A.O. 39 Policy Consultative Meeting

August 27, 2013
1:00 PM – 4:00 PM
ICT Office Audio Visual Room
Philippine National Anthem
Invocation
Welcome and Acknowledgement
Flow of Discussion

• Highlights of Previous Consultations
• Status Report of GWHS Assessment Survey
• Policy Consultation
• Question and Answer
• Closing / Summary of Discussion
Highlights of Previous Consultations
ITEMS AGREED:

1. **Content, Structure and Design of Web Templates:**
   - Basic Interface
   - Possible Features to include
   - Open Access
   - Specific Content Guidelines

2. **CMS Used:**
   - Joomla (version 3.1)
   - Wordpress (version 3.6)
   - Drupal (to be developed)
ITEMS AGREED:

3. Release of final templates:
   ✔ WordPress: end of August 2013
   ✔ Joomla: 2nd week of September 2013

4. Migration of systems, projects and programs:
   ✔ All systems and applications that are for public NEED TO BE MIGRATED
   ✔ Internal systems need not be migrated
   ✔ All has to undergo security checks
ITEMS AGREED:

5. PREGINET-hosted websites
   ✓ Automatic migration

6. Use of template before migration

7. Extensions/plugins to be used
   ✓ All are subject for vulnerability check
ITEMS AGREED:

1. **Webhosting Specifications:**
   - ✔ Shared Environment (1 database per domain, 2GB capacity, unlimited bandwidth transfer)
   - ✔ Cloud/Dedicated Environment (depends on actual need of the agency)

2. **Timeline:**
   - ✔ 1 year to comply with webhosting
   - ✔ 180 days to migrate to the new template after issuance of UWCP
ITEMS AGREED:

3. **In-house web development:**
   - Will be provided with static HTML with CSS

4. **Agencies with existing server:**
   - Colocation
   - All applications running on the server must undergo a security check
ITEMS AGREED:

5. **Backing up of own website:**
   - Agencies are highly encouraged to do their own backup aside from our backup strategy

6. **Agencies are allowed to have their own virtual machines:**
   - May tweak configuration based on needs
   - DOST-ICT Office partly administers your sites
ITEMS AGREED:

1. *Capacity Building Core Plan*:
   - Accreditation Exam (web developers and trainers)
   - Accreditation of Training Centers
   - Formulation of Training Manual

2. *Duties and Responsibilities*:
   - Agency Webmaster: handles migration
   - Content Manager: updates web content
ITEMS AGREED:

3. **Target Dates:**
   - Sept. 9: Orientation (Migration Plan, Web Accessibility Guidelines, Hosting and Preparation for the Training Proper)
   - Sept. 17: Writing (Lecture and Workshop)
   - Sept. 18: Multimedia (Lecture and Workshop)
   - Sept. 19: Plenary

4. **Next Steps:**
   - Massive Training on Basic Web Presence
   - Continuous Capability and Knowledge Exchange Conference (Accredited Developer and Trainers, Agency Webmasters, Security Experts)
ITEMS AGREED:

5. All trainings are FREE. The three-day training is not intended to build your expertise on CMS, rather to train you on how to use the templates.

6. Agencies with NO webmasters:
   ✓ We have accredited web developers who will assist agencies in their web development

7. Prioritization:
   ✓ Development (agencies with no website)
   ✓ Hosting (hacked agencies for the past 6 months)
ITEMS AGREED:

8. Reminders:

- No LimeSurvey, No Training
- Approved content prior to training
- Same participants to all sessions
- Bring your own laptop
- Maximum of 2 representatives per agency
ITEMS TO BE RESOLVED

1. Costing of Migration:
   ✓ No costing for now but there is a budget source stated in the AO.

2. Social Media Guidelines

3. Provision of a server certificate (https)

4. DNS Naming

5. Web Developer as Plantilla Position

6. Regional Hosting

7. Administration of websites under one central office
Report of GWHS Assessment Survey

Status

Analysis cum Validation of Initial Result
As of August 23, 2013 (12:24PM)
Rationale

• Validation of the initial data gathered
• To be able to assess agency website according to its readiness to migrate as mandated
Outline

• Summary of responses
• Respondents profile
• Website profile
• Website content
• Security profile
• Technical capability profile
• Others
## Summary of Responses

<table>
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<tr>
<th>Criteria</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Complete</td>
<td>66</td>
</tr>
<tr>
<td>Incomplete</td>
<td>43 (Identified*)</td>
</tr>
<tr>
<td></td>
<td>128 (Unidentified)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>237</td>
</tr>
</tbody>
</table>
Summary of Responses

Click:
* Submit – if you're **done** (for complete responses)
* Resume later – if you like to **save** your unfinished survey; and
* Exit and clear – if you do not want to **submit** nor **save** your unfinished survey

**NOTE:** DO NOT JUST SIMPLY CLOSE THE LINK (For incomplete responses)
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<thead>
<tr>
<th>Profile</th>
<th>No</th>
<th>%</th>
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<tbody>
<tr>
<td>Focal person</td>
<td>50</td>
<td>76</td>
</tr>
<tr>
<td>Alternate focal person</td>
<td>8</td>
<td>12</td>
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<tr>
<td>Respondent</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Others</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>66</td>
<td>100</td>
</tr>
</tbody>
</table>

The pie chart shows the proportion of each profile category.
• **Focal person** – appointed/recommended person by the head of the agency; decision maker;

• **Alternate focal person** – if the focal person is not available; usually MIS head or next to the appointed one

• **Respondent** – if both focal and alternate are not available; usually web developer or one in charge in website maintenance
Level of agency website as per UN-ASPA criteria

- **Stage 1**: Emerging/Informational web presence (An official government online presence is established) (16)
- **Stage 2**: Enhanced web presence (Government sites increase, information becomes dynamic) (13)
- **Stage 3**: Interactive web presence (Users can download forms, email officials, and interact through web) (33)
- **Stage 4**: Transactional web presence (Users can actually pay for services and other transactions online) (4)
Website Profile

PWD accessibility of agency website

- Website is accessible to those with visual disabilities which include blindness low vision, and color blindness. (8)
- Website is accessible to those with auditory disabilities which include any degrees of hearing loss, from mild to total deafness. (9)
- Website is accessible to those with physical disabilities which include anything that involves limited or lack of motor control in the hands and arms. (6)
- Website is NOT accessible to PWDs (46)
- Other (7)
Website Content

Type of CMS used

- Available CMS: 43 (65%)
- Coded CMS: 9 (14%)
- None of the above: 14 (21%)
Website Content

Type of CMS used

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<tr>
<th>Available CMS</th>
<th>No</th>
<th>%</th>
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<tr>
<td>Joomla!</td>
<td>29</td>
<td>67.44</td>
</tr>
<tr>
<td>WordPress</td>
<td>10</td>
<td>23.25</td>
</tr>
<tr>
<td>Drupal</td>
<td>2</td>
<td>4.65</td>
</tr>
<tr>
<td>Others</td>
<td>2</td>
<td>4.65</td>
</tr>
<tr>
<td>Total</td>
<td>43</td>
<td>99.99</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coded CMS*</th>
<th>No</th>
<th>%</th>
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<tbody>
<tr>
<td>Inhouse</td>
<td>5</td>
<td>55.56</td>
</tr>
<tr>
<td>Outsource</td>
<td>4</td>
<td>44.44</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>100.00</td>
</tr>
</tbody>
</table>

*Scripting language used:
- PHP (3)
- ASP (2)
- .NET (1) and
- Others (3) namely: Ruby rails, CSS and HTML
<table>
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<tr>
<th>Criteria</th>
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<th>Uncertain</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Encryption of log-in pages</td>
<td>39</td>
<td>16</td>
<td>11</td>
</tr>
<tr>
<td>Data validation is done on the server-side</td>
<td>42</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Management of website via encrypted connections</td>
<td>30</td>
<td>25</td>
<td>11</td>
</tr>
<tr>
<td>Use of cross-platform compatible encryption</td>
<td>21</td>
<td>33</td>
<td>12</td>
</tr>
<tr>
<td>Connection to a secured network</td>
<td>46</td>
<td>11</td>
<td>9</td>
</tr>
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## Security Profile

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<th>Criteria</th>
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<th>Uncertain</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharing of log-in credentials</td>
<td>8</td>
<td>16</td>
<td>42</td>
</tr>
<tr>
<td>Key-based authentication over password authentication preference</td>
<td>19</td>
<td>27</td>
<td>20</td>
</tr>
<tr>
<td>Maintenance of a secure workstation</td>
<td>48</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Redundancy to protect the Web site</td>
<td>31</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Hacking experience</td>
<td>25</td>
<td>7</td>
<td>34</td>
</tr>
</tbody>
</table>
### Security Profile

#### Hacking experience*

<table>
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<tr>
<th>Experience</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Once</td>
<td>9</td>
</tr>
<tr>
<td>Twice</td>
<td>9</td>
</tr>
<tr>
<td>Thrice</td>
<td>4</td>
</tr>
<tr>
<td>More than 5 times</td>
<td>1</td>
</tr>
<tr>
<td>Has been an icon for hackers</td>
<td>2</td>
</tr>
</tbody>
</table>

*Extent of damage: Most of the websites were defaced
Most recent hacking: May 14, 2013
Technical Capability

Presence of in-house web developer
Top 5 Skills of a Web Developer

• Fix technical problem
• Upload website
• Use animation and design graphics
• Incorporate CSS in web pages
• Attended several trainings on SQL, MySQL databases
Readiness of the agency to do migration

<table>
<thead>
<tr>
<th>Answer</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very ready to migrate</td>
<td>19</td>
</tr>
<tr>
<td>Ready given enough time*</td>
<td>13</td>
</tr>
<tr>
<td>Need more time*</td>
<td>10</td>
</tr>
<tr>
<td>Need technical assistance</td>
<td>19</td>
</tr>
<tr>
<td>Not ready to migrate</td>
<td>5</td>
</tr>
<tr>
<td>Will not migrate</td>
<td>0</td>
</tr>
</tbody>
</table>

*No. of months: 6 months to one year
Reminder: August 28, 2013 – Deadline for completing the LimeSurvey

For queries, contact: Alexcenah Sta. Ines – Dela Vega
alex.delavega@icto.gov.ph
Social Marketing
920-0101 local 2621
Policy Consultation
Outline of Discussion

• Coverage of AO 39
• Responsibilities of Implementing Agencies
• Responsibilities of Hosted Agencies
• Timeframe for Compliance of Migration of Existing Websites
• Initial Policy Recommendations to be Forwarded to Upper Management
Per Section 1 of AO 39…

- GWHS shall be for hosting the websites of National Government Agencies (NGAs), Government Financial Institutions (GFIs) and Government-Owned or –Controlled Corporations (GOCCs), including websites of inter-agency collaborations, programs and projects.

- Hosting of the websites of Constitutional Bodies, Local Government Units (LGUs) and other autonomous branches of the government by the DOST-ICT Office shall be encouraged but undertaken at the instance of the above-mentioned government entities.
A. Responsibilities of the Implementing Agencies (Based on Section 2 of AO 39)

- DOST-ICT Office shall administer, operate and maintain the GWHS, pursuant to the policies, rules and regulations set by the National Digital Service Coordinating Group (NDSCG), and shall ensure the efficiency, integrity and reliability of the GWHS, the websites and online services that the GWHS hosts.

- DOST-ICT Office shall likewise provide technical and capability building assistance to hosted government agencies.
Responsibilities of Agencies

1. Content Coverage

- NDSCG shall be responsible for issuance of the Philippine Uniform Website Content Policy (UWCP) and its implementing rules and regulations.

- Presidential Communications Development and Strategic Planning Office (PCDSPO), shall administer the implementation of the UWCP under the direct control and supervision of the NDSCG.

2. Technical Assistance

DOST-ICT Office shall provide the technical assistance that PCDSPO shall need to develop and implement the policies, rules and regulations that NDSCG will prescribe.
B. Responsibilities of Hosted Agencies (Based on Section 3 of AO 39)

• Produce and regularly update the contents of their websites, subject to the UWCP and its implementing rules;

• Develop online services offered through their websites, subject to prevailing policies, rules and regulations of the government; and

• Employ a webmaster duly designated by the Head of Agency.
Section 4 of AO 39 states that:

- All NGAs, GFIIs, GOCCs, and inter-agency collaborations, programs and projects shall completely migrate their websites to the GWHS, without prejudice to contractual rights of the existing web hosting providers, if any, **within one (1) year from the effectivity of the AO.**

- All migrated websites to the GWHS shall make their content compliant with the UWCP within **one hundred eighty (180) days from its issuance.**
A. DNS and Naming Convention

The minimum and maximum length of the DNS are based on the Complete Proposed Un-sponsored TLD Agreement of ICANN.

• Legal characters for this string are letters, digits, and hyphens
• Minimum length is 3 characters and maximum length is 63 characters

http://www.icann.org/en/about/agreements/registries/name/registry-agmt-appc-1-03jul01-en.htm
B. Handling of Regional Office Websites

- Central Office shall manage website. They can provide a separate page and not a separate website for the regional offices.
- Delegation of administration to a per page or per branch basis is possible.
- By giving only one website that is sub-delegated per page, we can enforce a more strict security control. The defacement of only one regional office website, for instance, reflects adversely on the main office and the network itself.
Initial Policy Recommendations
to be Forwarded to Upper Management

C. Webmaster’s Minimum Functions / Responsibilities

• Tasked to ensure that the web servers, hardware, and software function systematically.

• Shall be well-versed with HTML and other scripting languages, such as PHP and JavaScript and shall have a comprehensive knowledge of configuring web servers, such as Apache.

• Functions may also include generating and revising web pages, designing the website, analyzing site traffic, and replying to comments.

D. Security Assessment for All Websites, Including Plug-ins and Proprietary CMS

- The agency website needs to pass the security and audit checks. This is a necessary requirement to prevent insecure websites from compromising the rest of the websites in the webhosting service.

- To make sure that its own systems are safe and secure, the DOST-ICT Office will also subject its own infrastructure to security and audit checks.
E. Use of Public Servers and Multimedia Files

A guideline on the use of Public Servers and Multimedia Files, e.g. whether agencies are allowed to use YouTube, Picasa, etc., will be formulated to provide guidance to government agencies in using multimedia on their websites.
<table>
<thead>
<tr>
<th>Year</th>
<th>Department/Website</th>
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</table>
| April | Department of Budget Management ([www.dbm.gov.ph](http://www.dbm.gov.ph))  
  University of the Philippines System ([www.up.edu.ph](http://www.up.edu.ph)) |
| May   | PAGASA: DOST ([www.pagasa.dost.gov.ph](http://www.pagasa.dost.gov.ph))  
  Department of Justice ([www.doj.gov.ph](http://www.doj.gov.ph))  
  Department of Interior and Local Government ([www.dilg.gov.ph](http://www.dilg.gov.ph)) |
| June  | Office of the Vice President ([www.ovp.gov.ph](http://www.ovp.gov.ph))  
  Philippine Information Agency ([www.pia.gov.ph](http://www.pia.gov.ph))  
  Department of Justice ([www.doj.gov.ph](http://www.doj.gov.ph))  
  National Food Authority ([www.nfa.gov.ph](http://www.nfa.gov.ph))  
  City Government of Mandaluyong ([mandaluyong.gov.ph](http://www.mandaluyong.gov.ph))  
  Office of the Ombudsman ([www.omb.gov.ph](http://www.omb.gov.ph))  
  Philippine Anti-Piracy Team website ([www.papt.org.ph](http://www.papt.org.ph))  
  Philippine Nuclear Research Institute website ([www.pnri.dost.gov.ph](http://www.pnri.dost.gov.ph))  
  Senate Electoral Tribunal website ([www.set.gov.ph](http://www.set.gov.ph))  
  Department of Health's Anti-Smoking program ([www.smokefree.gov.ph](http://www.smokefree.gov.ph))  
  Philippine News Agency ([www.pna.gov.ph](http://www.pna.gov.ph)) |
| September | Bangko Sentral ng Pilipinas ([www.bsp.gov.ph](http://www.bsp.gov.ph))  
  Metropolitan Waterworks and Sewerage System ([www.mwss.gov.ph](http://www.mwss.gov.ph))  
  Philippine Anti-Piracy Team ([www.papt.org.ph](http://www.papt.org.ph))  
  Department of Environment and Natural Resources - Region 3  
  Department of Health's Anti-Smoking program ([www.smokefree.doh.gov.ph](http://www.smokefree.doh.gov.ph)) |
| October | NationalTelecommunications Commission ([www.ntc.gov.ph](http://www.ntc.gov.ph))  
  Department of Interior and Local Government ([www.dilg.gov.ph](http://www.dilg.gov.ph))  
  DOST – One-Stop Information Shop for Technologies in the Philippines ([http://www.onist.dost.gov.ph](http://www.onist.dost.gov.ph))  
  Philippine Nuclear Institute ([www.pnri.dost.gov.ph](http://www.pnri.dost.gov.ph))  
  Tourism website of the City of San Fernando ([http://tourism.cityofsanfernando.gov.ph](http://tourism.cityofsanfernando.gov.ph))  
  Optical Media Board ([www.omb.gov.ph](http://www.omb.gov.ph))  
  Marine Industry Authority ([www.marina.gov.ph](http://www.marina.gov.ph))  
  Maritime Training Council ([www.mtc.gov.ph](http://www.mtc.gov.ph))  
  Philippine Information Agency ([www.pia.gov.ph](http://www.pia.gov.ph))  
  Philippine Anti-Piracy Team ([www.papt.org.ph](http://www.papt.org.ph))  
  Metro Manila Development Authority ([www.mmda.gov.ph](http://www.mmda.gov.ph))  
  Department of Justice ([www.doj.gov.ph](http://www.doj.gov.ph))  
  Bureau of Internal Revenue ([www.bir.gov.ph](http://www.bir.gov.ph))  
  Bureau of Customs ([www.customs.gov.ph](http://www.customs.gov.ph))  
  PNP-Police Community Relations Group  
  Official Gazette ([www.gov.ph](http://www.gov.ph))  
  Department of Environment and Natural Resources ([www.denn.gov.ph](http://www.denn.gov.ph)) |
<p>| December | Twitter account of the country’s Department of Social Welfare and Development (@dswdserve) |</p>
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<td>National Food Authority (<a href="http://www.nfa.gov.ph">www.nfa.gov.ph</a>)</td>
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<td>Cebu Port Authority (<a href="http://www.cpa.gov.ph">www.cpa.gov.ph</a>)</td>
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<td>Metro Manila Development Authority (<a href="http://www.mmda.gov.ph">www.mmda.gov.ph</a>)</td>
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<td>Municipality of Calasiao, Pangasinan (<a href="http://www.calasiao.gov.ph">www.calasiao.gov.ph</a>)</td>
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<tr>
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<td>Provincial government of Bukidnon (<a href="http://bukidnon.gov.ph">http://bukidnon.gov.ph</a>)</td>
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<td>Municipality of Anilao (<a href="http://anilaogov.com">http://anilaogov.com</a>)</td>
</tr>
</tbody>
</table>
Question and Answer
Closing / Summary of Discussions
Contact us:

gwtsupport@i.gov.ph

Trunkline: (+63-2) 920-0101 local 2622
Ask for Ms. Joanna Rullan
For more info and updates, visit our website:
www.i.gov.ph

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www.facebook.com/iGovPhil

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www.twitter.com/iGovPhilProject
Maraming salamat po.