

[**ICT Memorandum Circular No. 2015-001, April 27, 2015**]

RULES AND REGULATIONS ON MIGRATING TO THE GOVERNMENT WEB HOSTING SERVICE (GWHS) OF THE DEPARTMENT OF SCIENCE AND TECHNOLOGY'S INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE (DOST-ICT OFFICE)

Adopted: 27 April 2015

Date Filed: 15 June 2015

1. Background

- 1.1 The development of ICT infrastructure under Chapter 5, Accelerating Infrastructure Development, of the Philippine Development Plan (PDP) 2011-2016 is being pursued to support e-government systems that will allow more effective exchange and processing of data across national government agencies and enhance the capability of the government to deliver services electronically directly to citizens.
- 1.2 Under Section 2 (b) of Executive Order (EO) No. 47 (s. 2011), the DOST- ICT Office is mandated to provide information and communications technology infrastructure, information systems and resources to support the speedy and efficient enforcement of rules and delivery of accessible public services to the people.
- 1.3 The government recognizes the need for greater security and robustness in the Internet technologies it uses as shown by the recent attacks on its websites at all levels of the government.

2. Definition of Terms

- 2.1 **Agency** – refers to any of the various units of government, including executive branch departments, an office, instrumentality or government- owned and/or controlled corporation (GOCC), which performs important tasks and cover a nationwide area of concern.
- 2.2 **Content** – refers to data, either in the form of text, images, presentations, audio or visual files or both, or any other information-bearing medium that may be accessed by site visitors.
- 2.3 **Content Manager** – refers to an individual who is in charge of determining the content to be uploaded into the agency website.
- 2.4 **CMS** – refers to Content Management System, which is a computer program that allows publishing, editing and modifying content, as well as maintenance from a central interface.
- 2.5 **Informational Websites** – websites that present basic and limited information, including public policy and governance information, which are stored and accessible online. This refers to the Emerging Presence and the Enhanced Presence stages in the UN Web Index.

- 2.6 **Instrumentalities** – refers to agencies under the administrative or technical supervision of national government agencies.
- 2.7 **Sub-agency** – an entity under an agency that derives its budget directly from the agency.
- 2.8 **Subdirectory** – refers to a directory below another directory in a hierarchy.^[1]
- 2.9. **Subdomain** – refers to an Internet domain that is part of a primary domain.^[2]
- 2.10 **Transactional Websites** – refers to websites that transact with citizens and clients through web applications or services. It also refers to websites that fall under the Transactional Presence or Connected Presence stages in the UN Web Index.
- 2.11 **UN Web Measure Index** – an index used by the United Nations to determine the level of sophistication and online presence of a given country. The Web Measure Index has four progressive stages: a.) Emerging Presence, where websites present basic and limited information; b.) Enhanced Presence, where public policy and governance information are stored and accessible online; c.) Transactional Presence, where bilateral interaction between the government and the citizen is possible; and d.) Connected Presence, where G2G, G2C and C2G interactions are all possible.^[3]
- 2.12 **Webmaster** – refers to the individual who shall administer and take responsibility for account access to the agency website.
- 2.13 **Website** – refers to a set of related pages on the Internet. A government website makes use of the gov.ph domain, and includes those that are equipped with online applications, services and databases.

3. Purpose

This Memorandum Circular is being issued to prescribe the rules and regulations on:

- 3.1 Migrating to the web hosting service of the DOST-ICT Office.
- 3.2 Delineating the responsibilities of agencies covered with respect to GWHS.
- 3.3 Compliance with technical guidelines issued as part of this Memorandum Circular.
- 3.4 Schedule and order of priority for migration to GWHS.

4. Coverage

The current General Appropriations Act shall serve as a guide in classifying agencies.

This Memorandum Circular is mandatory for the websites of:

- 4.1 National Government Agencies (NGAs), including instrumentalities under their control.
- 4.2 Government Financial Institutions (GFIs).
- 4.3 Government-Owned and -Controlled Corporations (GOCCs).
- 4.4 Inter-agency collaborations, programs and projects.

The following bodies are encouraged to adopt the Memorandum Circular:

- 4.5 Constitutional bodies.
- 4.6 Local Government Units (LGUs) and other instrumentalities under the

LGUs' control.

4.7 Other autonomous branches of the government, including State Universities and Colleges (SUCs).

5. GWHS Services

5.1 Web Hosting

5.1.1 Web Hosting shall include the provision of the necessary computing and network resources to government agencies, including inter-agency collaborations, programs and projects, to establish their Informational and/or Transactional Websites, including the provision of online services.

5.1.2 All websites hosted under the GWHS shall be available 24 hours a day, seven days a week (24/7) under all foreseeable conditions.

5.1.3 Client agencies may add their machines to the GWHS to avail of dedicated capacity, provided that administrative control is transferred to ICT Office and subject to additional guidelines to be issued by the ICT Office.

5.2 Content Management Systems

5.2.1 A selection of standard Content Management Systems (CMSs) for use under the GWHS shall be made available as listed in Annex A[*].

5.2.1.1 The selection of standard CMSs shall be updated and expanded as necessary to include both open source and proprietary CMSs.

5.2.2 All CMSs shall provide and use templates that conform with the Government Website Template Design (GWTD) specified in Annex C[*].

5.2.3 All standard CMSs shall implement an Application Programming Interface (API) to use the online services of DOST-ICT Office.

5.2.4 Existing custom platforms may be integrated into the GWHS subject to the qualifying process prescribed in Annex B[*].

5.3 Security Audit and Assessment

5.3.1 All websites not using the prescribed CMSs shall undergo security audit and assessment before being migrated and hosted under the GWHS. The security audit and assessment shall cover web applications, modules, extensions, plug-ins, and web services used by the agencies.

5.3.2 Adverse findings during the security audit and assessment shall be forwarded to the agency for appropriate remedial action.

5.3.3 The ICT Office shall also prescribe a list of allowed modules, extensions and plug-ins, which can be found in the project website (www.i.gov.ph/ao39). Agencies that would like to use extensions not in the allowed list shall submit the name or a copy of the extension to the ICT Office for a security assessment.

5.3.4 The security audit and assessment is a continuing activity. The ICT Office shall conduct a security inspection of each GWHS-hosted website and its attached services or applications to ensure that

compliance with security standards is maintained. Both periodic and random checks shall be applied.

5.3.5 The ICT Office reserves the right to install website monitoring and auditing tools to be used for checking and ensuring that overall website security is maintained at all times.

5.4 Service Training

The ICT Office shall provide the necessary capability building assistance relative to the implementation of AO 39, such as:

5.4.1 Training for agency Content Managers for content creation, migration and maintenance.

5.4.2 Training for agency Webmaster for the setting up and management of websites.

5.4.3 Technical training workshops for accredited developers and trainers.

6. Responsibilities of Agencies

6.1 Information and Communications Technology Office

6.1.1 The ICT Office shall ensure the 24/7 operation of the GWHS under all foreseeable conditions.

6.1.2 The ICT Office shall develop and implement policies, rules and regulations related to the implementation of migration to GWHS.

6.1.3 The ICT Office shall provide technical and capacity building assistance to hosted government agency websites. It shall develop the Capability Building Guidelines for hosted agencies, which shall be attached as Annex E to this Memorandum Circular.

6.1.4 The ICT Office shall encourage constitutional bodies, local government units and other autonomous branches of the government to get their websites under the GWHS. But it shall be undertaken at the instance of the said entities.

6.1.5 The ICT Office shall be responsible for server administration and the maintenance of the GWHS. Hosted agency websites shall be accessible to the webmasters of the respective agencies, but the management of the server, appliances and other equipment, as well as other server maintenance procedures, shall be performed by the ICT Office.

6.1.6 The ICT Office shall be responsible for compiling and uploading instructional materials and guidelines related to GWHS.

6.1.7 The ICT Office shall be responsible for the security of the hosted websites. Any intrusion, defacement, unauthorized access or any other form of illegal access to the hosted website shall be the responsibility of the ICT Office.

6.1.8 The ICT Office, through its operations team, shall facilitate the formation of a stakeholders group which shall serve as the forum for all stakeholders to raise issues, concerns, queries and recommendations regarding the service quality, operations, policies and any other matter related to the GWHS. The stakeholders group shall be composed of representatives from the ICT Office and the agencies with websites hosted under the GWHS.

6.1.9 The ICT Office shall annually assess the websites under the GWHS