Transparency and Accountability:
Data-driven Governance and Public Access to Government Data

Background and Rationale

The principle of transparency dictates that government data must be accessible to the public. The current situation is that government agencies are operating in silos or keeping their own data storage.

By implementing an Open Data program, government agencies will be directed to make their datasets available to the public. Thus, a policy that will guide government agencies on how to make their datasets publicly available is critical.

Summary of the Policy

Institutionalization of Open Data Practice

One of the ways a government can be a catalyst for open data is by developing collaborative and demand-driven open data portals, according to N.K. Hanna.\(^1\) The goal is to create communities of data users in different sectors where they can discuss how to use and apply data.

In 2014, the Philippine government launched the Open Data Portal, where data from different government agencies were consolidated. It was supported by the Open Data Joint Memorandum Circular 2014-01, which introduced the Open Data Philippines and the roles and responsibilities of each agency.

This was followed by the Open Data Joint Memorandum Circular 2015-01, which provided the guidelines for the implementation of the Open Government Data General Provision in the 2015 General Appropriations Act. This same circular declared the Open Data Policy and Open Data Principles.

The existing structures, which seek to institutionalize current open data practice in the Philippines, call for the Department of Information and Communications Technology (DICT) to implement a coherent program that will enable agencies to adopt an open data policy.

Governance on Open Data Initiative

There are different governance models followed by countries that are practicing open data. This is to say that there is also no single way of structuring a governance model; it is entirely dependent on a country’s available resources and priorities, which are ever changing in the political landscape.

The first Joint Memorandum Circular on Open Data Philippines created a task force composed of the Office of the Presidential Spokesperson (OPS), Department of Budget and Management (DBM), and Presidential Communications Development and Strategic Planning Office (PCDSPO).

With the issues and challenges encountered in making government datasets open to the public, it is important that the governance structure also adapts to ramifying concerns needed to be addressed by agency mandates.

Thus, during the consultation of this draft policy on 18 October 2017, the task force agreed to appoint the DICT as the lead of the task force, with its mandate to coordinate initiatives on information sharing. It was also recommended to include the National Archives of the Philippines (NAP), National Privacy Commission (NPC), and Civil Service Commission (CSC).

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Open Data for a Whole-of-Government Approach

Establishing a robust governance structure for an open data initiative will pave the way for the different government agencies to collaborate with each other easily and, thus, provide reliable and coherent datasets to the public.

At the government level, readily available open datasets shall help agencies and the government as a whole to come up with evidence-based decisions. In this way, the government becomes transparent and accountable with every decision they make since they have data as a basis.

One of the major challenges encountered in delivering whole-of-government (WoG) public services is making sure that policy-making is integrated. By practicing WoG, it is imperative to break down silos between public sector agencies, each of which are mandated to deliver specific services and programs.²

To achieve an integrated policy-making, it is important for agencies to be able to share data at the least with one another. It follows that each agency shall have an internal policy that will kick-start the implementation of open data. Without an internal policy, the agency will be able to shun accountability with the datasets it releases to the public.

Policy Implication

In the pursuit of promoting an information-based culture, an open data policy shall be able to institutionalize open data practice, create a governance body, and set guidelines for the agency implementation of open data. With the democratization of government data, institutions, businesses, and citizens will be given the freedom and opportunity to make informed and sound decisions that are grounded in evidence.

JOINT MEMORANDUM CIRCULAR
No. __________

TO : HEADS OF ALL BRANCHES OF THE GOVERNMENT, CONSTITUTIONAL OFFICES, LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND -CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), STATE UNIVERSITIES AND COLLEGES (SUCs), PHILIPPINE EMBASSIES, AND OTHER PHILIPPINE OFFICES ABROAD

SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF OPEN DATA PHILIPPINES

SECTION 1. BACKGROUND AND RATIONALE

1.1. The Department of Information and Communications Technology (DICT), through the Republic Act (R.A.) No. 10844 or the “DICT Act of 2015”, is mandated to harmonize and coordinate all national ICT plans and initiatives to ensure knowledge, resource, and information sharing, database building, and agency networking linkages among government agencies, consistent with E-Government objectives in particular, and national objectives in general.

1.2. The Presidential Communications and Operations Office (PCOO), through the Memorandum Order No. 10 issued by the Office of the President on 29 December 2016, is mandated to lead the implementation of Executive Order No. 2 s. 2016 entitled “Operationalizing in the Executive Branch the People’s Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor” and all other freedom of information (FOI) programs or initiatives, including e-FOI in the executive branch.

1.3. The Philippine Statistics Authority (PSA), through RA No. 10625 or the “Philippine Statistical Act of 2013”, is mandated to, among others, collect, compile, analyze, abstract and publish statistical information relating to the country’s economic, social, demographic and general activities and condition of the people.

1.4. The Department of Budget and Management (DBM), through Executive Order no. 24, s. 2017, is designated as the Secretariat for the Participatory Governance Cluster of the Cabinet which is tasked to enhance citizen participation in government processes.

The DBM also issued National Budget Circular 542 otherwise known as the Transparency Seal to enhance transparency and accountability of all national government agencies by proactively publishing public government information.

1.5. The National Archive of the Philippines (NAP), through the Republic Act No. 9470 known as the “National Archives of the Philippines Act of 2007”, is mandated to strengthen the system of management and administration of archival records. It shall examine, identify, and formulate policies regarding all public records of government agencies.

1.6. The National Privacy Commission (NPC) is mandated to administer and implement
the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection.


1.8. In 22 January 2014, the Office of the Presidential Spokesperson (OPS), DBM, and Presidential Communications Development and Strategic Planning Office (PCDSPO) issued the Joint Memorandum Circular no. 2014-01 to implement the Open Data Philippines (ODPH). This was followed by the issuance of Joint Memorandum Circular no. 2015-01 to strengthen the ODPH and complement Sec. 24 of the General Provisions of the General Appropriations Act (GAA) of 2015.

1.9. To reinstate the importance of open data and continue the initiative, the DICT, PCOO, PSA, DBM, NAP, NPC, and CSC in accordance with their respective mandates, shall lead the implementation of the ODPH to harmonize the publication and management of all open government data.

1.10. ODPH, accessible through the gov.ph/data, is a government program that aims to make government data accessible, searchable, and understandable. It is consistent with the Philippine government’s commitment to Open Government Partnership (OGP) to make the government more open, accountable, and responsive to citizens.

1.11. The government, through the ODPH program, recognizes the need for an internationally competitive, responsive, transparent, citizen-centric web service. The program shall be aligned with existing international initiatives on Open Data such as the Open Data Charter and its principles. It shall promote data-driven governance and data stewardship.

SECTION 2. PURPOSE
The Joint Memorandum Circular is being created to:

2.1. Define Open Data Principles;
2.2. Institutionalise ODPH;
2.3. Create a new Open Data Task Force; and
2.4. Provide guidelines for the agency implementation of ODPH.

SECTION 3. COVERAGE
This JMC covers all departments, bureaus, offices and agencies of the national government, state universities and colleges (SUCs), government-owned and -controlled corporations (GOCCs) and government financial institutions (GFIs).

The Congress, Judiciary, constitutional commissions, Office of the Ombudsman, and local government units are encouraged to participate in this program.

SECTION 4. DEFINITION OF TERMS
4.1. Agency - refers to any of the various units of the Government, including a department, bureau, office, instrumentality, or government-owned or -controlled corporations, or a local government or a distinct unit therein.
4.2. Agency Information Inventory (AII) - refers to the comprehensive listing of all information and datasets that an agency currently holds. The AII, which can be found on Annex B, is required by FOI - MC No. 01 Series 2016 of the Freedom of Information Executive Order.

4.2 Data - refers to a set of facts and figures that are presented in raw or unprocessed forms without added definition, interpretation, or analysis. Data may be produced or commissioned by government or government-controlled entities.

4.2.1. Quantitative Data - refers to data presented through numerical measurement, amount, or rank.

Example: Income per capita, population per unit area

4.2.2. Qualitative Data - data presented through categories, instead of numerical measurements, amount, or rank.

Example: List and occurrence of diseases, list of schools

4.4. Document - refers to “recorded information regardless of medium or characteristics” (Definition from NAP General Circular No. 4).

4.3. Information - refers to interpreted and analyzed data converted into a usable and meaningful format. Government information may include news, articles and researches.

4.6. Open Data - refers to the Open Knowledge Foundation’s open definition, which describes that data is open if “anyone can freely access, use, modify, and share (it) for any purpose (subject, at most, to requirements that preserve provenance and openness)”. More often, this refers to the overall initiative or program to release data in open formats.

4.7 Open Data Philippines (ODPH) - refers to an initiative to make government data accessible, searchable, and understandable. The ODPH was one of the Philippines’ commitments to the Open Government Partnership to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance.

4.9. Open Data Policy Statement - refers to a policy that outlines conditions, exemptions, and disclaimers set forth in the use and application of open data. The Open Data Policy Statement required in the implementation of Open Data is enclosed in Annex A.

4.8. Open Data Portal - refers to the public domain website that serves as the central repository for all government datasets. The Open Data Portal shall be accessible through the GOV.PH/data.

4.5. Records - refers to “recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity” (as defined by International Council on Archives and cited in the NAP General Circular No. 4).

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3 Primer on the Philippine Open Government Partnership
SECTION 5. OPEN DATA POLICY

Government datasets shall comply with concept on openness as recognized internationally through the Open Government Partnership and Open Data Charter. The following criteria must be met for a dataset to be considered open:

5.1. *Publicly available and accessible by default.* If the dataset qualifies for publication to the extent permitted by applicable laws and subject to individual privacy, confidentiality, national security, or other legally-mandated restrictions, it should be made available through the agency’s website by default and obtainable by download.

To reiterate, all government datasets shall be publicly available and accessible at gov.ph/data by default, except if it contains any personally identifiable information, confidential matters, and other data that may be a threat to national security or other legal restrictions.

5.2. *Open and machine-readable format.* This means that the dataset is in a format that is platform-independent, machine-readable, and made available to the public without restrictions that would impede the re-use, modification, or processing of that information. Datasets in machine-readable formats have data that can be extracted and processed by computer programs easily; and

5.3. *Open license.* This means that the dataset is offered free and without restriction, subject only to proper attribution to the publishing government agency. Should an agency adopt a particular license for any of its datasets, it should be an open license.

5.4. *Timely.* Each dataset shall be updated to ensure its quality and to preserve its value. It is recommended that a dataset be updated at least once every quarter of the year, or whenever possible and permissible;

5.5. *Described.* Each dataset shall have a corresponding metadata that provides contextual information, such as title, description, date published, etc.; and

5.6. *Managed post-release.* The agency, through a point of contact, shall entertain feedback and engagement from users of any of its datasets.

SECTION 6. OPEN DATA PRINCIPLES

The implementation of ODPH shall be in pursuant to the following principles:

6.1. *Access to public sector information.* ODPH is one of the core government programs that guarantee the constitutional right of the people to information on matters of public concern. The open data portal, GOV.PH/data, is intended to be the primary platform by which government data is published.

6.2. *Data-driven governance.* The program seeks to drive government decision-making based on available and sound data. Equally important, the program recognizes that government does not have a monopoly of good governance, as a citizenry empowered with open government data can help improve government’s service delivery.
6.3. **Public engagement.** The program adheres to the idea that opening government data goes beyond providing data; it needs the public's participation to move it forward. Hence, the program establishes linkages outside of government, especially with civil society organizations (CSOs), the private sector, academe, and other stakeholders.

6.4. **Practical innovation.** The program aspires to create opportunities for innovation that tremendously benefit both government and the public. The program recognizes that open government data goes beyond the fundamental purpose of transparency, but also aims to improve the delivery of public services, translate into economic or commercial opportunities, and find relevance in the everyday lives of citizens.

**SECTION 7. INSTITUTIONALIZATION OF ODPH**

7.1. To implement the principles of open data in the government, the Open Data Philippines initiative shall be established and strengthened to foster openness and increase government transparency and citizen engagement.

7.2. All open government data shall be guided by the Open Data Policy and Principles.

7.3. All open government data shall be published in the Open Data Portal, gov.ph/data, which shall serve as the central repository of all open government datasets.

**SECTION 8. CREATION OF THE NEW OPEN DATA TASK FORCE**

8.1. **Roles of the Open Data Task Force**

The Open Data Task Force shall develop policies and oversee the proper implementation of the ODPH based on local and international standards on open data. It shall ensure the alignment of its policies to government data disclosure initiatives, such as the Executive Order on the FOI, the Data Privacy Act, the Intellectual Property Code of the Philippines, and other pertinent policies.

The Open Data Task Force shall:

8.1.1. Ensure compliance of agencies with the ODPH implementation guidelines as stipulated in the next section of this Circular.

8.1.2. Institutionalize data management practices and standards set by the Philippine eGovernment Interoperability Framework (PeGIF) for open data, such as a naming and tagging convention, metadata schema, data dictionary, etc.

8.1.3. Create, issue, and implement an Open Data Action Plan (ODAP), which shall outline a three-year roadmap to demonstrate potential use cases of open data in public service delivery (government transactional services, etc.).

8.1.4. Promote civic participation by consulting with civil society organizations in formulating plans and policies for the implementation of Open Data. It is recommended that each data category has a CSO counterpart that shall build on the data.

8.1.5. Conduct quarterly reviews of the administration and operation, policies, rules, and regulations governing Open Data, and update the same in order to reflect best practices and international standards.

8.1.6. Conduct capacity building activities to train agencies on integration with the ODPH and use of the portal.
8.2. Composition of the Open Data Task Force

The ODPH Task Force shall be composed of the agencies identified below, which shall be represented by their respective officials. The agencies shall fulfill the duties and responsibilities as follows:

Annex C shows the organizational structure of the Task Force.

8.2.1. The DICT shall be represented by the Undersecretary for Development and Innovations, who shall act as the chairperson of the Open Data Task Force. The DICT shall perform the following functions:

8.2.1.1. Policy and Governance

8.2.1.1.1. Provide policy and management directions for the Open Data Task Force.
8.2.1.1.2. Convene and facilitate meetings of the Open Data Task Force.
8.2.1.1.3. Represent the Open Data Task Force in sub-national, national, or international functions.
8.2.1.1.4. Provide a Project Management Team to support the operations of the Open Data Task Force.
8.2.1.1.5. Create other policies relative to Open Data Management.
8.2.1.1.6. Manage the fund for the ODPH implementation.

8.2.1.2. Web and Content Management

8.2.1.2.1. Establish, implement, operate, and maintain the Open Data Portal while ensuring its efficiency, reliability, and security, in compliance with existing national policies.
8.2.1.2.2. Ensure that the Open Data portal’s web-based content are integrated into the National Government Portal.
8.2.1.2.3. Harmonize all existing open data portals of the government.

8.2.1.3. Data Collection

8.2.1.3.1. Facilitate the collection and publication of government datasets on the Open Data Portal.

8.2.1.4. Monitoring and Evaluation

8.2.1.4.1. Develop a monitoring framework and release quarterly reports to regularly track the progress of ODPH implementation.
8.2.1.4.2. Develop evaluation criteria and methodologies to systematically assess ODPH implementation in terms of relevance, appropriateness, effectiveness, and impact.

8.2.1.5. Training

8.2.1.5.1. Conduct training on data management and implementation of Open Data.
8.2.1.5.2. Provide expertise and technical advisory on the implementation of Open Data.
8.2.2. The PSA shall be represented by the National Statistician, who shall act as the deputy chairperson of the Open Data Task Force. The PSA shall perform these functions:

8.2.2.1. Support to Policy and Governance
   8.2.2.1.1. Convene and facilitate meetings of the Open Data Task Force, in the absence of the chairperson.
   8.2.2.1.2. Represent the Open Data Task Force in sub-national, national, and international functions in the absence of the chairperson.
   8.2.2.1.3. Serve as the chairperson during the transition period of a government administration.

8.2.2.2. Data Management
   8.2.2.2.1. Identify priority government datasets to be published in the government web portals.
   8.2.2.2.2. Create and implement processes to ensure that published data are accessible, searchable, and understandable.
   8.2.2.2.3. Align ODPH Implementation with the Sustainable Development Goals Data Revolution by unifying data from GIS and OpenSTAT.

8.2.2.3. Data Standards
   8.2.2.3.1. Promote the use of open data standards and formats to statistical data, wherever applicable.
   8.2.2.3.2. Establish linkages between statistical nomenclatures and open data standard definitions, such as naming and tagging conventions, metadata template, and data dictionaries once technical guidelines are released by the Open Data Task Force.

8.2.3. The PCOO shall be represented by the PCOO official in charge of FOI, who shall participate as a member of the Open Data Task Force. The PCOO shall perform these functions:

8.2.3.1. Stakeholder Engagement
   8.2.3.1.1. Coordinate with government agencies to promote open data disclosure in the Philippine government.
   8.2.3.1.2. Coordinate with civil society organizations (CSO) to promote civic engagement with ODPH in the country.

8.2.3.2. Alignment of ODPH and FOI Initiatives
   8.2.3.2.1. Share and monitor all collected Agency Information Inventories (AIIs) from government agencies as the basis from which open data are collected.
   8.2.3.2.2. Promote proactive data disclosure to support the FOI implementation.
   8.2.3.2.3. Recommend frequently requested information in the FOI implementation to be published on the open data portal.
8.2.3.3. Communication Strategies

8.2.3.3.1. Advice on the communication strategies of the ODPH to mainstream open data in the government and the public.
8.2.3.3.2. Manage the information dissemination with regards to ODPH implementation.

8.2.4. The DBM shall be represented by the DBM undersecretary or chief information officer, who shall participate as a member of the Open Data Task Force. The DBM shall perform these functions:

8.2.4.1. Participatory Governance Cluster

8.2.4.1.1. Ensure the alignment of the Open Data plans, programs, and policies with the initiatives of the Participatory Governance Cluster.
8.2.4.1.2. Promote the use of open data in the commitments of the government on the OGP.

8.2.4.2. General Appropriations

8.2.4.2.1. Include the implementation of Open Government Data in the General Provisions of the General Appropriations Act.
8.2.4.2.2. Include the publication of open government datasets as a requirement of the Transparency Seal.
8.2.4.2.3. Lead the general appropriations in the Open Data Task Force for ODPH implementation. The fund shall go to the DICT as the chair of the Open Data Task Force. This will elicit budget necessary for personnel services, maintenance, and other operating expenses for the ODPH.

8.2.5. The NAP shall be represented by the executive director, who shall participate as member of the Open Data Task Force. The NAP shall perform these functions:

8.2.5.1. Records Management

8.2.5.1.1. Streamline processes for the proper management and preservation of government records.
8.2.5.1.2. Standardize records management processes.

8.2.5.2. Archives Administration

8.2.5.2.1. Promote awareness, appreciation, and access to government archival records.
8.2.5.2.2. Standardize archival administration processes.

8.2.5.3. Classification of Public and Confidential Data

8.2.5.3.1. Prescribe the definition and classification of government data that can be freely accessed by the general public.
8.2.5.3.2. Prescribe the definition and classification of government data that are considered confidential, sensitive, and restricted.

8.2.6. The NPC shall be represented by the commissioner, who shall participate as member of the Open Data Task Force. The NPC shall perform these functions:

8.2.6.1. Align the ODPH implementation with the provisions of Data Privacy Act of 2012.
8.2.6.2. Prescribe the definition and classification of government data that are considered personally identifiable.

8.2.7. The CSC shall be represented by the chairperson, who shall participate as member of the Open Data Task Force. The CSC shall perform these functions:

8.2.7.1. Align the ODPH implementation with the provisions of Anti-Red Tape Act of 2007.
8.2.7.2. Prescribe guidelines on how the ODPH implementation can reduce bureaucratic red tape.

SECTION 9. GUIDELINES FOR THE AGENCY IMPLEMENTATION OF ODPH

9.1. Creation of an Internal Policy for Open Data Implementation

9.1.1. Each agency shall issue an internal policy for Open Data implementation under their respective jurisdiction. Annex B prescribes an Open Data Department Order.

9.1.2. A copy of the Agency Open Data Policy must be submitted to the Open Data Task Force within three months of the effectivity of this Circular.

9.2. Strengthening the Role of the Records Officer

9.2.1. The agency records officer shall be designated as the focal point person for the implementation of ODPH. If the agency has already assigned an ODPH team prior to the implementation of this Circular, the agency shall retain the positions to ensure continuity of operations.

9.2.2. Pursuant to the internal policy, the agency shall draft internal implementation plans, workflows, and related processes for ODPH implementation with the support of the assigned ODPH team within the agency.

9.3. Compliance to Submit an Agency Information Inventory

9.3.1. The agency shall comply with the requirement of FOI - MC No. 01 Section 7.0 Series 2016 to submit an Agency Information Inventory (Annex B) in an electronic format.

9.3.2. All open government datasets must be included in the All.

9.3.3. All open government datasets must be regularly updated and properly maintained in accordance with the prescribed timeline of the Open Data Task Force.

9.3.4. All government datasets tagged as open and public under the All shall be published on the Open Data Portal.

9.4. Adoption of Open Data Policy Statement

9.4.1. The agency shall adopt the Open Data Policy Statement (Annex A) or their Agency Open Data Policy. If necessary, the agency may elect its own open data license upon consultation with the Open Data Task Force.

9.4.2. Unless stated otherwise, all open government data published on the Open Data Portal and in all other open data portals of the Philippine government are subject to the Open Data Policy Statement. The Open Data Policy Statement shall be published on the Open Data Portal and in all other open data portals of the Philippine government.
9.5. Proactive Digitization and Publication of Open Government Data

9.5.1. All open government datasets shall be in open and machine-readable format.

9.5.2. All open government datasets shall be published at the Open Data Portal.

9.5.3. If an agency has an existing open data portal, all its available data shall be linked and/or published to the Open Data Portal.


The agency shall develop or update, if deemed necessary, the IP clauses in contracts and agreements to ensure that datasets generated with partners or datasets generated by partners for the agency, which do not include personally identifiable data, will be declared and published as open data.

Agencies shall implement the above-mentioned strategies and its accompanying activities. The activities shall be determined as milestones for the initial implementation of Open Data and shall be subject to monitoring and evaluation by the Open Data Task Force.

SECTION 10. SEPARABILITY CLAUSE

If any section or part of this Circular is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

SECTION 11. REPEALING CLAUSE

All other Circulars and issuances or parts thereof that are inconsistent with this Circular are hereby repealed or modified accordingly.

SECTION 12. EFFECTIVITY

This Circular shall take effect immediately upon filing three (3) certified true copies with the Office of the National Administrative Register, University of the Philippines Law Center, and publication in a newspaper of general circulation.
ANNEX A: OPEN DATA POLICY STATEMENT

By accessing data at the Open Data Portal, you agree with the Open Data Policy Statement, which may change without prior notice.

1. **Application of this Open Data Policy**
   The statements in this policy apply only to datasets accessible through gov.ph/data and all other open data portals of the Philippine government. Nothing in this policy shall be construed as a limitation or modification of existing laws, rules, and legal precedents.

2. **Use and Attribution of Data**
   Unless otherwise indicated, datasets accessed through gov.ph/data and all other open data portals of the Philippine government are offered free and without restriction. However, proper attribution must be credited to the publishing government agency.

   The government agency is accountable for the accuracy, completeness, and reliability of data it upload on the Open Data Portal at gov.ph/data.

   Some datasets available through gov.ph/data have different governing licenses indicated in its corresponding metadata. In such cases, the user shall observe the terms and conditions stipulated in the license provided.

3. **Conditions**
   Unless specified under a different license as indicated in the metadata, the use and reuse of data and information on the website are allowed on the following conditions:

   3.1 Data will not be used in a way to suggest endorsement of any person, organization, or content (derived from the website) by the government;
   3.2 Data will not be used for malicious purposes or in a way that will violate any applicable laws.

4. **Exemptions**
   4.1 Some data shall be made inaccessible in agreement with the Freedom of Information Executive Order, the Data Privacy Act of the Philippines, and all other applicable laws and international agreements;
   4.2 Other data protected by third party rights and other intellectual property rights; and
   4.3 Logos, slogans, and trademarks of government agencies under the Executive Branch, including the national government and all its offices, departments, bureaus, and instrumentalities, as well as government-owned or -controlled corporations, and state universities and colleges.
5. **Privacy**

No personal data will be collected without the user’s consent. However, the website will store information on items below for website analytics to further improve the portal. This will help monitor use of the portal to better identify more data requirements in the future.

5.1 The device, internet browser, operating system, internet service provider, and IP address used to access the service.

An informed consent form will be presented to the user before collecting the aforementioned information. Should the user decide not to give consent, the user may still access the portal and be granted the same user privileges.

5.2 The date and time user accessed the service; and

5.3 The pages and URLs visited on this service.

6. **Disclaimer**

6.1 The website does not guarantee that the data will be entirely suitable for the user’s intended purpose. These may be changed, updated, or deleted without prior notice.

6.2. Some data may redirect users to another website.

6.3. The government is not liable for any errors or omissions on the data and on the website. In the same way, the government is not liable for the damage that the data may cause.

6.4. Data must not be used for inappropriate or malicious content and purposes.

6.5. Any individual or entity proven to be violating the Open Data Policy Statement is subject to existing laws and processes in the Philippines.
ANNEX B: AGENCY INFORMATION INVENTORY (AII) TEMPLATE

The Agency Information Inventory (AII) is the comprehensive listing of all government datasets and information that an agency currently holds. It is recommended that the agency maintains and updates the inventory regularly. Below are the fields to fill out the AII. It should be accomplished using the .xls or .csv template provided, using open data standards and saved as .xls or .csv for easier processing. It must be noted that the AII must be submitted in electronic format.

<table>
<thead>
<tr>
<th>Title Header</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td>Name of Department/Agency/Office</td>
<td>Philippines Statistics Authority</td>
</tr>
<tr>
<td>Title or Full Data Name</td>
<td>Title of the data item</td>
<td>Population and Annual Growth Rates for The Philippines and its Regions, Provinces, and Highly Urbanized Cities</td>
</tr>
<tr>
<td>Description of Data</td>
<td>Description of the data item</td>
<td>Population of the Philippines based on the 1990, 2000, and 2010 censuses</td>
</tr>
<tr>
<td>Online Publication</td>
<td>Is it published online? Yes/No</td>
<td>Yes</td>
</tr>
<tr>
<td>File Format</td>
<td>CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.</td>
<td>CSV</td>
</tr>
<tr>
<td>Location or Download URL</td>
<td>Location of published data or URL for direct download</td>
<td><a href="http://psa.gov.ph/opendata/population_and_growth_rate.xls">http://psa.gov.ph/opendata/population_and_growth_rate.xls</a></td>
</tr>
<tr>
<td>Disclosive</td>
<td>For unpublished items, whether it contains information that cannot be disclosed or it cannot be disclosed because of fees and other restrictions</td>
<td>-</td>
</tr>
<tr>
<td>Original Data Owner</td>
<td>Agency or office that originally owns the data. All processed data are owned by the agency that processed the data</td>
<td>National Statistics Office</td>
</tr>
<tr>
<td>Data Maintainer</td>
<td>Unit responsible for the data</td>
<td>PSA-MIS Division</td>
</tr>
<tr>
<td>Date Released</td>
<td>The date when the data item was initially released (YYYY-MM-DD)</td>
<td>2010-05-31</td>
</tr>
<tr>
<td>Frequency of Update</td>
<td>Annually, Biannually, Quarterly, Monthly</td>
<td>Annually</td>
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ANNEX D. PRESCRIBED OPEN DATA DEPARTMENT ORDER

DEPARTMENT ORDER NO. __

SUBJECT: IMPLEMENTATION OF A DEPARTMENT-WIDE OPEN DATA INITIATIVE

1. In order to enhance transparency in government and public access to data, the Department is hereby adopting Open Data as a priority in the conduct of its functions.

2. Open Data is an emerging trend in open government and e-governance worldwide, wherein governments voluntarily release various sets of data to the public through online websites and other platforms. This initiative led to more accountability, better public service delivery, higher public awareness and empowerment, and innovation.

3. As one of the active participants in the government's Open Data Philippines initiative, all units, as well as all sectoral and attached agencies, are hereby enjoined to fully cooperate in the Department's open data collection and management efforts.

OPEN DATA POLICY

4. The Department-wide Open Data Initiative enables the Department to achieve the principles of openness with regard to its data collection, organization, release and management.

5. The Department is hereby adopting an open data policy for all its public datasets. Openness of government datasets means that datasets published by the Department, its units, bureaus, offices and attached agencies, shall be made available and accessible to the public. Datasets shall be published in open and machine-readable formats and shall adopt the Open Data Policy Statement.

6. For any particular datasets to be deemed in compliance with this qualification of openness, the following qualities must be present:

6.1 Publicly available and accessible by default. As government data is considered a public asset and a public good, data shall be made available to the public through the Department website, agency web page, and/or an existing platform such as the Open Data Portal at gov.ph/data.

6.2 Open and machine-readable format. Open Data shall be made available in formats that allow users to conveniently re-use, modify, process and adopt the data for their intended purpose. Preference for publishing open formats such as .TXT, .CSV, .XLS, .KML, .XML, .SHP, and .JSON shall be observed;

6.3 Declaration of openness. Dataset shall be free and without restriction and subject to the Open Data Policy Statement.

6.4 Timely. Each dataset shall be updated to ensure its quality and to preserve its value and relevance.

6.5 Described. Each dataset shall have a corresponding metadata that provides contextual data such as title, description, date published, etc. The Department shall adopt the JavaScript Object Notation (JSON) schema for datasets published, unless particular datasets require another standard.

7. By default, all open datasets created, collected, processed, disseminated, or disposed
by the department shall be published in accordance with the Open Data Policy Statement unless stated otherwise.

8. As part of its commitment to Open Data, the Department shall:
   8.1. Foster an open, transparent and accessible government through open data;
   8.2. Promote the increased use and re-use of official government data within the Department and by the public;
   8.3. Improve and enhance data management practices;
   8.4. Respond to feedback from the public regarding open data; and
   8.5. Work with civil society, the private sector and citizens to prioritize open datasets for release.

STRENGTHENING THE ROLE OF THE RECORDS OFFICER

9. For this purpose, the Department hereby designates the agency’s Records Officer to be the focal person for the department-wide open data initiative. It is upon the jurisdiction of the Department to identify the supporting team to the Records Office.

10. The following are the responsibilities of the Records Officer:
   10.1. Coordinate with all the offices, units and bureaus regarding available data;
   10.2. Create and maintain an Agency Information Inventory (AII);
   10.3. Identify high-priority datasets of the Department for publishing;
   10.4. Monitor compliance of datasets with regard to the Open Data Policy;
   10.5. Engage government agencies, citizens, civil society, and the private sector in Open Data efforts; and
   10.6. Attend open data-related training, conference, and other capacity-building activities.

11.0. To ensure a smooth transition into an open data regime, the agency is hereby directed to draft guidelines on the implementation of the Open Data Initiative. The Agency Records Officer, supported by a team, is given a timeframe of not more than three (3) months from the date of issuance of this order to manage the transition and prepare a work plan for implementation of the Open Data Initiative.

12.0. All offices, bureaus, and units are hereby enjoined to fully cooperate with the Agency Records Officer in the implementation of the Open Data Initiative.

13.0. Any concerns, suggestions or comments regarding the Initiative should be addressed to the Agency Records Officer.

14.0. This Department Order shall be effective immediately.

JUAN DE LA CRUZ
Secretary