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Republika ng Pilipinas  
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN  
**TANGGAPAN NG KALIHIM**

Maynila

**JAN 12 2005**

**DEPARTMENT ORDER)**

**SUBJECT: Creation of the DPWH Website  
Quality Assurance Team**

NO. **07**  
Series of 2005 *may 01-12-05*

The DPWH website is one of the tools utilized to implement the Department's thrusts for transparency and to propagate the use of information technology. The DPWH internet site contains information, which the public would like to know about the Department, while the intranet site contains data and information which DPWH employees may access in connection with their work, without them having to request from concerned offices.

To ensure that quality data and up to date information is always made available and responsive to the needs of the public and Department employees, the DPWH Website Quality Assurance Team is hereby created composed of the following:

Team Leader	:	Ms. Jennifer D. Punzalan, PID
Members	:	Ms. Evelyn A. Rey, Office of ASec Asis
		Ms. Susan P. Oareza, MIS
		Engr. Rebecca T. Garsuta, PS
		Ms. Marichu A. Palafox, CFMS
		Ms. Rowena R. Pacubas, AMMS
		Ms. Medmier G. Malig, PMG
		Mr. Randy del Rosario, PID

The DPWH Website Quality Assurance Team shall have the following responsibilities:

1. ensure that the contents / data published in the web are relevant and can address the needs of the public for the internet and of the DPWH employees for the intranet;
2. recommend to the Website Steering Committee (WSC) the web contents and design for approval;
3. screen initially all requests for web publications before presenting them to the WSC;
4. follow the attached Quality Assurance Procedure in performing the assigned task.

This Order shall take effect immediately.

**FLORANTE SORIQUEZ**  
Acting Secretary

**Guidelines in checking design and contents of a project/office website**

1. The QA members of MIS should check:
  - 1.1. if software used is Frontpage;
  - 1.2. if all links work;
  - 1.3. if only one font is used all throughout; i.e., same font for all headings, same font for all sub-headings, same font for all text;
  - 1.4. if there is no defacement in all pages;
  - 1.5. if the project/office submitted their procedures for updating, the responsible person for each section of the web, and the frequency of updates.
2. The QA team members should check for the following while checking design and contents of a project website:
  - 2.1. if there is a description of the project;
  - 2.2. if the purpose of the project is stated;
  - 2.3. if implementation schedule of the project including training schedules are included;
  - 2.4. if BIIP team members are listed;
  - 2.5. if reports and manuals produced by the project are available for read only or downloadable;
  - 2.6. if contact person/s are included;
  - 2.7. if there are disclaimers when necessary.
3. The QA team members should check for the following while checking design and contents of an office website:
  - 3.1. if there is the function of the office including the overview, mission and vision;
  - 3.2. if the roles of the people comprising the office are included;
  - 3.3. if there is a library page which contains the manuals produced by the office, publications, issuances (D.O.s) initiated by the office
  - 3.4. if there is an events or upcoming programs page;
  - 3.5. if there is a page for FAQs;
  - 3.6. if there is a list of contact persons;
  - 3.7. if there are links if appropriate;
  - 3.8. if there are disclaimers when necessary especially links to other agencies/offices;
  - 3.9. if contents of information is of interest to the public;
  - 3.10. if updates can be made readily available in electronic form;
  - 3.11. if information/ data be kept current and accurate;
  - 3.12. if the design and presentation is how the general public would wish to view it;
  - 3.13. if the contents of the pages can not be misused to avoid harming the DPWH's image and performance.