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

097.13 DPWH
11 - 26 - 2021

DEPARTMENT ORDER)

SUBJECT: Update, Maintenance, and Quality Assurance of the DPWH Website

NO. 110)
Series of 2021)
for 11/26/2021

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, responsibilities, and guidelines to ensure that information is always kept current and responsive to the needs of the public.

The Stakeholders Relations Service (SRS), 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 Management new web contents and design for approval;
2. Recommend sanctions for non-compliance of providing inputs for both websites;
3. 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;
4. Screen all requests before web publications; and
5. Review the web contents/data if they are current or up-to-date and still relevant for public consumption.

The Information Management Service (IMS) shall be responsible for the web administration and its upkeep, including publication of web contents in coordination with SRS, along with the following:

1. Coordinate with the Department of Information and Communications Technology (DICT) to ensure that both websites contain the prescribed standard contents and format;
2. Provide technical assistance to web coordinators on their respective pages;
3. Ensure accessibility of the webpages in the DPWH Website to intended users, including checking that functions/capabilities of these webpages are operational; and
4. Ensure that page layout and all visual designs such as font, color, and size are consistent throughout.

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 SRS for web content concerns and IMS for posting.

Primary and Secondary Business Data Stewards for Data Governance and Division Chiefs not complying with the above and deadlines frequency, as stipulated in Annex 'A', shall be sanctioned based on the violations outlined in Annex B.

This Order shall take effect immediately and supersede 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
4. Department Order 45, Series of 2012, 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)



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Encl: (1) Annex A – Webpage Responsibility Matrix
(2) Annex B – Table of Violations with Corresponding Sanctions

11.1.1 ELF/RBC

Annex A — Webpage Responsibility Matrix

Unless otherwise specified in the matrix below, the identified responsible offices with posting privileges on the internet website shall copy furnish Stakeholders Service (SRS) on all changes made to their respective webpages.

Data stewards are those identified by the latest applicable issuance on assignments of business data stewards for data governance.

New web posting requests shall be made by accomplishing the Request for Web Posting Form and submitting to SRS for evaluation and approval. Upon approval, SRS shall coordinate with necessary offices such as the Information Management Service (IMS) to ensure that requests be posted per the agreed deadline.

IMS shall post the approved contents within twenty-four (24) hours upon receipt unless otherwise specified in the responsibilities matrix below.

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
I. Homepage	IMS	Coordinate with DICT regarding web design standards	As needed
	SRS	Recommend for approval new web contents and design concept	As needed
II. About			
A. About DPWH	SRS	Provide content	As needed
B. History	SRS	Provide content	As needed
C. Former Secretaries	SRS	Provide content	As needed
D. About the Logo	SRS	Provide content	As needed

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
E. Annual Budget	Planning Service (PS)	Provide content	As needed
F. Organizational Chart	Human Resource and Administrative Service (HRAS)	Provide content	For delegation of authorities or areas of authority, upon issuance of a Special Order (SO). For changes in the DPWH Office line-up (creation, renaming, merging, etc.), upon issuance of a Department Order (DO).
G. Manpower Complement	HRAS	Provide content	As needed
III. Announcements	SRS	Provide and post content	As needed
IV. News	SRS	Provide and post content	As needed
V. Careers			
A. Vacancies	HRAS	Provide and post content	As needed
B. How to Apply	HRAS	Provide content	As needed
VI. References			

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
A. DPWH Atlas	PS	Provide content	Annually
B. Road and Bridge Inventory	PS	Provide content	Annually
C. StreaMS	Bureau of Design (BOD)	Update data using application concerned	As needed
D. Laws, Codes, Orders	Originating office	Provide content	As needed
E. Guidelines, Manuals	Originating office	Provide content	As needed
F. Standard Design	Originating office	Provide content	As needed
G. Reports	Originating office	Provide content	As needed
H. DPWH Annual Reports	SRS	Provide content	As needed
I. Issuances	Originating office	Provide content	As needed
	HRAS	Post issuance	Twenty-four (24) hours upon receipt of request
VII. Secretary's Corner	SRS in coordination with the Office of the Secretary (OSEC)	Provide content	As needed

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
VIII. Transparency			
A. Symbolism	SRS	Provide content	As needed
B. The DPWH's Mandate and Functions, Names of its Officials with their Position and Designation, and Contact Information			
1. Mandate and Functions	SRS	Provide content	As needed
2. History	SRS	Provide content	As needed
3. Mission and Vision	SRS	Provide content	As needed
4. Key Officials and Directory	SRS	Provide content	As needed
C. Budget and Financial Accountability Reports			
1. Statement of Allotment, Obligation and Balances (FAR No. 1)	Finance Service (FS)	Provide content	Quarterly
2. Monthly and Quarterly Report of Disbursements (FAR No. 4) (formerly BAR No. 5)	FS	Provide content	Monthly
3. Quarterly Physical Performance Report of Operation (BAR No. 1)	PS	Provide content	Quarterly

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
4. Quarterly Report of Income (FAR No. 5)	FS	Provide content	Quarterly
5. Financial Plan (BED No. 1)	FS	Provide content	Annually
6. Physical Plan (BED No. 2)	PS	Provide content	Annually
7. Monthly Disbursement Program (BED No. 3)	FS	Provide content	Annually
8. Aging of Due and Demandable Obligations (FAR No. 3)	FS	Provide content	Annually
9. Consolidated Utilization of the 3.50% Engineering and Administrative Overhead	FS	Provide content	Quarterly
D. DBM Approved Budgets and Corresponding Targets			
1. List of Approved Realigned/ Modified Projects of DPWH	PS	Provide and post content	As needed

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
2. General Appropriations Act (GAA)	PS	Provide content	Annually
E. Major Programs and Projects categorized in accordance with the 0+10 Socioeconomic Agenda			
1. Projects	PS	Provide and post content	As needed
2. Status of Implementation	Bureau of Construction (BOC)	Provide and post content	Every 5 th of the month following the reporting month
3. Beneficiaries	PS	Provide content	As needed
F. Annual Procurement Plan, Contracts Awarded, and the Name of Contractors / Suppliers / Consultants			
1. Annual Procurement Plan	Concerned Region Office (RO) / District Engineering Office (DEO) or Procurement Service (PrS) for centrally procured civil works contracts	Post	First submission January 31 st of the current fiscal year Changes within the 1 st semester July of the current fiscal year Changes within the 2 nd semester July of the succeeding fiscal year
2. Procurement Monitoring Reports	Concerned Region Office (RO) / District Engineering Office (DEO) or PrS for centrally procured civil works contracts	Post	1 st semester July 14 th of the current fiscal year 2 nd semester January 14 th of the succeeding fiscal year

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
3. Contracts Awarded and the Names of Contractors/Consultants/Supplier	Concerned Region Office (RO) / District Engineering Office (DEO) or PrS for centrally procured civil works contracts	Post	For Contracts Awarded, within 15 calendar days from Notice to Proceed (NTP) issuance For names of Contractors/Consultants/Supplier, annually and as needed
G. Quality Management System Certification	Quality Management System Core Team	Provide content	As needed
H. System of Ranking Delivery Units for Performance-Based Bonus (PBB)	Corporate Planning and Management Division (CPMD)	Provide content	Annually
I. The Agency Review and Compliance Procedure of Statements and Financial Disclosures	HRAS	Provide content	As needed
J. Freedom of Information	DPWH FOI Committee	Provide content	As needed
K. Report of Income	FS	Provide content	Quarterly
L. PBB Report Cards	CPMD	Provide content	As needed
IX. Projects			
A. Infrastructure	BOC	Provide and post content	Every 5 th of the month following the reporting month
B. Infrastructure – Program of Work (POW)	Implementing Offices (IO)	Provide and post content	Within the day of approval

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
C. Infra Statistics	Data Stewards of each respective data domain/categories	Provide content	As needed
D. GIS Web Applications	Data Stewards of each respective data domain/categories	Provide and post content	As needed
E. Public-Private Partnership	Public-Private Partnership Service (PPPS)	Provide and post content	As needed
X. Contact Us			
A. Feedback	SRS	Analyze feedback and send Requests for Action (RFAs) to concerned Offices	As specified in the Ease of Doing Business Law (Republic Act No. 11032)
B. Directory	HRAS	Provide and post content	Upon issuance of a Special Order (SO)
XI. Government Links	SRS	Provide content	As needed
XII. Citizens			
A. Performance Governance System (PGS) Scorecard	CPMD	Provide content	Upon approval of Management
B. Annual Budget	PS	Provide content	As needed
C. Citizen's Charter	SRS	Provide content	As needed
D. DPWH – Civil Society Organization (CSO) Partnership	SRS	Provide content	Upon approval of Management

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
E. DPWH Privacy Policy Statement	SRS	Provide content	Upon approval of Management
XIII. Business			
A. Procurement			
1. Civil Works			
a. Procurement Procedures	PrS	Provide content	As needed
b. Bidding and Award Procedures	PrS	Provide content	As needed
c. Registered Contractors	PrS	Provide content	As needed
d. GPPB Blacklisted Contractors ¹	PrS	Provide content	As needed
e. Forms	PrS	Provide content	As needed
f. Advertisements	Concerned Region Office (RO) / District Engineering Office (DEO) or PrS for centrally procured civil works contracts	Post	Posted for seven (7) calendar days starting on date of advertisement
g. Notices			For Notice of Postponement/Extension of bid openings, or other notices related to procurement, as soon as possible

¹ GPPB Blacklisted Contractors is a direct link to the Blacklisted Entities webpage of the GPPB Website

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
h. Bid Bulletin			Posted at least seven (7) calendar days before the deadline for the submission and receipt of bids
i. Notice of Award			Within three (3) calendar days from its issuance
j. Notice to Proceed			Within fifteen (15) calendar days from its issuance
k. Awarded Contracts			Within fifteen (15) calendar days from NTP issuance
l. Contract Agreement			Within fifteen (15) calendar days from NTP issuance
m. Post-Contract Award Disclosure			Ten (10) calendar days after the end of the reporting month
2. Consultancy			
a. Procurement Procedures	PrS	Provide content	As needed
b. Forms	PrS	Provide content	As needed
c. Advertisements	Concerned RO / DEO or PrS for centrally procured consultancy contracts	Post	Posted for seven (7) calendar days starting on date of advertisement
d. Notices			For Notice of Postponement/Extension of bid openings, or other notices related to

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
			procurement, as soon as possible
e. Bid Bulletin			Posted at least seven (7) calendar days before the deadline for the submission and receipt of bids
f. Notice of Award			Within three (3) calendar days from its issuance
g. Notice to Proceed			Within fifteen (15) calendar days from its issuance
h. Awarded Contracts			Within fifteen (15) calendar days from NTP issuance
i. Contract Agreement			Within fifteen (15) calendar days from NTP issuance
3. Goods and Services			
a. Registration Procedures	PrS	Provide content	As needed
b. Bidding and Award Procedures	PrS	Provide content	As needed
c. GPPB Blacklisted Entities ²	PrS	Provide content	As needed
d. Forms	PrS	Provide content	As needed

² GPPB Blacklisted Entities is a direct link to the Blacklisted Entities webpage of the GPPB Website

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
e. Advertisements	Concerned RO / DEO or PrS for centrally procured goods and services contracts	Post	Posted for seven (7) calendar days starting on date of advertisement
f. Notices			For Notice of Postponement/Extension of bid openings, or other notices related to procurement, as soon as possible
g. Bid Bulletin			Posted at least seven (7) calendar days before the deadline for the submission and receipt of bids before the opening of bids
h. Notice of Award			Within three (3) calendar days from its issuance
i. Notice to Proceed			Within fifteen (15) calendar days from its issuance
B. Financial			
1. List of Due and Demandable Accounts Payable – Advice to Debit Advice (LDDAP-ADA)	FS	Post	Daily
C. Accreditation			
1. Batching Plants	Bureau of Research and Standards (BRS)	Provide content	As needed

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
2. Contractors' and Consultants' Project Engineers	Bureau of Quality and Safety (BQS)	Provide content	As needed
3. Field Engineer	BQS	Provide content	As needed
4. Materials Engineer (Contractors / Consultants / DPWH)	BRS	Provide content	As needed
5. Materials Testing Laboratories	BRS	Provide content	As needed
D. Fees and Charges			
1. New Schedule of Fees and Other Charges on National Building Code	Buildings Management Cluster, Unified Project Management Office (UPMO BMC)	Provide content	As needed
2. Schedule of Fees and Charges for the Laboratory Testing of Construction Supply	BRS	Provide content	As needed
XIV. GIS Web Apps	Data Stewards of each respective data domain/categories	Provide content	As needed
XV. Quicklinks			
A. DPWH – Civil Society Organization (CSO) Partnership	SRS	Provide content	Upon approval of Management

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
B. Guidelines in Accepting Central Office Visitors	SRS	Provide content	As needed
C. Public-Private Partnership			
1. Status of all PPP Projects	PPPS	Provide and post content	Monthly
2. List of Proposed/Priority Projects	PPPS	Provide and post content	Every six (6) months
D. Citizens Charter	SRS	Provide content	As needed
E. FOI Manuals	DPWH FOI Committee	Provide content	As needed
F. Performance Governance System (PGS) Scorecard	CPMD	Provide content	Upon approval of Management
G. Document Tracking System (DoTS) Online	DoTS Centers and Officers	Update data using application concerned	As needed
H. Contractor Profile Application (CPA)	PrS	Review data submitted using application concerned	As needed
I. Electronic Bid Submission Portal	PrS	Review data submitted using application concerned	As needed
J. DPWH Gender and Development (GAD)	PS	Provide and post content	As needed
K. Computer Proficiency Examination Results (CPE)	IMS	Provide and post content	As needed

Annex A — Webpage Responsibility Matrix

Webpage	Responsible Office(s)	Responsibility	Deadlines/ Frequency
L. National Building Code	UPMO-BMC	Provide content	As needed

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) 1. Does not update information in the website. 2. Does not observe deadlines for updating of information for the website. 3. Provides incorrect information for the website 4. Fails to correct information one day after erroneous data were published.	Warning	Reprimand	Suspension for one (1) to thirty (30) days
For Heads of Office/Division 1. Does not do corrective actions to concerned web coordinator who violated any of the offenses above. 2. Fails to submit quality information on prescribed deadlines.	Warning	Reprimand	Suspension for one (1) to thirty (30) days
For the Information Management Service (Web Administrator) (Daily Activities) 1. Does not check the website for accessibility. 2. Does not check links to internal and external websites. 3. Does not check if defacement has occurred in any pages. 4. 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