



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

097.13 DPWH
06-22-2012

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DEPARTMENT ORDER)

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No. _____)
Series of 2012 *06-22-12*)

**SUBJECT : UPDATE, MAINTENANCE, AND
QUALITY ASSURANCE OF THE
DPWH WEBSITE (AMENDMENT
TO D.O. 11 SERIES OF 2012 RE
POSTING OF PROGRAMS OF
WORK-ANNEX A)**

In line with the Department's thrust for transparency in its operations, all offices responsible for quality assurance of and providing data to the DPWH Website, shall follow their respective roles and responsibilities and guidelines to ensure that information is always kept current and responsive to the needs of the public.

The Public Information Division (PID) as mandated shall develop and implement the DPWH development communication program to ensure that policies, plans, programs, and activities be known to the public and shall:

1. determine the content of the official Department website on the internet and intranet and recommend to the ICD Steering Committee new web contents and design for approval;
2. monitor concerned offices for compliance;
3. recommend sanctions to the Institutional Capacity Development (ICD) Steering Committee for non-compliance of providing inputs for both websites;
4. forward to concerned official/s the issues, concerns, problems, and queries regarding the Department from the DPWH Facebook and Twitter accounts, and the Department Call Center;
5. determine if the website addresses 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; and,
6. attend and actively participate at all Website meetings and workshops whenever there is a need.

In addition, the PID in its capacity to perform quality assurance for the website shall:

1. ensure that both websites contain the prescribed standard contents of the National Computer Center and the uniform format prescribed by the Department;
2. review the web contents/data if they are current or up-to-date and still relevant for public consumption;
3. recommend procedures for ensuring quality and responsiveness of information on the website on the internet and intranet including the social network sites;
4. screen all requests before web publications; and,
5. ensure that quality and complete information are updated regularly.

The MIS shall be responsible for the web administration such as the daily publishing of the web and its upkeep.

The offices shown in Annex A shall be responsible for the regular update and maintenance of their respective pages, quality of data, and for ensuring that information is always kept current and responsive to the needs of the public. These offices shall designate their web coordinators who will liaise with PID and MIS for web concerns and posting.

Primary and Secondary Data Stewards and Division Chiefs not complying with the above and deadlines shall be sanctioned based on the violations outlined in Annex B.

This Order takes effect immediately supersedes the following:

1. Department Order 57, Series of 2011, Update, Maintenance, and Quality Assurance of the DPWH Website
2. Special Order 128 Series of 2011, Designation of DPWH Website Quality Assurance Team Members
3. Department Order 11, Series of 2012, Update, Maintenance, Quality Assurance of the DPWH Website


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Secretary



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Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
I. Homepage	MIS	Provide design concept	Within 5 days of design and content approval by the ICD Steering Committee
Left Links			
II. About Us			
a. Mandate and Functions	a) AMMS b) PID	a) Provide data b) Post	a) Onetime posting b) Within the day of approved request for posting
b. Brief History	a) AMMS b) PID	a) Provide data b) Post	a) Update every change of Secretary b) Within the day of approved request for posting
c. About the Logo	a) AMMS b) PID	a) Provide data b) Post	a) Onetime posting b) Within the day of approved request for posting
d. Vision/Mission	a) Strategic Planning-TWG b) PID	a) Provide data b) Coordinate and post	a) Upon approval of Management b) Within the day of approved request for posting by the TWG
e. Annual Report	PID	Post	Within 5 days of approved publication by management
f. DPWH Reforms	a) MIS for ICD IDR Committee for Anti-corruption program b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of approved request for posting
g. Annual Budget	a) PD and DPD, PS b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of approved request for posting
h. Organizational Chart	a) AMMS b) PID	a) Provide data b) Post	a) Upon Issuance of S.O. for appointment/ designation of new official and D. O. for delegation of authorities and areas of authority Issuance of D.O. for creation of new DEO or Office b) Within the day of approved request for posting

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
III. Infrastructure			
a. Medium Term Plan	a) DPD, PS b) PID	a) Provide data b) PID	a) Every five year term b) Within the day of request for posting
b. Infra Statistics DPWH Atlas 1. Road Statistics 2. Traffic 3. Flood Control and Water Resources 4. Budget and Costs 5. Physical Condition, Population & Socio-Economic Statistics Regional Maps	a) PS b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
c. Infra Projects 1. PMO-Implemented Projects 2. PDAF Projects 3. MVUC Projects 4. Programs of Work (POW) - For projects costing above P50M and approved by the CO - For projects costing P50M and below - All projects undertaken by the ROs and DEOs upon their request in cases of disruption/ unavailability of the Wide Area Network (WAN) in their offices and with the corresponding certification of network disruption/ unavailability by the Director, MIS	a) PMG, BOC b) MIS PMG, BOC Regional Office (RO) or District Engineering Office (DEO) in accordance with their limits of authority PMG, BOC	a) Provide data b) Post Post Post Post	a) Every 5 th of the following month of the reporting month b) Within the day of request for posting Within the day of approval Within the day of approval Within the day of approved request
IV. Doing Business			
a. Infrastructure Development Cycle	PID	Post	One time posting
b. Procurement			
b.1. Civil Works:			

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
Registration Procedure	a) CPO	a) Provide data	a) Every time there is an update
Bidding and Award Procedure	b) MIS	b) Post	b)Within the day of request for posting
List of Registered Contractors			
List of CIAP Blacklisted Contractors			
Forms			
Advertisements	a) CPO and the Regional BAC	a) Post	a) As required by the Procurement Law
Notices			
Bid Bulletins			
Bidding Schedule			
Abstract of Bids			
Notice of Award			
Awarded Contracts			
Notice to Proceed			
b.2. Goods/Services:			
Registration Procedure	a) CPO	a) Provide data	a) Onetime posting
Bidding and Award Procedure	b) MIS	b) Post	
Forms			
Advertisements	a) CPO	a) Post	a) As required by the Procurement Law
Notices			
Bid Bulletins			
Notice of Award			
Notice to Proceed			
b.3. Consultancy:			
Procurement Procedure	a) CPO	a) Provide data	a) Onetime posting
Forms	b) MIS	b) Post	
Advertisements	a) CPO	a) Post	a) As required by the Procurement Law
Bid Bulletins			
Bid Results			
Notice of Award			
Notice to Proceed			
c. Financial			
c.1. APs for Central Office	AD, CFMS	Post	a) Upon receipt of NCA
d. Accreditation			
d.1. Batching Plants	BRS	Update	Upon issuance of approved accreditation
d.2. Materials Engineers			
d.3. Materials Testing Laboratories			
e. Fees and Charges			
e.1. Schedule of Fees and	BRS, NB-PMO	Update	Upon issuance of approved

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
Charges for Laboratory Testing of Construction Supplies			fees and charges
e.2. New Schedule of fees & Other Charges for the Revised IRR of the National Building Code of the Philippines (PD 1096)			
V. Employment			
a. Vacancies b. How to Apply c. Notices	PD, AMMS	Post	As the need arises
VI. Directory	MIS	Post	As the need arises
VII. FAQs	PID	Update	As the need arises
VIII. Accounts Payable	AD, CFMS	Post	Upon receipt of NCA
IX. Department Issuances	RMD, AMMS	Post	Upon approval of issuances
X. Quick Links a. Rain Water Prototype b. 2011 Road Data c. Accomplishment Report d. Downloadable Forms e. Invitation to Bid f. Organizational Chart g. Accreditations h. Rules and Regulations on Signs and Signboard Structures i. Fees and Charges j. 2010 DPWH ATLAS: Road Statistics, Traffic, Flood Control and Water Resources, Budget and Costs, Physical Condition , Population and Socio-Economic Status and Regional Maps	a) Data steward/ data source of each link b) MIS	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
k. Public-Private Partnership	a) PPP Office b) PID	a) Provide data b) Post	a) Anytime there is request for posting b) Within 2 days of approved requests for posting by PPP Office
l. Road Status Report Card	a) CSO Desk b) PID	a) Provide data b) Post	a) Upon approval of Management b) Within 2 days of approved requests for posting by the CSO-TWG
m. DPWH-CSO Partnership	a) CSO Desk	a) Provide data	a) Anytime there is

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
<ul style="list-style-type: none"> - Accredited Civil Society Organizations - Accredited Civil Society PartnersApplicant 	b) PID	b) Post	request for posting b) Within 2 days of approved requests for posting by the CSO-TWG
n. Kaminero	PID	Post	Within 5 days of approval for publication by Management
Middle Links			
XI. News	PID	Post	Daily
XII. Vision/Mission	a) Strategic Planning - TWG b) PID	a) Provide data b) Coordinate and post	a) Upon approval of Management b)Within the day of approved request for posting by the TWG
XIII. Announcements	a) Data steward/ data source of each link b) MIS	a) Provide data b) Post	a) Upon approval of Management b) Within the day of request for posting
Right Links			
XIV. Secretary's Corner	PID	Post	Within the day of approval and clearance from the Secretary
XV. Let us know what you think: (DPWH Social Network) <ul style="list-style-type: none"> - Online Complaints and Feedback - DPWH Text 2920 - DPWH Facebook - DPWH Twitter - DPWH 24/7 Hotline 165-02 	PID	Send directly thru e-mail response of concerned official/offices to complaints received	Within the day of receipt of recommended action by concerned official/offices
XVI. DPWH Rehabilitation Projects for Typhoon Ondoy and Pepeng damaged Roads, Bridges and Flood Control	a) BOM b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting by BOM
XVII. Performance Governance Scorecard	a) PGS-TWG b) PID	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the PGS-TWG
XVIII. DPWH Gender and Development	a) ESSO b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the ESSO-TWG

Annex A – Webpage Responsibility Matrix

Webpage	a)Source/ b)Responsible Office/s	Responsibility	Deadlines/ Frequency
XIX. Citizen's Charter	a) AMMS b) MIS	a) Provide data b) Post	a) Upon approval of Management b)Within the day of approved request for posting/ updating by the Citizen's Charter Committee

Annex B - Table of Violations with the Corresponding Sanctions

Pursuant to the expressed provisions of Section 22 c), Rule XIV, Book V of Executive Order No. 292, series of 1987, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

VIOLATIONS	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Primary/Secondary Data Stewards (Source/Responsible Office) <ol style="list-style-type: none"> Does not update information in the website Does not observe deadlines for updating of information for the website Provides incorrect information for the website Fails to correct information one day after erroneous data were published 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
For Heads of Office/Division <ol style="list-style-type: none"> Does not do corrective actions to concerned web coordinator who violated any of the offenses above Fails to submit quality information on prescribed deadlines 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
For the MIS (Web Administrator) (Daily Activities) <ol style="list-style-type: none"> Does not check the website for accessibility Does not check links to internal and external websites Does not check if the various functions or capabilities at the linked site are accessible or operational Does not check if defacement has occurred in any pages Does not check that the page layout and all visual design such as font, color, and size are consistent throughout 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal