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

21 June 2000

| DEPARTMENT ORDER) | SUBJECT: | Implementation of a Data Administration Program |

NO. **127**

Series of 2000

A Department-wide Data Administration Program will be implemented to enable the DPWH to achieve its mission by optimizing the value of its data assets, and will ensure 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 will provide a data environment that will promote better communication and decision-making for both internal and external stakeholders; improve the quality, accuracy, and integrity of data; promote the sharing of data across organizational boundaries; minimize the cost of gathering, processing, maintaining, and accessing data; establish authority, responsibility, and accountability for data management activities throughout the Department; emphasize the integration of data with business activities; and ensure a 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

A Data Administration Steering Committee is hereby established to support the management of information as a strategic DPWH asset. This Committee shall serve as a user-oriented decision making group in support of the Program and shall be composed of the following:

Director Raul Asis, BRS	Chairman
Director B. Elizabeth E. Yap, MIS	Vice-Chairperson
Director Linda M. Templo, Planning Service	Member
Director Emily M. Tanquintic, CFMS	Member
Director Clarita A. Bandonillo, BOC	Member
Director Burt B. Favorito, AMMS	Member
Director Florante Soriquez, PMO-IBRD	Member
Asst. Director Rogelio Hamak, Jr., Region VII	Member
Engr. Armando Estrella, Region IV-A	Member
Engr. Pedro Herrera, Jr., 2nd Zamboanga del Sur ED	Member
Ms. Adoracion Mojica, Cavite Eng'g. District	Member
Ms. Ma. Nieva S. de la Paz, MIS	Member
Ms. Elizabeth Pilorin, MIS-PID	Member

The following are the responsibilities of this Committee:

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

4.0 Data Stewards

To support the Committee in implementing accountability for the data resource, the following Data Stewards are hereby appointed in their respective offices/areas:

a) Location, Infrastructure, Need and Program Data:

Primary Data Steward	Ms. Luz Lagunzad, Planning Service
Secondary Data Steward	Ms. Corazon Ramos, Bureau of Maintenance
	Mr. Leoncio Tan, Bureau of Design

b) Organization:

Primary Data Steward	Ms. Zenaida Lardizabal, AMMS
Secondary Data Steward	Ms. Elizabeth Pillorin, MIS

c) Budget:

Primary Data Steward	Mr. Serafin Recta, CFMS
Secondary Data Steward	Ms. Luz Lagunzad, Planning Service

d) Finance:

Primary Data Steward	Mr. Normando Siazar, CFMS

e) Contract:

Primary Data Steward	Mr. Rafael Edreisa, Bureau of Construction
Secondary Data Steward	Mr. Mariano Carbonell, PBAC-TWG
	Mr. Normando Siazar, CFMS

f) Staff:

Primary Data Steward	Ms. Zenaida Lardizabal, AMMS

g) Inventory

Primary Data Steward	Ms. Ma. Luisa Cruz, AMMS
Secondary Data Steward	Mr. Edgar Rulona, Bureau of Equipment

h) Other Central Office Data Stewards: Mr. Joselito Jacalne, BRS

i) Regional Offices Data Stewards: All Regional Information Officers (RIOs)

The following are the responsibilities of the Data Stewards:
- 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

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

6.0 Monitoring and Information Service (MIS)
The following are the responsibilities of the MIS:
Data Administration
- Maintain the Department-wide data repository.
- Formulate and monitor compliance with data policies, procedures and operating standards and guidelines.
- Provide support to the DPWH Data Administration Steering Committee and Data Stewards.
- Maintain data models and the data architecture.
- Formulate and monitor data security and backup operating procedures and guidelines.
- Implement the data awareness program.

Database Management
- Define and organize database structure and content
- Develop security procedures to safeguard the database
- Develop database documentation
- Maintain the database management software

This Department Order shall take effect immediately.

GREGORIO R. VIGILAR
Secretary