



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

097.12 DPWH

12.20.2022

DEC 20 2022

SPECIAL ORDER)

NO. 306)

Series of 2022)

12/20/22

SUBJECT: Assignment of Business Data Stewards for Data Governance

In line with Department Order No. 158, series of 2022, or the Implementation of a Data Governance Program, the following Business Data Stewards shall be responsible for ensuring the overall quality of data in the Department. They shall also provide the business knowledge of what data needs to be collected and stored, ensure applicable business rules are defined to ensure data quality, and determine who should have access to which data. Some categories of data have both Primary and Secondary Business Data Stewards to ensure coordination and collaboration for data used across organizational boundaries.

Business Data Stewards

The data shall be categorized according to the Department's ten (10) Data Domains/Categories. It shall be managed and protected as a Department resource. It shall be named and defined consistently across the Department to be readily accessible to all, except where restrictions can be justified. And it shall not maintain redundantly without justification.

Based on the ten (10) Data Domains/Categories, the following **Business Data Stewards** are hereby appointed accordingly in their respective offices/areas and/or as Application User Coordinators (AUC) for related computerized applications:

- 1. Organization:** This contains the subject entity representing the administrative and functional structure of the Department.

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| Primary Data Steward | - Engr. Jumar G. Tablando
OIC, Corporate Planning and Management Division (CPMD), Office of the Secretary (OSEC) |
| | - Engr. Aquilina T. Decilos for the creation/upgrade and/or renaming of District Engineering Offices (DEOs)
Chief, Road Conversion and Statistics Section (RCSS), Statistics Division (SD), Planning Service (PS) |
| Secondary Data Steward | - Mr. Raul C. Cruz
Chief, Integrated Payroll and Personnel Information Section (IPPIS), Human Resource Management Division (HRMD), Human Resource and Administrative Service (HRAS) |

- 2. Location:** This contains a view of entities representing real-world and mapped (geographical) positions and sites. This category is a generic type for point, line, and area features, including the Road Network (made up of points and lines). This includes

the **Locational Referencing System (LRS), Geographic Information System (GIS), Inventory, and Condition** of Infrastructures.

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| Primary Data Steward | <ul style="list-style-type: none">- Engr. Rowin O. Pascua for Roads
Chief, Road and Bridge Information Administration Section (RBIAS), SD, PS- Engr. Justino Jaime T. Surot for Bridges
Engineer III, Roads and Bridges Planning Section (RBPS), Development Planning Division (DPD), PS- Engr. Bryan T. Thelmo for Flood Control
Engineer IV, Safety and Disaster Management Coordination Division (SDMCD), Bureau of Maintenance (BOM) |
| Secondary Data Steward | <ul style="list-style-type: none">- Engr. Pastor G. Padre Jr. for Roads and Bridges
Engineer III, Maintenance Needs Section (MNS), Road Condition Monitoring and Evaluation Division (RCMED), BOM- Engr. Lorenz M. Atajar for Flood Control
Engineer II, Flood Control Management Cluster (FCMC), Unified Project Management Office (UPMO) |

3. Plan: This is a formulation and means to resolve a gap between an existing situation and needs for the future, as related to goals, objectives, and strategy. Also included are reference entities to indicate both specific needs and the degree of achievement of requirements.

• **Plan and Program (Multi-Year) Data:**

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| Primary Data Steward | <ul style="list-style-type: none">- Engr. Nenita R. Jimenez
Chief, DPD, PS
Application User Coordinator (AUC), Multi-Year Planning and Scheduling (MYPS) Application |
| Secondary Data Steward | <ul style="list-style-type: none">- Engr. Melrose I. Pailma
Chief, Project Monitoring Division (PMD), Bureau of Construction (BOC)
AUC, Project and Contract Management Application (PCMA)- Engr. Pastor G. Padre Jr.
Engineer III, MNS, RCMED, BOM- Engr. Juan Carlo B. Papa
Engineer III, Infrastructure Development Section (IDS), DPD, PS
MYPS Coordinator- Engr. Rochelle Anne G. Valenzuela
Engineer III, Engineering and Traffic Section (ETS), Project Preparation Division (PPD), PS- Engr. Lorenz M. Atajar for Flood Control
Engineer II, FCMC, UPMO- Engr. Lara Marisse T. Inguito
Engineer III, Bridges Division (BD), Bureau of Design (BOD)
AUC, Design Management Application (DMA) |

- **Engr. Joel T. Surot**
OIC, Pre-Construction Division (PCD), BOC
- **Ms. Joana Marie P. Paule**
Administrative Officer V, Roads Management
Cluster 1 (RMC1) Bilateral, UPMO

• **Socio-Economic Data:**

- Primary Data Steward - **Engr. Aquilina T. Decilos**
Chief, RCSS, SD, PS
- Secondary Data Steward - **Mr. Anna Maria S. Taberna**
Economist III, PPD, PS

• **Environment and Social:**

- Primary Data Steward - **Ms. Rosemarie B. del Rosario, DSD.**
Chief, Environmental and Social Safeguards
Division (ESSD), PS
- Secondary Data Steward - **Engr. Erlynrose Mari S. Nazareno**
Engineer III, ESSD, PS

• **Traffic Data**

- Primary Data Steward - **Engr. Carolyn A. Leyesa**
Chief, Traffic Engineering Division (TED), Bureau
of Quality and Safety (BQS)
- Secondary Data Steward - **Engr. Philip Z. Legaspi**
Engineer III, ETS, PPD, PS
- **Engr. Philip James C. Maluping**
Engineer III, TED, BQS
AUC, Road Traffic Information Application (RTIA)

• **Road Crash Data**

- Primary Data Steward - **Engr. Dionisio R. Pascua, Jr.**
Chief, Policy and Program Section (PPS), Road
Safety Program Division (RSPD), BQS

4. **Program:** This category is closely related to Plan and includes the subject entity, which is an allocation and sequencing of solutions and resources. It also includes related entities for assessment and feasibility to define programs and projects. This includes **Annual Program and Project Data.**

- Primary Data Steward - **Engr. Nenita R. Jimenez**
Chief, DPD, PS
AUC, MYPS
- **Engr. Peter Paul R. Cortez**
OIC, Programming Division (PD), PS
- **Engr. Maximo Ewald M. Montaña II**
Chief, PPD, PS
- Secondary Data Steward - **Ms. Yvette Kirsten R. Rivera**
Economist III, PPD, PS
- **Engr. Pastor G. Padre Jr.**
Engineer III, MNS, RCMED, BOM

- **Engr. Melrose I. Pailma**
Chief, PMD, BOC
- **Engr. Juan Carlo B. Papa**
Engineer III, DPD, PS
MYPS Coordinator
- **Engr. Christian Louis T. Gatchalian**
Engineer III, Other Infrastructure Section (OIS),
PD, PS
MYPS Coordinator
- **Engr. Lorenz M. Atajar**
Engineer II, FCMC, UPMO

5. Infrastructure: This represents actual, 'on the ground' objects such as structures, pavement, fixtures, and traffic events with entities to help locate and position them by links to related entities in the Location category. This includes LRS, inventory, and condition.

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| Primary Data Steward | <ul style="list-style-type: none">- Engr. Rowin O. Pascua for Roads
Chief, RBIAS, SD, PS- Engr. Justino Jaime T. Surot for Bridges
Engineer III, RBPS, DPD, PS- Engr. Bryan T. Thelmo for Flood Control
Engineer IV, SDMCD, BOM |
| Secondary Data Steward | <ul style="list-style-type: none">- Ms. Jinky Lou P. Tan
Accountant II, Foreign Assisted Project Section (FAPS), Accounting Division (AD), Finance Service (FS)- Engr. Pastor G. Padre Jr. for Roads and Bridges
Engineer III, MNS, RCMED, BOM- Engr. Lorenz M. Atajar for Flood Control
Engineer II, FCMC, UPMO- Engr. Czar Manuel M. Rosuello
Engineer II, RSPD, BQS
Subject Matter Expert (SME), Road Safety Application (RoSA) |

6. Budget: This represents the level of expenditures at which an organization can perform its basic function and related entities, including budget agency, appropriation, and allotment, with subtypes of cash and fund.

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| Primary Data Steward | <ul style="list-style-type: none">- Mr. Ramil V. Magturo
Budget Officer II, Budget Division, FS |
| Secondary Data Steward | <ul style="list-style-type: none">- Engr. Christian Louis T. Gatchalian
Engineer III, OIS, PD, PS- Engr. Pastor G. Padre Jr.
Engineer III, MNS, RCMED, BOM- Engr. Bryan T. Thelmo for Disaster Management
Engineer IV, SDMCD, BOM- Ms. Joan A. Vergara
Budget Officer II, Capital Outlay Expense Section (COES), Budget Division
AUC, eBudget |

- 7. Finance:** This focuses on account for recording classified financial transactions, as well as different types of transactions. Also included are related entities representing books of original and final entry and financial statements.

Primary Data Steward - **Ms. Amalia L. Petallo**
Chief, Locally-Funded Projects Section (LFPS), FS

Secondary Data Steward - **Ms. Charisma B. Boquiren**
Accountant II, Financial Reports Section (FRS),
Accounting Division, FS
AUC, Electronic New Government Accounting
System (eNGAS)

- 8. Staff:** This represents the Employee's Record which is the record of facts relevant to a specific employee of the Department and related entities representing compensation, performance, position, and training.

Primary Data Steward - **Mr. Raul C. Cruz**
Chief, IPPIS, HRMD, HRAS

Secondary Data Steward - **Engr. Mary Ann T. Suansing** for Project
Managers (PMs), Project Engineers (PEs), and
Project Inspectors (PIs)
OIC, Quality Systems Analysis Division (QSAD),
BQS

- **Engr. Ezekiel L. Bravo** for Materials Engineers
(MEs)
Engineer III, Office of the Director, Bureau
Research and Standards (BRS)

- **Engr. Nenita R. Jimenez** for Bridge
Management System (BMS)
Chief, DPD, PS

- 9. Inventory:** This represents the subject entity of Inventory Item, which is a member of a set of physical resources that contribute to the net worth of the Department. Related entities represent events of requisition, assignment, and maintenance.

Primary Data Steward - **Engr. Wilfredo Arthur C. Delizo**
Chief, Equipment Planning Division (EPD), BOE

Secondary Data Steward - **Ms. Myrna R. De Jesus**
Chief, Supply, and Property Management Division
(SPMD), HRAS

- **Ms. Noemi R. Lim**
Chief, IT Assets Management Section (ITAMS),
User Support Division (USD), IMS

- **Arch. Pura G. Trinidad** for DPWH Buildings
OIC, Facilities Maintenance Division (FMD), HRAS

- **Engr. Minda A. Zamora**
OIC, National Buildings Services Division (NBSD),
BOM



10. Contract: This is organized around the subject entity. It is an enforceable agreement between two or more participants, the closely related Bid entity, and their related entities representing eligibility to bid and assessment of work.

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| Primary Data Steward | <ul style="list-style-type: none">- Engr. Melrose I. Pailma
Chief, PMD, BOC
AUC, PCMA- Engr. Romualdo A. Gulinao
OIC, Civil Works Division (CWD), PrS
AUC, Civil Works Application (CWA) |
| Secondary Data Steward | <ul style="list-style-type: none">- Engr. Henry C. Arreola
Administrative Officer V, Goods and Services
Division (GSD), Procurement Service (PrS)- Ms. Mary Grace N. Obja-an
Chief, Consultancy Services Division (CSD), PrS- Engr. Teresita C. Aquinde
Chief, Claims Review Division (CRD), BOC- Mr. Ameer Hussein P. Kansil
Administrative Officer V, Contract Letting and
Litigation Division (CLLD), Legal Service (LS) |

The joint responsibilities of the Primary and Secondary Business Data Stewards are the following:

1. Provide business knowledge of data collection and storage needs.
2. Ensure applicable business rules are defined to safeguard data quality and identify personnel for data access.
3. Improve accountability for data accuracy.
4. Attain a "single point of truth" for data (identify the "master" source of data, who is the true "owner" of data, and minimize redundancy in data collection).
5. Improve understanding and reusability of data.
6. Assist in the implementation of the DPWH Data Governance Program.

This Order shall take effect immediately and supersede Special Order No. 04, Series of 2017.


MANUEL M. BONOAN
Secretary

11.1.1 EMS/ETC/MNP/RBC

Department of Public Works and Highways
Office of the Secretary



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