

[ **DOST ADMINISTRATIVE ORDER NO. 002, May 19, 2011** ]

**DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) WEBSITE POLICY**

In the interest of the service and in order to ensure the efficient management and maintenance of the websites of the Department of Science and Technology (DOST) and its attached agencies/offices, the following DOST Website Policy is hereby promulgated for adoption in the DOST System.

*SECTION 1. Policy Statement -*

1.1 The DOST and its attached agencies/offices are committed to making its website contents accessible to everyone.

1.2 The DOST and its attached agencies/offices are committed to implement good governance and high standard for managing and maintaining their websites.

*SECTION 2. Scope of the Policy*

2.1 The policy applies to the DOST portal and the websites of its attached agencies/offices for proper management.

*SECTION 3. Definition of Terms* - The definition of terms used in this order shall be as follows:

**Accessibility** refers to guidelines and techniques used to make a website accessible to persons with all abilities and disabilities.

**Cascading Style Sheets (CSS)** refers to a stylesheet language used to describe the presentation of a document written in a markup language.

**Content Management System (CMS)** refers to computer software used to create, edit, manage and publish content in a consistently organized manner.

**Content Manager** refers to the person assigned by each DOST attached agencies/offices to oversee the proper management of contents for their respective websites.

**DOST and its attached agencies/offices** refer to Sectoral Planning Councils, Advisory Bodies, Research and Development Institutes, Service Institutes, Regional Offices and the Central Office (CO) which comprise the DOST.

**DOST ITD** refers to the Information Technology Division of the DOST-CO.

**DOST Media Core** - refers to the group of information officers from different DOST-attached agencies/offices responsible for writing press releases and news items for their respective offices.

**DOST Webmasters Consortium** - refers to the association of IT personnel, MIS staff or other representatives from different DOST attached agencies/offices and DOST-Media Core.

**Downloadable Files** - refers to all soft copies of forms, guidelines, brochures, images and videos posted in the website.

**Flash Video (FLV)** refers to the name of a file format used to deliver video over the internet using Flasy Player. These are considered streaming video files, which do not require complete downloading of the entire file before it can be viewed.

**Graphics Interchange Format (GIF)** refers to a bit-mapped graphics file format used by the web. It supports color and various resolutions. It also includes data compression, but since because it is limited to 256 colors, it is more effective for scanned images such as illustrations rather than color photos.

**GNU General Public License (GNU GPL or simply GPL)** refers to a widely used free software license. The GPL is said to grant the recipients of a computer program the rights of the free software definition allowing modification and redistribution of the program, and ensuring that freedoms are preserved, even when the work is changed or added to.

**Joint Photographic Experts Group (JPEG)** refers to the most common image format used by digital cameras and other photographic image capture devices and is the most common format for storing and transmitting photographic images on the web.

**Linking** refers to the way of making a reference to another document or resource. Such connection takes you to other document or resource when you klik on them.

**Metadata** refers to data about data of any sort in any media. It is used to speed up and enrich searching for resources.

**MOV** refers to a Quick Time media container format that can store audio and video data.

**Moving Picture Experts Group (MPEG)** refers to the name of a family of standards used for coding audio-visual information (e.g., movies,

video, music) in a digital compressed format.

**MPEG-1 Audio Layer 3 (MP3)** - refers to a computer file format for the compression and storage of digital audio data.

**Multimedia** - refers to the audio, still images, animation, video and other interactive contents, which can be embedded in the website.

**Naming** refers to the process of assigning a particular word or phrase to a particular object or property.

**Ogg** refers to a free, open standard container format that is designed to provide for efficient streaming and manipulation of high quality digital multimedia.

**Patch** refers to a piece of software designed to fix problems, or update a computer program or its supporting data. This includes fixing security vulnerabilities and other bugs and improving the usability or performance.

**Portable Document Format (PDF)** refers to a file format which has become a standard for document transfer. It captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended.

**Portable Network Graphics (PNG)** refers to an extensible file format for the lossless, portable, well-compressed storage of raster images.

**Publications** refer to DOST materials transmitted to the general public in print and/or online form.

**RealMedia (RM)** refers to a multimedia container format created by Real Networks. It is typically used in conjunction with RealVideo and RealAudio and is used for streaming content over the Internet.

**Really Simple Syndication, Rich Site Summary or RDF Site Summary (RSS) feed** refers to several similar forms of web syndication used by news websites.

**Sector Categories** refer to the following science and technology fields: Agriculture, Aquaculture, Biotechnology, Education, Food and Nutrition, Health and Medicine, General Information, Industry and Business, Information and Communications Technology, Natural Disaster and Mitigation, Nuclear and Weather.

**Shockwave Flash (SWF)** - refers to a partially open file format for multimedia which is intended to be small enough for publication on the web. It can contain animations or applets of varying degrees of interactivity and function.

**Standard template** - includes the following elements: agency/office

logo, cluster, Philippine Flag, "Department of Science and Technology" , and "Republic of the Philippine" (refer to NCC standards for government websites).

**Syndication or Web Syndication** refers to the process of making web feeds available from a site in order to provide other people with a summary of the website's recently added content.

**Website** refers to a collection of web pages, images, videos or other digital assets that is accessible via the internet.

**Web Browser** - refers to a software application which enables a user to display and interact with text, images, videos, music and other information typically located in a web page at a website.

**Windows Media Audio (WMA)** refers to an audio data compression technology developed by Microsoft.

**Windows Media Video (WMV)** refers to compressed video file format developed by Microsoft. It was originally designed for internet streaming applications.

#### *SECTION 4. Content Policy -*

4.1 DOST and its attached agencies/offices shall be responsible for the contents of their respective websites and ensure the quality, objectivity, utility and integrity of the information posted.

4.2 DOST and its attached agencies/offices shall maintain a standard website template. Any Changes on the standard template shall be subject for review and approval of the DOST Webmasters Consortium.

4.3 Website contents shall be related to the agency's or office's mission, vision, functions, goals and objectives.

4.4 The categories for the DOST portal and the websites of its attached agencies/offices are the following:

4.4.1 The minimum requirements:

4.4.1.1 Agency/Office Profile

4.4.1.2 News

4.4.1.3 Programs, Projects and Activities

4.4.2 Other categories when applicable:

- 4.4.2.1 Products and Technologies
- 4.4.2.2 Services
- 4.4.2.3 Publications
- 4.4.2.4 Science and Technology Breakthroughs, Inventions and other related Topics
- 4.4.2.5 Facilities/Laboratories
- 4.4.2.6 Downloadable files
- 4.4.2.7 Job Postings

4.5 Website contents shall be subject to the approval of the agency/office head or authorized representative.

4.6 DOST and its attached agencies/offices shall provide RSS feeds for their latest news items to allow other DOST websites to syndicate their news items.

4.7 Downloadable files owned by DOST and its attached agencies/offices shall be hosted in their respective servers. It is recommended that a link be provided to redirect users to the download page containing the file/s.

4.8 Descriptions shall be provided for all downloadable files, including their file size.

4.9 DOST and its attached agencies/offices shall include a search feature in their websites. To facilitate search, keywords and metadata shall be provided in the website contents.

4.10 DOST and its attached agencies/offices shall provide all available contact information such as phone number/s, facsimile number/s, postal address and email address.

4.11 Articles for posting shall use the following format:

Title  
Sector Category  
Date  
Author's Name  
Content

Refer to Section 3 for Sector Category.

4.12 The DOST-Media Core under the Science and Technology Information Institute (STII) shall be responsible for the review and selection of news headline for the DOST website. Articles can be extracted through the RSS feeds from the DOST attached agencies/offices websites.

4.13 The DOST and its attached agencies/offices websites shall use an open source CMS.