



04 SEP 2018

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

092131024  
09. 05. 2018

DEPARTMENT ORDER )  
NO. **134** )  
Series of 2018 )

**SUBJECT: DPWH Enterprise Data Glossary**

In order to ensure data quality and establish consistent information across all information systems implemented in the Department, the DPWH Enterprise Data Glossary (EDG) has undergone revisions and has been republished and is available on the Department's Intranet website at the link <http://dpwhweb/DataGlossary/>.

In view of this, it is reiterated that all Offices and personnel are hereby instructed to refer and use the terms and definitions prescribed in the Data Glossary when creating manuals, policies, reports, and applications. Further, the attached Guidelines for the Definition of Proposed Business Terms of the Department (**Annex A**) is hereby issued.

The Information Management Service (IMS) is hereby authorized to issue updates, as needed, and republish said updates with notification through Memorandum only.

This Order supersedes Department Order No. 114, Series of 2016, and shall take effect immediately.

  
**MARK A. VILLAR**  
Secretary

11.1.1 EBM/ETC/ZDA

Department of Public Works and Highways  
Office of the Secretary



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## ANNEX A

### GUIDELINES ON THE DEFINITION OF PROPOSED BUSINESS TERMS OF THE DEPARTMENT

Business Terms are common words, phrases or vocabularies used by the Department in its day-to-day operation and/or in the conduct of its business.

Definition of business terms are to be coordinated with the Data Administration Section (DAS), Business Innovation Division (BID), Information Management Service (IMS) by the respective Business Data Stewards as identified in Special Order No. 4, Series of 2017. Roles, i.e., *Project Manager, Project Engineer, Bridge Engineer, etc.* are not included in the Enterprise Data Glossary. All proposed business terms shall be defined using the following guidelines:

1. Ensure that a business term should have a data category as identified in Special Order No. 4, Series of 2017;

| Data Category  |  |
|--|--|
| Location and Infrastructure (including LRS, inventory and condition) | Organization (and Administrative Boundaries) |
| Plan and Program (Multi-Year) Data                                   | Budget                                       |
| Annual Program and Project Data                                      | Finance                                      |
| Socio-Economic Data  | Contract                                     |
| Environment  | Staff  |
| Traffic Data   | Inventory                                    |
| Traffic Accident Data  |  |

2. Use the word 'Alias' for multiple business terms having the same definition;

*Example:*

| Data Category | Data Item / Term  | Definition   |
|---------------|---|--|
| Organization  | Congressional District <b>Alias</b><br>Legislative District | Electoral constituency pertaining to a member of the House of Representatives. |

3. Identify the business term's source of definition;

*Example:*

| Data Category | Data Item / Term  | Definition   | Source  |
|---------------|---|--|---|
| Organization  | Congressional District <b>Alias</b><br>Legislative District | Electoral constituency pertaining to a member of the House of Representatives. | Defined thru Data Glossary Workshop dated 4/12/2016 |

4. Identify the primary information system implemented in the Department where the business term is used, i.e., *MYPS*;

*Example:*

| Data Category | Data Item / Term  | Definition   | Source  | Primary Application |
|---------------|---|--|---|---------------------|
| Organization  | Congressional District <b>Alias</b><br>Legislative District | Electoral constituency pertaining to a member of the House of Representatives. | Defined thru Data Glossary Workshop dated 4/12/2016 | RBIA, MYPS, eNGAS   |



5. Ensure that the term being defined is not used in the definition;

*Example:*

| Data Category | Data Item / Term          | Definition  |  | Source                         | Primary Application |
|---------------|---------------------------|---|--|--------------------------------|---------------------|
|               |                           | From  | To   |                                |                     |
| Contract      | Certificate of Acceptance | A <b>certificate</b> issued after successful completion of all contractual obligations, requirements, and specifications, including any required correction of defects. | A <b>document</b> issued after successful completion of all contractual obligations, requirements, and specifications, including any required correction of defects. | Defined thru 5/4/2018 workshop | PCMA                |

6. Place the acronym beside the Term, enclosed in parentheses, if there is an equivalent acronym of the business term;

*Example:*

| Data Category | Data Item / Term                                       | Definition  | Source  | Primary Application |
|---------------|--|---|---|---------------------|
| Finance       | Engineering and Administrative Overhead ( <b>EAO</b> ) | An estimated amount needed to cover indirect expenses of the project. | Defined thru Data Glossary Workshop dated 9/23/2016 | MYPS, PCMA, IROW    |

7. Differentiate a data element from other data elements through the definition.

*Example:*

| Data Category                   | Data Item/Term   | Definition   | Source   |
|---------------------------------|------------------|--|--|
| Annual Program and Project Data | Construction     | The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.   | Defined thru Data Glossary Workshop dated 4/1/2016 |
| Annual Program and Project Data | New Construction | A grouping of types of work associated with the building of a new infrastructure or facility, such as a road, bridge, flood control structure or other structures, e.g. School, Hospital, etc. | Defined thru Data Glossary Workshop dated 4/1/2016 |

8. Distinguish between description and definition, and when to use description to support the definition in defining the business term; and

A **DEFINITION** is a short meaning of a concept or a phenomenon. It is free of embedded rationale, functional usage, domain information, or procedural information. It serves to only give the general meaning and common, shared characteristics of a defined term, and often only provides a very general idea of the term.

A DESCRIPTION frequently has more details than a definition containing detailed characteristics of a concept or a phenomenon. It seeks to explain the attributes and properties of a term.

| Definition   | Description   |
|--|---|
| <p><b>Warranty Security</b></p> <p>The financial instrument submitted by the contractor/supplier/Local Government Unit (LGU) concerned in the form of cash, letter of credit, bank guarantees, surety bond callable on demand, to guarantee against structural defects/failures in the case of works, or against manufacturing defects in the case of goods, during the applicable warranty period after project acceptance.</p> <p><b>Source:</b><br/>Adapted from RA 9184, Sec. 62 and Appendix 1; Refined thru Data Glossary Workshop dated 4/12/2016</p> | <p><b>Warranty Security</b></p> <p>A formal guarantee from the Contractor to perform responsibility due to Structural Defects in the form of:</p> <ul style="list-style-type: none"> <li>• Cash of Letter of Credit issued by a Universal or Commercial Bank (5% of the contract price);</li> <li>• Bank guarantee confirmed by a Universal or Commercial Bank (10% of the contract price);</li> <li>• Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (30% of the contract price);</li> </ul> <p>Denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the procuring entity, and returned only after the lapse of the said one (1) year period.</p> <p><b>Source:</b><br/>Definition from RA 9184, Sec. 62.2.3</p> |

9. Ensure that the phrase "Refers to" is not used in the definition.

The proposed business terms shall be the basis for the updating of the Enterprise Data Glossary. Use the attached **Proposed Business Term** form for all proposed terminologies.

**Proposed Business Terms**

| <b>Data Category</b>                           | <b>Business Term</b> | <b>Definition</b> | <b>Source</b>   | <b>Primary Application</b>  |
|--|----------------------|-------------------|---|---|
| <i>See Special Order No. 4, Series of 2017</i> |                      |                   | <i>The source of the definition, i.e., integration meeting dated 1/1/2018</i> | <i>The information system implemented in the Department using the business term, i.e., MYPs</i> |
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Submitted by:

Concurred by:

\_\_\_\_\_  
(Proponent)

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(Business Data Steward)