

PRESIDENTIAL ADMINISTRATIVE ORDER INSTITUTING THE NATIONAL GOVERNMENT PORTAL (NGP)

WHEREAS, Section 24, Article II of the 1987 Constitution states and Section 2(a) of Republic Act (RA) No. 10844 known as “the Department of Information and Communications Technology Act of 2015” (s. 2016) reiterates the vital role of communication and information in nation-building;

WHEREAS, Section 2(b) of RA No. 10844 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(I-a) of RA No. 10844 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 E-Government Stage 4¹ “Connected Presence”;

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. DEFINITION OF TERMS

1. **Accessibility Rules and Regulations (AR):** a policy defining the standards for determining how content, both data, and services, can be made more ergonomic.
2. **Agency:** refers to any of the various units of the Government, including a department, bureau, office, instrumentality, or government-owned or controlled corporations.
3. **Agency NGP Team:** Assists the executive in checking the compliance of web content to NGP standards. Also uploads them to the NGP once approved.
4. **Content:** General term for government information, statistics, and transactions, Divided into two broad categories: data and services.
5. **Data:** Information produced or commissioned by agencies. Data forms the base from which government gets its information in order to function and serve consumers. Data come in readily available, voluntarily submitted information, and releasable forms.
6. **Domain Name System (DNS) Policy:** This is a system through which internet domains are located and translated into IP addresses.
7. **Internet Domain:** refers to a distinct subset of the Internet with addresses sharing a common suffix or under the control of a particular organization or individual.
8. **Local Government:** refers to the political subdivisions established by or in accordance with the Constitution.
9. **National Government:** refers to the entire machinery of the central government, as distinguished from the different forms of local governments.
10. **National Government Portal (NGP):** The government's front-end portal framework through which various agencies' content may be easily accessed.
11. **Services:** These are provided in direct coordination with consumers by the

government. These are mostly transactional in nature, requiring consumers to provide identification. Most of these are transactional in nature which require consumers to provide identification; and are completed/performed through online and digital applications/platforms.

12. **Uniform Web Content Policy (UWCP):** a policy providing guidelines on how content will be selected, grouped, and dispensed on the NGP. Its goal is to be able to provide a uniform method of providing this content to users.
13. **Web Content Accessibility Guidelines (WCAG 2.0):** also known as ISO 40500. An international set of guidelines related to web accessibility and content. It was developed to create an international standard for web systems.
14. **Web Content:** Government content hosted or accessible from the internet.

Section 5. CREATION OF A UNIFORM WEB CONTENT POLICY

One of the NGP's goals is a more open and transparent government. The DICT shall be responsible for the issuance of the Uniform Website Content Policy (UWCP) and its implementing rules and regulations. The UWCP shall define standards for determining how all government web-based content, both data, and services, are selected, organized, and presented. This enhances transparency and openness by creating a uniform, easily recognizable government image.

The UWCP shall be submitted by the DICT to the NGP Steering Committee for approval. The DICT shall also be responsible for the administration and implementation of the UWCP.

Section 6. CREATION OF ACCESSIBILITY RULES AND REGULATIONS

The NGP aims to promote the efficient delivery of public services. To help the NGP reach as many users as possible, the DICT shall be responsible for the issuance of Accessibility Rules and Regulations (AR). 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.

The AR shall be submitted by the DICT to the NGP Steering Committee for approval. The DICT shall also be responsible for the administration and implementation of the Guidelines.

Section 7. CREATION OF A DNS POLICY

Government DNS standards are essential in furthering the NGP goal of inter-agency collaboration and openness to users on the web. To this end, the DICT shall be responsible for the issuance of a DNS Policy. The DNS Policy shall define government-wide standards for the naming of Domain Name System (DNS).

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.

Section 8. OPEN DATA

The build on its goal of openness and transparency, 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 OF THE NGP STEERING COMMITTEE AND TECHNICAL WORKING GROUPS

The NGP Steering Committee is hereby created in order to provide policy guidance and to oversee the implementation of the NGP, UWCP, AR, Open Data and the DNS Policy.

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 (PCO);
3. Department of Science and Technology (DOST);
4. Department of Budget and Management (DBM);
5. Department of Foreign Affairs (DFA);
6. Department of Labor and Employment (DOLE);
7. Department of Social Welfare and Development (DSWD);
8. Department of Interior and Local Government (DILG);
9. Department of Trade and Industry (DTI);
10. Department of Justice (DOJ); and
11. Department of Finance (DOF).

Technical working groups shall be created to oversee the technical, policy, and process aspects of the NGP. 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 members shall be drawn from the staff members who have undergone the NGP transition training, but may be augmented by other staff members.

Section 10. ROLES AND RESPONSIBILITIES

The NGP Steering Committee Shall:

- a.) Develop policies and oversee the proper implementation of the NGP, UWCP,AR, Open Data, and the DNS Policy;
- b.) Ensure integration of the agencies with the NGP and compliance with the UWCP,AR, Open Data, and the DNS Policy; and

- c.) Conduct periodic reviews of the administration and operation, policies, rules, and regulations governing the NGP, UWCP, AR, Open Data, 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, AR, Open Data, and the DNS Policy; and
- e.) Develop and administer the UWCP, AR, Open Data, and the DNS Policy in coordination with the NGP Steering Committee.

ASTI shall:

- a.) Provide the DICT with technical 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 government web content may be accessed on the internet;
- c.) Produce and regularly update content for integration with the NGP, in accordance to the UWCP, DNS Policy, AR, and Open Data;
- d.) Form an NGP team from permanent personnel. Agency NGP teams shall attend the transition training (Phase One) and shall ensure that agency web content to be uploaded into the NGP are compliant with the guidelines in the UWCP;
- e.) Operate, maintain, and manage their respective online services integrated into the NGP.; and
- f.) Form change management teams in charge of NGP migration and other activities relevant to the NGP.

Section 11. NGP MIGRATION AND TIMELINE

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.

Agencies shall coordinate with the DICT for the development of an integration plan for content to be integrated into the NGP.

Agencies shall follow a migration timeline in migrating web content to the NGP:

Phase 1: Transition Training (Six months) – The DICT shall provide agencies covered by this Administrative Order with NGP transition training. This training will require Agencies to submit a NGP transition plan and a draft website. It will also cover the supporting policies of this Order: the Uniform Web Content Policy, AR, DNS Policy, and Open Data. This phase shall cover the first six (6) months following the effectivity of this Order;

Phase 2: Migration (One 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 one. Agencies are expected to submit monthly progress reports to the DICT during Phase 2; and

Phase 3: Finalization (One year with an additional one year allowance when deemed necessary) – During this phase, agencies formally complete their migration into the NGP. Agencies shall submit progress reports to DICT twice a year while in this phase.

Regional and Provincial Offices (ROs and POs) shall form their own NGP Team. The staff shall join Phase 1 (Transition Training).

Agencies currently relying on third-parties for their website maintenance shall have to wait until their contracts with the said third-parties lapse. These shall then form their NGP staff afterwards and 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; and
- (vi) Status of implementation and program/project evaluation and/or assessment reports;

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 Uniform 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.

Quezon City, Philippines, ___ November, 2016.

Endorsed by:

SALVADOR C. MEDIALDEA
Executive Secretary
Republic of the Philippines

Approved by:

RODRIGO R. DUTERTE
President
Republic of the Philippines