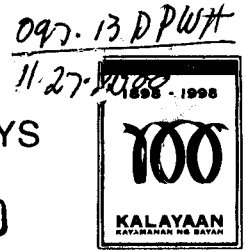




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

NOV 27 2000



311

DEPARTMENT ORDER )  
NO. **221** )  
Series of 2000 *11-27-2000* )

SUBJECT: Policies and Procedures for  
the Use of Information Technology  
(IT) Resources, Including Computers,  
Communication Network, and the  
Internet

While the DPWH encourages and supports employee use of the microcomputer system and network as a means of improving productivity, certain limitations are necessary to avoid improprieties, ensure that established standards are met, reduce potential liability and possible adverse public perceptions, and maintain appropriate security of computerized data.

In this connection, all offices of the DPWH are hereby directed to ensure that all microcomputer systems, components of the communication network, and the Internet are to be used for official DPWH business purposes only. DPWH technology resources are not to be used for entertainment, i.e., games, film viewing and any other forms of entertainment, personal communications, or other personal use during or outside DPWH office hours.

Section 1. Definition of Terms – For purposes of this Department Order, the following definitions shall apply:

- a) hardware - servers, PC workstations, printers, scanners, network wiring and cables, telephone and leased lines, modems, peripherals, accessories; auxiliary equipment, such as microfilm units, plotters, digitizers, voice and data communications equipment, and routers;
- b) software package - ready to use computer programs such as MS Office, AutoCAD and the like; programming tools such as PowerBuilder, C++, Visual Basic, Java and the like;
- c) computer programs – unique set of instructions that tell a computer how to perform a function or series of functions, such as the generation of Payroll Report;
- d) application systems – system, process, or problem to which a computer, program or software is applied, such as PQ Registry for Civil Works and Contract Preparation System;
- e) database management system – software that manages the data and coordinates data sharing, such as Sybase, Oracle, Informix, and Progress;

45745 11/23

11-27-2000

- f) data file - collection of data accumulated for a definite use, such as Word Processing Documents, Spreadsheets, Databases, etc.

Section 2. Scope – The policies and procedures in this Department Order cover all hardware, software, systems, programs, the Internet, and all components of the voice and data communication network, whether these are acquired on a purchase, rental, or lease/purchase basis. Furthermore, it shall apply to all offices of the DPWH, i.e., Regional/District Offices, Bureaus, Project Management Offices, Services, Special Committees, and other entities.

Section 3. Duties and Responsibilities - The following are the respective duties and Responsibilities of Employees, Supervisors, and the Monitoring and Information Service (MIS) in the implementation of the policies and procedures for employee use of DPWH IT resources:

a) Employees

The policies and procedures stated herein are to be followed by all employees who use DPWH IT resources, and failure to do so may lead to loss of privileges and/or more severe disciplinary action.

b) Supervisors

All supervisors of employees who use DPWH IT resources are responsible for ensuring that their subordinates adhere to this Department Order.

c) Monitoring and Information Service (MIS)

The MIS shall conduct routine inspection/inventory of all DPWH IT resources, to ensure that the procedures in this Department Order are adhered to.

Section 4. Procedures – The following are the procedures for the use of DPWH IT resources:

Hardware

- a) Use of specialized hardware other than the standard equipment must be authorized by the MIS.
- b) Installation or use of unauthorized, non-standard hardware, including personally owned hardware, is prohibited.

- c) During routine maintenance operations, discovery of non-standard hardware shall be reported to the immediate supervisor of the user and the user shall be subjected to disciplinary action.
- d) Any installation, moving, relocating, or rearranging of hardware shall be coordinated with the MIS.


Software Package, Application Systems, Computer Programs, Database Management System, and Data File:

- a) Use of specialized software other than the standard products, must be authorized by MIS.
- b) Installation or use of unauthorized, non-standard software, including personally owned software, is prohibited.
- c) During routine maintenance, discovery of non-standard software shall be reported to the immediate supervisor of the user and the user shall be subject to disciplinary action.
- d) All software (package, programs, applications), data, and data files residing on DPWH microcomputer systems are the property of the DPWH. The DPWH retains the right to access, copy, change, alter, modify, destroy, delete or erase this property.
- e) Microcomputer data files containing confidential or sensitive data shall be treated accordingly and shall not be removed from the workplace without proper authorization.
- f) Users shall notify the MIS and receive proper authorization before attempting to copy software. Copying software from commercial firms in violation of the licensing agreement is strictly prohibited.
- g) Employees are expected to regularly back-up data files that reside on their individual hard disks to avoid irretrievable loss through hardware failure. The files stored on the DPWH server shall be backed up at a minimum every night, with full back-up once per week.
- h) Employees who own personal microcomputers may wish to use them for work at home. Those who choose to do so must adhere to this Department Order with regard to use of DPWH-owned software or data files. Use of outside computers and diskettes introduces the risk that a "computer virus" could infect DPWH microcomputer systems. Data files should be checked by virus detecting software before copying them back on to the DPWH microcomputers. The MIS shall provide consultation and assistance to avoid this danger.

**Network Communications and Internet**

- a) Network-based resources shall be subject to access, regulation and control by the DPWH. The Department shall take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of the DPWH files.
- b) All electronic mail and data on any DPWH microcomputers may be examined by the DPWH to determine whether the electronic mail or data contain inappropriate information or illegal material.
- c) Electronic mail accounts shall be used only by authorized users of the account for Department business purposes only. Account owners are responsible, and shall be held accountable, for all activity performed under their passwords.

**This Order shall take effect immediately.**

  
GREGORIO R. VIGILAR  
Secretary