



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

097. 13 DPWH

12. 26. 2011

DEC 23 2011

DEPARTMENT ORDER )

**SUBJECT : DPWH SOCIAL MEDIA  
NETWORKING POLICY**

69 )

No. )  
Series of 2011 *KKBA 12-26-11* )

The Department of Public Works and Highways (DPWH), in keeping up with the fast trend of social computing, must be sensitive to the responsibilities and accountabilities that come with its use. DPWH personnel represent the Department and everything that is conveyed to the public through this media reflects on the Department.

DPWH personnel are personally responsible for the content they publish on-line, whether a blog, social computing site, or any other form of user-generated media. In order to uphold the DPWH's thrust of accountability, the Department personnel in using either the DPWH Facebook and Twitter accounts or their personal social media account/s shall strictly adhere to the Department's policies on social computing prescribed herein:


1. Ensure that if you publish content on-line relevant to DPWH in your professional capacity, it is done so with the utmost due diligence for accuracy of the information. Dishonesty in any form, including altering digital images, will result in immediate sanctions.
2. Identify yourself (name) and, when relevant, role at DPWH, when you discuss DPWH or DPWH-related matters.
3. Use a disclaimer such as: "The postings on this site are my own and do not necessarily represent DPWH's position, policies, or opinions" when you publish content on-line relevant to DPWH in your personal capacity.
4. Do not provide information or response to queries on-line if you have no authority or appropriate capacity to do so.
5. Do not discuss sensitive matters publicly. Department personnel that have questions or issues should address these through the proper channels like the internal DPWH e-mail account and should not post these on to public sites.
6. Do not use the DPWH logo or name in creating blogs or sites unless approved to do so in writing by the Undersecretary for Support Services.

The Public Information Division is responsible for addressing official inquiries on the social media platform by following the prescribed monitoring and procedure guidelines in handling the DPWH Facebook and Twitter accounts, and the DPWH Call Center.

DPWH employees not complying with the provision of this issuance shall be sanctioned 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 as follows:

- a. 1<sup>st</sup> offense - Reprimand
- b. 2<sup>nd</sup> offense - Suspension for one (1) to thirty (30) days
- c. 3<sup>rd</sup> offense - Dismissal

This issuance shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary





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