



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

OCT 25 2011

DEPARTMENT ORDER)
No. 57)
Series of 2011 10-26-11)

**SUBJECT : UPDATE, MAINTENANCE, AND
QUALITY ASSURANCE OF THE
DPWH WEBSITE**

In line with the Department's thrust for transparency in its operations, all offices responsible for quality assurance of and providing data to the DPWH Website, shall follow their respective roles and responsibilities and guidelines to ensure that information is always kept current and responsive to the needs of the public.

The Public Information Division (PID) as mandated to develop and implement the DPWH development communication program to ensure that policies, plans, programs, and activities be known to the public shall be responsible for the: a) content of the official Department website on the internet and intranet; b) monitoring concerned offices for compliance; and, c) recommending sanctions for non-compliance of providing inputs for both websites.

Likewise, it is the office responsible in providing information and quick-response action to the issues, concerns, problems, and queries regarding the Department from Facebook, Twitter and the Department Call center.

In addition, the PID in its capacity to perform quality assurance for the website shall:

1. Ensure that the website contains the prescribed standard contents of the National Computer Center and the uniform format prescribed by the Department;
2. Review the web contents/data if they are current or up-to-date and still relevant for public consumption;
3. Recommend procedures for ensuring quality and responsiveness of information on the website on the internet and intranet including social network sites;
4. Determine if the website can address the needs of the DPWH internal and external users, such as Manuals, Issuances, and other information, which can help in their research and related work;
5. Recommend to the ICD Steering Committee new web contents and design for approval;
6. Screen all requests for web publications before presenting them to the ICD Steering Committee as needed for approval;
7. Monitor web updates and report non-complying offices and concerned officials and employees to the ICD Steering Committee for possible sanctions; and
8. Attend and actively participate at all Website meetings and workshops whenever there is a need.

The MIS shall be responsible for the web administration such as the daily publishing of the web and its upkeep.

The offices shown in Annex A shall be responsible for the regular update and maintenance of their respective pages, quality of data, and for ensuring that information is always kept current and responsive to the needs of the public. These offices shall designate their web coordinators who will liaise with PID and MIS for web concerns and posting.

Web coordinators and Division Chiefs not complying with the above and deadlines shall be sanctioned based on the violations outlined in Annex B.

This Order supersedes Special Order 128, series of 2011, Designation of DPWH Website Quality Assurance Team Members, and takes effect immediately.


ROGELIO L. SINGSON
Secretary



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Department of Public Works and Highways

POLICY IMPACT ANALYSIS

This analysis assists policy makers in assessing whether:

- a) *the risk or value of the proposed policy is sufficient to warrant the dedication of resources needed to implement and maintain compliance with the proposed policy; and,*
- b) *the intended objective and goal will be accomplished more effectively and efficiently through this policy relative to other means.*

a) Proposed Title of Department Order (DO) <p align="center">UPDATE, MAINTENANCE, AND QUALITY ASSURANCE OF THE DPWH WEBSITE</p>
b) Rationale and Purpose of the proposed DO <p>To improve quality of public information with specific assignment to PID and deadlines/frequency and potential sanctions for offices concerned</p>

c) Nature of proposed DO	new	<input checked="" type="checkbox"/>	modification		elimination
d) If new: State the related laws or executive or administrative orders that trigger the formulation of this policy. D.O. No. 33, series 2011, Policy Issuance Guidelines and the unnumbered Memorandum of the Secretary dated July 11, 2011, Guidelines for the updating and Consolidating of Existing Issuances					
e) If modification: State the existing policies and the specific section to be modified. Modifies S.O. 128, series of 2011, Designation of DPWH Website Quality Assurance Team Members					
f) If elimination: State the existing policies to be eliminated.					

Risk Assessment						
g) Is there a law that requires the formulation, modification and elimination of this DO?	yes		no		X	
h) Does this DO help us implement the law?	yes		no		X	
i) In the absence of the proposed policy:						
• What is the likelihood that unwanted behavior will occur?	high	X	medium		low	
• What is the severity of financial consequences?	high		medium		low	X
• What is the severity of consequences vis-à-vis gender, environment, social)	high		medium		low	X
• What is the severity of health and safety consequences?	high		medium		low	X
• What is the severity of management and operational consequences?	high		medium	X	low	
• What is the overall risk if this policy did not exist?	high	X	medium		low	
j) If answered high or medium to any of the above questions, please provide explanation supported with analysis such as shadow pricing, Pareto, SWOT, etc. Affects transparency in operations and quality of data as well as directives under the Transformation Program						
k) Other factors driving the need for this policy (cite recent incidents that prompted the request for this proposed policy)						
l) Does the proposed policy (indicate Yes or No)						
a. Comply with related DPWH policies?	yes	X	no			
b. Comply with related Executive Orders/Administrative Orders?	yes	X	no			
c. Impact existing policies?	yes		no		X	
d. Impact other relevant areas/sectors?	yes		no		X	
m) Keywords: website, internet, intranet, Public Information, transparency						
n) Category: Public Information						

Note: Please use additional sheet(s) if needed.

Annex A - Webpage Responsibility Matrix

Webpage	Responsible Office	Responsibility	Deadlines/ Frequency
I. Homepage	PID	Design and update	As the need arises
a. Department Issuances	RD, AMMS	Posting	Upon receipt of signed issuance
b. Central Office Gender and Development (COGAD)	ESSO	Update	As need arises
c. Kaminero	PID	Update	Quarterly
d. Road Status Report Card	PID	Update	As need arises
e. Road Data	IPRSD, PS	Update	Yearly
f. Consolidated Performance Summary Report (CPES)	PMG, BOC	Update	As need arises
II. About Us			
a. Mandate and Functions	PID	Update	As the need arises
b. Brief History	PID	Update	As the need arises
c. About the Logo	PID	Update	
d. Vision/Mission	PID	Update	
e. Annual Report	PID	Design and update	By January of the new year
f. DPWH Reforms RIMSS	MIS	Update and posting	As the need arises
g. Financial	PD and DPD, PS	Update	Upon budget approval
h. Organizational Chart	AMMS	Update	Upon Issuance of S.O. for appointment/designation of new official and D. O. for delegation of authorities and areas of authority Issuance of D.O. for creation of new DEO or Office
III. Infrastructure			
a. Nautical Highways	DPD, PS	Update	As the need arises
b. Medium Term Plan	DPD, PS	Update	Every five year term
c. Infra Statistics	IPRSD, PS	Update	Every time there is a new update
d. Infra Projects	PMG, BOC	Update	Every 5th of the month

Annex A - Webpage Responsibility Matrix

Webpage	Responsible Office	Responsibility	Deadlines/ Frequency
IV. Doing Business			
a. Procurement			
a.1. Civil Works	CPO	Update	As prescribed in IRR 9184 and as required by the Department
Registration Procedure			
Bidding and Award Procedure			
List of Registered Contractors			
List of CIAP Blacklisted Contractors			
Forms			
Advertisements	CPO and the Regional BAC in the Regional Offices	Posting	
Notices			
Bid Bulletins			
Abstract of Bids			
Notice of Award			
Awarded Contracts			
Notice to Proceed			
a.2. Goods/Services	CPO	Update	As prescribed in IRR 9184 and as required by the Department
Registration Procedure			
Bidding and Award Procedure			
Forms		Posting	
Advertisements			
Notices			
Bid Bulletins			
Notice of Award			
Notice to Proceed			
a.3. Consultancy	CPO	Update	As prescribed in IRR 9184 and as required by the Department
Procurement Procedure			
Forms			
Advertisements		Posting	
Bid Bulletins			
Bid Results			
Notices			
Notice of Award			
b. Financial			
b.1. APs for Central Office	AD, CFMS	Posting	Upon approval of NCA

Annex A - Webpage Responsibility Matrix

Webpage	Responsible Office	Responsibility	Deadlines/ Frequency
c. Accreditation			
c.1. Batching Plants	BRS	Update	Upon issuance of approved accreditation
c.2. Materials Engineers			
c.3. Materials Testing Laboratories			
d. Fees and Charges			
d.1. Schedule of Fees and Charges for Laboratory Testing of Construction Supplies	BRS, NB-PMO	Update	As the need arises
V. Employment			
a. Vacancies	PD, AMMS	Posting	As the need arises
b. Notices			
VI. Directory			
Names of DPWH Officials, their email address and contact numbers	MIS	Update and posting	When changes occur
VII. Feedback			
Online Complaints and Feedback	PID	Response to queries and complaints	24/7
DPWH Text 2920			
DPWH Facebook Account			
DPWH Twitter Account			
DPWH 24/7 Hotline			
VIII. News	PID	Posting	Daily
IX. FAQs	PID	Update	As need arises
X. Others			
Provisions in the FY 2011 General Appropriations Act (RA 10147)			
1. Special Provision No. 18 under the DPWH budget			
a. Approved realignment by the DPWH Secretary	CFMS	Posting	Within 5 calendar days of approval
2. Special Provision No. 19 under the DPWH Budget			
a. DPWH programs and projects	PS	Update	At least on a quarterly basis

Annex A - Webpage Responsibility Matrix

Webpage	Responsible Office	Responsibility	Deadlines/ Frequency
b. MVUC projects	RBS	Update	At least on a quarterly basis
c. Annual procurement plan	CPO		
d. Contracts awarded and name of contractors/ suppliers/ consultants	CPO		
e. Utilization of amounts	CFMS		
f. Status of project implementation/ projects evaluation/ assessment reports	BOC		
3. General Provision No. 97, RA 10147			
a. Performance measures and targets	PS	Update	Immediately upon approval of the GAA and project implementation
b. Major programs and projects	PS		
c. Status of project implementation/ projects evaluation/ assessment reports	BOC		
4. Special provision No. 5 under PDAF			
a. Priority list	PS	Update	Upon release to DPWH and project implementation
b. Standard and design submitted to Congress	BOD		
c. Projects identifies and names of proponent legislator	PS		
d. Names of project beneficiaries and/ or recipients	BOC		
e. Any realignment authorized	CFMS		
f. Status of project implementation/ projects evaluation/ assessment reports	BOC		
g. For any procurement, all invitation to bids, names of participating bidders and corresponding bids and awards of contracts	CPO		

Annex B - Table of Violations with the Corresponding Sanctions

Pursuant to the expressed provisions of Section 22 c), Rule XIV, Book V of Executive Order No. 292, series of 1987, the corresponding penalties for violation of reasonable office rules and regulations are as follows:

VIOLATIONS	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
<p>Primary/Secondary Data Stewards</p> <ol style="list-style-type: none"> 1. Does not update information in the website 2. Does not observe deadlines for updating of information for the website 3. Provides incorrect information for the website 4. Fails to correct information one day after erroneous data were published 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
<p>For Heads of Office/Division</p> <ol style="list-style-type: none"> 1. Does not do corrective actions to concerned web coordinator who violated any of the offenses above 2. Fails to submit quality information on prescribed deadlines 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal
<p>For the MIS (Web Administrator) (Daily Activities)</p> <ol style="list-style-type: none"> 1. Did not check the website for accessibility 2. Did not check links to internal and external websites 3. Did not check if the various functions or capabilities at the linked site are accessible or operational 4. Did not check if defacement has occurred in any pages 5. Did not check that the page layout and all visual design such as fonts, color, and size are consistent throughout 	Reprimand	Suspension for one (1) to thirty (30) days	Dismissal