



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

JUN 21 2007

DEPARTMENT ORDER)

No. **37**)
Series of 2007 *6/27/07*)

**SUBJECT: Creation of a DPWH Information
Technology Steering Committee**

In order to continuously pursue excellence in the implementation of the existing Information Technology (IT) Infrastructure and Architecture in the Department, thereby maximizing its use, a DPWH Information Technology Steering Committee (ITSC) is hereby created to act as the umbrella group to assist and strengthen the thrust of MIS in implementing the different IT programs that need the involvement and cooperation of the different offices of the Department. The ITSC shall be assisted by three Technical Working Groups (TWGs) from the MIS and two (2) Support Groups in performing their duties and responsibilities. The respective roles and responsibilities of the Committee, the TWGs, and the Support Groups are enumerated under Section 2.0 below.

The Committee shall be chaired by the Assistant Secretary who has jurisdiction over MIS and co-chaired by the Director of MIS. The members of the Committee shall be the Director of concerned offices at the Central Office. Designations of members shall be covered by a separate issuance.

1.0 Objective

The Information Technology Steering Committee (ITSC) shall act as the integration and coordinating group to manage the institutionalization effort of the DPWH for improvement through the use of IT. The Committee will function as an advisory group to support and recommend approval for the formulation, development, and implementation of all programs and application systems of the Department in compliance with the DPWH Enterprise Architecture and standards that includes the Enterprise Application Architecture, the Enterprise Technology Architecture and the Enterprise Data Architecture.

The three (3) IT TWGs to assist the ITSC in its functions are the IT Project Prioritization TWG, the Data Administration TWG and the Website Administration TWG. The two (2) support groups are the Primary Data Stewards and Secondary Data Stewards and the DPWH Website Quality Assurance Team.

2.0 Roles and Responsibilities

Information Technology Steering Committee

The Information Technology Steering Committee shall:

Project Prioritization

- ensure that IT programs, projects and initiatives, and the resources needed to accomplish them, fully support the goals, mission, and current strategic initiatives of the Department;
- see to it that the non-technical factors, including environmental and cultural, that might impact the success of an IT project are clearly understood by those concerned;
- identify and understand competitive pressures and special or urgent needs for prioritizing IT projects;
- make sure that the Department is making a sound investment in the right technology at the right time;
- provide IT coordination and integration across business units;
- prioritize IT projects;

Data Administration

- serve as a user-oriented decision making group to ensure that the Data Administration Program of the Department is properly implemented;
- review data to determine if they are Department-wide data and emphasize the integration of data with business activities;
- assign Primary and Secondary Data Stewards for DPWH data;
- recommend resolution of issues not resolved at the Data Administration and stakeholder levels;
- enforce data administration policies and procedures within DPWH;

Website Administration

- ensure the sustainability of the DPWH website which serves as the source of basic information about the Department;
- lay down the groundwork for progressing through all the next levels of the United Nations-American Society of Public Administration (UN-ASPA) Stages of e-Government; and,
- approve all website design and contents aside from those prescribed by the NCC.

Information Technology TWG

The Planning and Research Section of the MIS shall assist the ITSC on all IT-related plans, programs, and project prioritization function.

Data Administration TWG

The Data Administration Section of the MIS shall assist the ITSC on all DPWH enterprise data-related functions and programs.

Primary Data Stewards and Secondary Data Stewards

The Primary and Secondary Data Stewards shall:

- define data and business rules;
- promote the use and sharing of official Department data;
- maintain information about the data;
- perform risk assessment for data;
- develop quality/reliability standards for data;
- support the ITSC in implementing accountability for the data resource for each major category of data; and,
- be required to attend and actively participate at all Data Administration meetings and workshops whenever there is a need.

Website Administration TWG

The Website Administration Section of the MIS shall assist the ITSC on all DPWH Website-related projects and programs.

Website Quality Assurance Team

The Website Quality Assurance Team shall:

- see to it that the website contains the prescribed standard contents of the NCC and the uniform format prescribed by DPWH management;
- review the web contents/data if they are current or up-to-date and still relevant for public consumption;
- determine if the website can address the needs of the DPWH internal and external users, such as Manuals, Issuances, and other information, which can help in their research and related work;
- recommend to the ITSC new web contents and design for approval;
- initially screen all requests for web publications before presenting them to the ITSC for approval;
- monitor web updates and report non-complying offices and concerned officials and employees to the WSC for possible sanctions; and,
- be required to attend and actively participate at all Website meetings and workshops whenever there is a need.

3.0 Reference Materials

For Policies and Guidelines and other information for the implementation of the DPWH IT Infrastructure and the Website, the Application Architecture Manual, Technology Architecture Manual, Enterprise Data Architecture Implementation Manual and the DPWH Web Manual shall be referred to.

This Order supersedes Department Order No. 129, s. 2003 (Creation of a Website Steering Committee), Department Order No. 161, s. 2004, (Maintenance and Update of the DPWH Website), S.O. 025, s. 2006 (Reconstitution of the DPWH Website Quality Assurance Team), and Department Order No. 09, s. 2006 (Implementation of the Data Administration Program of the Department) and other related issuances inconsistent herewith.

This Order takes effect immediately.


MANUEL M. BONOAN
Officer-in-Charge



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