

A.O. INSTITUTING THE NATIONAL GOVERNMENT PORTAL (NGP)

WHEREAS, Article II of the 1987 Constitution states and Section 2(a) of Republic Act (RA) No. 10844 (s. 2016) reiterates the vital role of communication and information in nation-building;

WHEREAS, Section 2(b) of Republic Act (RA) No. 10844 (s. 2016) declares it a policy of the state to provide a strategic, reliable, cost-efficient and citizen centric information and communications technology (ICT) infrastructure, systems, and resources as instruments of good governance and global competitiveness;

WHEREAS, Section 6(l-a) of Republic Act (RA) No. 10844 (s. 2016) mandates the Department of Information and Communications Technology (DICT) to formulate, recommend, and implement national policies, programs, and guidelines that will promote the development and use of ICT with due consideration to the advantages of convergence and emerging technologies;

WHEREAS, the government recognizes the need for an internationally competitive, responsive, transparent, citizen-centric web service. This is in order to bring the country's web system closer to UN international web standard Stage 4;

WHEREAS, the government recognizes the need to adopt ISO 40500, or WCAG 2.0, to make government web systems compliant with international standards for web accessibility.;

WHEREAS, the government recognizes that a client-centered government will lead the enhancement of citizen's quality of life through convenience and user friendliness;

NOW, THEREFORE, I RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. ESTABLISHMENT OF THE NATIONAL GOVERNMENT PORTAL (NGP)

The DICT shall establish, implement, operate and maintain the NGP. The NGP shall be established within sixty (60) days from the effectivity of this Order.

Section 2. SCOPE

This Administrative Order shall be mandatory for:

1. National Government Agencies (NGAs), including instrumentalities under their control;
2. Government Financial Institutions (GFIs);
3. Government-Owned and-Controlled Corporations (GOCCs); and
4. Inter-agency collaborations, programs, and projects.

The following bodies are encouraged to adopt this Administrative Order:

1. Constitutional bodies;
2. The Judiciary;
3. Congress;

4. Local Government Units (LGUs) and instrumentalities under LGU control; and
5. Other autonomous branches of the government, including State Universities and Colleges (SUCs).

Section 3. OBJECTIVES

The NGP shall be established in accordance with the following objectives:

- a.) To facilitate a more open and transparent government;
- b.) To promote the efficient delivery of public services; and
- c.) To improve collaboration and partnership among government agencies.

Section 4. CREATION OF A UNIFORM WEB CONTENT POLICY

To support the implementation and administration of the NGP, the DICT shall be responsible for the issuance of the Uniform Website Content Policy (UWCP) and its implementing rules and regulations. The UWCP shall be submitted by the DICT to the NGP Steering Committee for approval. The DICT shall be responsible for the administration and implementation of the UWCP.

The UWCP shall define the standards for determining how all government web-based content, both data, and services, are selected, organized, and presented.

Section 5. CREATION OF A SOCIAL MEDIA POLICY

To support the implementation and administration of the NGP, the DICT shall establish a Social Media Policy (SMP). All government agencies covered by this order and which intend to utilize public social media platforms shall ensure that their social media accounts and activities are compliant with the SMP.

The SMP shall be developed in accordance with the following principles:

- a) To extend the NGP's effectiveness by fostering efficient communication between government and citizen through social media technology;
- b.) To contribute to the NGP's goal of government transparency by providing an efficient and accessible venue for sharing information with citizens;
- c.) To establish policies on the government's use of social media, dissemination of information through social media, and interaction of citizens on social media platforms;
- d.) To establish a unified government presence, brand, and identity across various social media accounts;

Section 6. CREATION OF ACCESSIBILITY GUIDELINES

To support the implementation and administration of the NGP, the DICT shall be responsible for the issuance of Accessibility Guidelines (AG). The Guidelines shall be submitted by the DICT to the NGP Steering Committee for approval. The DICT shall be responsible for the administration and implementation of the Guidelines.

These guidelines shall define the standards and practices to allow persons with disabilities to perceive, understand, navigate, interact with and contribute to the web. The guidelines shall also tackle accessibility pertaining to different languages.

Section 7. CREATION OF A DNS POLICY

To support the implementation and administration of the NGP, the DICT shall be responsible for the issuance of a DNS Policy. The DNS Policy shall be submitted by the DICT to the NGP Steering Committee for approval. The DICT shall be responsible for the administration and implementation of the DNS Policy.

The DNS Policy shall define government-wide standards for the naming of Domain Name System (DNS).

Section 8. OPEN DATA

The implementation of the NGP shall comply with Open Data principles. The DICT shall craft an Administrative Order to institutionalise Open Data. The Open Data AO shall be established with the following objectives:

- a.) To facilitate a more open and transparent government;
- b.) To consolidate the different data sets of different government agencies;
- c.) To improve collaboration and partnership among government agencies; and
- d.) To make national government data searchable, accessible, and useful.

Section 9. CREATION AND MANDATE OF THE NGP STEERING COMMITTEE

A. The NGP Steering Committee is hereby created in order to provide policy guidance and to oversee the implementation of the NGP, UWCP,SMP, AG, and the DNS Policy.

B. The NGP Steering Committee shall be composed of decision making representatives from the following agencies:

1. Department of Information and Communications Technology (DICT);
2. Philippines Communications Operations Office (PCOO);
3. Presidential Communications Development and Strategic Planning Office (PCDSPO);
4. Department of Science and Technology (DOST);
5. Department of Budget and Management (DBM);
6. Department of Foreign Affairs (DFA);
7. Department of Labor and Employment (DOLE);
8. Department of Tourism (DOT);
9. Department of Social Welfare and Development (DSWD);
10. Department of Interior and Local Government (DILG);
11. Department of Trade and Industry (DTI);
12. Department of Justice (DOJ); and
13. Department of Finance (DOF).

C. The Steering Committee shall appoint the members of technical working groups (TWGs). The members of these groups shall be experts in their respective fields and

represent the interests of member agencies in the group. The technical working groups shall oversee the various areas of the collaboration such as the technical, policy and process areas.

Section 10. ROLES AND RESPONSIBILITIES

The NGP Steering Committee Shall:

- a.) Develop policies and oversee the proper implementation of the NGP, UWCP, SMP,AG, and the DNS Policy;
- b.) Ensure integration of the agencies with the NGP and compliance with the UWCP, SMP,AG, and the DNS Policy; and
- c.) Conduct periodic reviews of the administration and operation, policies, rules, and regulations governing the NGP, UWCP, SMP, AG, and the DNS Policy, and update the same in order to reflect best practices and international standards.

The DICT shall:

- a.) Establish, implement, operate and maintain the NGP and shall ensure the efficiency, reliability, and security of the NGP. They shall also ensure that agencies' web based content and services are integrated into the NGP;
- b.) Develop policies, rules, procedures, and regulations necessary for the successful implementation of the NGP;
- c.) Conduct capacity building activities to train agencies on integration with the NGP and use of the portal;
- d.) Ensure that content in the NGP complies with the UWCP, SMP, and AG, and the DNS Policy; and
- e.) Develop and administer the SMP, UWCP, AG, and the DNS Policy in coordination with the NGP Steering Committee.

ASTI shall:

- a.) Provide the DICT with advisory support and assistance in developing the NGP.

Government Agencies shall:

- a.) Migrate their existing web based content and services, into the NGP;
- b.) Adopt the NGP as the unified portal through which the Philippine government may be accessed on the internet;
- c.) Produce and regularly update content for integration with the NGP, in accordance to the UWCP, SMP, DNS Policy, and Accessibility Guidelines;
- d.) Integrate online services and applications into the NGP;

- e.) Manage their social media accounts in accordance with the SMP;
- f.) Form or designate an agency web administration team from permanent personnel. Aside from attending the transition training (Phase 1), agency web administration shall ensure that agency web content to be uploaded into the NGP are compliant with the guidelines in the UWCP;
- g.) Operate, maintain, and manage their respective online services integrated into the NGP.
- h.) Form change management teams in charge of NGP migration and other activities relevant to the NGP.

Section 11. NGP MIGRATION AND TIMELINE

- A. All Government Offices and Agencies, GOCCs, and inter-agency collaborations, programs and projects shall completely integrate their websites to the NGP within three (3) years from the effectivity of this Order.
- B. Agencies shall coordinate with the DICT for the development of an integration plan for content to be integrated into the NGP.
- C. Agencies shall follow a migration timeline in migrating web content to the NGP:
 1. *Phase 1: Training (6 Months)* - The DICT shall provide agencies covered by this Administrative Order with NGP transition training. This training will require Agencies to submit an NGP transition plan and a draft website. It will also cover the supporting policies of this Order: the Uniform Web Content Policy, DNS Policy, Accessibility Guidelines, and the Social Media Policy. This phase shall cover the first six (6) months following the effectivity of this Order;
 2. *Phase 2: Integration (1 Year)* - During this phase, agencies are expected to work toward migrating their web content into the NGP following their transition plans. The DICT shall provide support and shall conduct monitoring of agencies during this period. This phase shall last one (1) year after the agency training in Phase 1. Agencies are expected to submit monthly progress reports to the DICT during Phase 2; and
 3. *Phase 3: Adoption (1 Year with 1 Year allowance when deemed necessary)* - During this phase, agencies move towards formally completing their migration into the NGP. Agencies shall submit progress reports to DICT twice a year while in this phase.
- D. In the case an agency requires assistance from third-party services, signatories, and contacts, these will be dealt with through the NGP.
- E. Attached agencies interested in migrating to the NGP will have to undergo a vetting procedure.
- F. Regional and Provincial Offices (ROs and POs) currently relying on third-parties for their website maintenance shall have to wait until their contracts with the said third-

parties lapse. ROs and POs shall then form their own web administration staff who will join Phase 1 (transition training).

Section 12. TRANSPARENCY SEAL

Agencies shall show the Transparency Seal on the main page of their websites hosted on the NGP. The transparency seal shall contain the following information:

- (i) the mandates and functions of all agencies integrated in the NGP, the names of its officials with their position and designation, and contact information;
- (ii) annual reports for the last three (3) years;
- (iii) their respective approved budgets and corresponding targets immediately upon approval of this order;
- (iv) major programs and projects;
- (v) the program/projects beneficiaries as identified in the applicable special provisions;
- (vi) status of implementation and program/project evaluation and/or assessment reports; and
- (vii) annual procurement plan, contracts awarded and the name of contractors/suppliers/consultants.

Section 13. COSTS

The DICT shall include in its annual appropriations the budget necessary for personnel services, maintenance, and other operating expenses for the NGP.

Section 14. REPORTS

The NGP Steering Committee shall submit reports, annually or as often as may be required by the President, relative to the implementation of the provisions of this Order.

Section 15. SEPARABILITY

If any provision of this Order is declared void, the other provisions not affected shall remain valid and subsisting.

Section 16. REPEAL

This order repeals Section 2 (a) of Administrative Order 39 which gives the responsibility of creating the Unified Web Content Policy (UWCP) to the National Digital Service Coordinating Group (NDSCG). All other rules and regulations inconsistent with this Order are hereby deemed repealed.

Section 17. EFFECTIVITY

This order shall take effect immediately upon its publication in a newspaper of general circulation.

DONE, in the City of Manila, this ___th day of _____, in the year of our Lord, Two Thousand and Sixteen.

Endorsed by:

Denis F. Villorente

Deputy Executive Director for e-Government
Department of Information and Communications Technology

Approved by:

Rodolfo A. Salalima

Secretary
Department of Information and Communications Technology