity of consequences vis-à-vis gender, environment, social)

high

medium

low

• What is the severity of health and safety consequences?

high

medium

low

• What is the severity of management and operational consequences?

high

medium

low

• What is the overall risk if this policy did not exist?

high

medium

low

j) If answered high or medium to any of the above questions, please provide explanation supported with analysis such as shadow pricing, Pareto, SWOT, etc.

*Affects integrity of data used in decision making.*

k) Other factors driving the need for this policy (cite recent incidents that prompted the request for this proposed policy)

l) Does the proposed policy (indicate Yes or No)

a. Comply with related DPWH policies?

yes

no

b. Comply with related Executive Orders/Administrative Orders?

yes

no

c. Impact existing policies?

yes

no

d. Impact other relevant areas/sectors?

yes

no

m) Keywords:

n) Category:

Note: Please use additional sheet(s) if needed.

*M*