

7-13-DPWH
5-24-2002



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



MAY 24 2002

DEPARTMENT ORDER)
NO. 159)
Series of 2002 5/24/02

SUBJECT: **Implementation of a Data Administration Program (Amendment to D.O. 127 Series of 2000)**

A Department-wide Data Administration Program will be implemented to enable the DPWH to achieve its mission by optimizing the value of its data assets, and will ensure sound data management practices through partnerships with a variety of data stakeholders throughout, and external to, the Department.

1.0 Objectives of the Program

The program will provide a data environment that will promote better communication and decision-making for both internal and external stakeholders; improve the quality, accuracy, and integrity of data; promote the sharing of data across organizational boundaries; minimize the cost of gathering, processing, maintaining, and accessing data; establish authority, responsibility, and accountability for data management activities throughout the Department; emphasize the integration of data with business activities; and ensure a Department-wide perspective of data.

2.0 Data Administration Policy

Data shall be categorized according to their significance to the Department; managed and protected as a Department resource; named and defined consistently across the Department; readily accessible to all, except where restrictions can be justified; not maintained redundantly without justification; assigned to an organizational unit "data steward"; and created and maintained as close to the source as feasible.

3.0 Data Administration Steering Committee

The Data Administration Steering Committee is hereby reconstituted to support the management of information as a strategic DPWH asset. This Committee shall serve as a user-oriented decision making group in support of the Program and shall be composed of the following:

- | | |
|-----------------------------------------------|------------------|
| Director Raul Asis, BRS | Chairman |
| Director B. Elizabeth E. Yap, MIS | Vice-Chairperson |
| Director Linda M. Templo, Planning Service | Member |
| Director Emily M. Tanquintic, CFMS | Member |
| Director Clarita A. Bandonillo, BOC | Member |
| Director Burt B. Favorito, AMMS | Member |
| Project Manager Nimfa Potante, PMO-IBRD | Member |
| Asst. Director Rogelio Hamak, Jr., Region VII | Member |
| Asst. Director Pedro Herrera, Jr., Region IX | Member |
| Engr. Armando Estrella, Region IV-A | Member |
| Ms. Adoracion Mojica, Cavite Eng'g. District | Member |
| Engr. Susan P. Oareza, MIS | Member |
| Ms. Ma. Nieva S. de la Paz, MIS | Member |
| Ms. Elizabeth Pilorin, MIS-PID | Member |

The following are the responsibilities of this Committee:

- Review data to determine if they are Department-wide data;
- Assign Data Stewards for DPWH data;
- Recommend resolution of issues not resolved at the Data Administration and stakeholder levels;
- Recommend data management policies, procedures, standards, and guidelines;
- Monitor compliance of data administration policies and procedures within DPWH.

4.0 Data Stewards

To support the Committee in implementing accountability for the data resource, the following Data Stewards are hereby appointed in their respective offices/areas:

a) Location and Infrastructure: (including LRS, GIS, inventory, and condition of roads and bridges)

Primary Data Steward	Ms. Luz Lagunzad, Planning Service
Secondary Data Steward	Mr. Santiago Suico, Bureau of Maintenance

b) Need and Program Data:

Primary Data Steward	Ms. Rebecca Garsuta, Planning Service
Secondary Data Steward	Ms. Lilia Banaag, Bureau of Maintenance

c) Annual Program and Project Data:

Primary Data Steward	Mr. Nicolas Cacatian, Planning Service
Secondary Data Stewards	Mr. Salvador Manto, Bureau of Construction Ms. Lilia Banaag, Bureau of Maintenance Mr. Joselito Jacalne, BRS

d) Socio-Economic Data:

Primary Data Steward	Mr. Carlos Zamora, Planning Service
----------------------	-------------------------------------

e) Environment:

Primary Data Steward	Ms. Criste Navida, EIAPO
----------------------	--------------------------

e) Traffic and Traffic Accident Data:

Primary Data Steward	Ms. Solita Genota, Planning Service
----------------------	-------------------------------------

f) Organization and Administrative Areas:

Primary Data Steward	Ms. Luz Lagunzad, Planning Service
Secondary Data Steward	Ms. Zenaida Lardizabal, AMMS

g) Budget:

Primary Data Steward	Mr. Serafin Recta, CFMS
Secondary Data Stewards	Mr. Nicolas Cacatian, Planning Service Ms. Lilia Banaag, Bureau of Maintenance

h) Finance:

Primary Data Steward	Ms. Marichu Palafox, CFMS
----------------------	---------------------------

i) Contract:

Primary Data Steward	Mr. Emerson Benitez, BAC
Secondary Data Stewards	Mr. Constancio Fernandez, Bureau of Construction
	Ms. Divina Lucero, Bureau of Maintenance
	Ms. Marichu Palafox, CFMS

j) Staff:

Primary Data Steward	Ms. Zenaida Lardizabal, AMMS
----------------------	------------------------------

k) Equipment Inventory:

Primary Data Steward	Ms. Ma. Luisa Cruz, AMMS
Secondary Data Steward	Mr. Edgar Rulona, Bureau of Equipment

l) Regional Offices Local Data Stewards:

All Regional Information Officers

The following are the responsibilities of the Data Stewards:

- Define data and business rules;
- Promote the use and sharing of "official" Department data;
- Maintain information about the data;
- Perform risk assessment for data;
- Develop quality/reliability standards

5.0 Data Users

Data users are all personnel of the Department utilizing the Department data in any format.

The following are the responsibilities of Data Users:

- Provide accurate and timely input of data as required by the area of responsibility;
- Ensure appropriate physical security of the data;
- Coordinate with the Data Stewards concerning the authorized access and release of information internal and external to the Department;

6.0 Monitoring and Information Service (MIS)

The following are the responsibilities of the MIS:

Data Administration

- Maintain the Department-wide data repository.
- Formulate and monitor compliance with data policies, procedures and operating standards and guidelines.
- Provide support to the DPWH Data Administration Steering Committee and Data Stewards.
- Maintain data models and the data architecture.
- Formulate and monitor data security and backup operating procedures and guidelines.
- Implement the data awareness program.

Database Management

- Define and organize database structure and content
- Develop security procedures to safeguard the database
- Develop database documentation
- Maintain the database management software

This Department Order supersedes Department Order No. 127 Series of 2000 and shall take effect immediately.


SIMEON A. DATUMANONG
Secretary