REPUBLIC OF THE PHILIPPINES

JOINT MEMORANDUM CIRCULAR NO. 2015-01

18 May 2015

TO: **All Heads of Departments, Bureaus, Offices, and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned and/or –Controlled Corporations and Government Financial Institutions, Congress of the Philippines, the Judiciary, Constitutional Commissions, the Office of the Ombudsman, and Local Government Units**

SUBJECT: **Guidelines for the Implementation of the Open Government Data General Provision in the 2015 General Appropriations Act**

PURPOSE

1.0   This Joint Memorandum Circular serves as the guidelines issued by the Open Data Philippines Task Force in compliance with Section 24 of Republic Act No. 10651, otherwise known as the 2015 General Appropriations Act (GAA). This general provision reads as follows:

> *Sec. 24. Open Government Data. Departments, bureaus, and offices of the National Government, including Constitutional Offices enjoying fiscal autonomy, SUCs, and GOCCs shall adopt a policy of openness for all datasets created, collected, processed, disseminated, or disposed through the use of public funds to the extent permitted by applicable laws and subject to individual privacy, confidentiality, national security, or other legally-mandated restrictions. Openness means that datasets published by agencies shall be machine-readable, in open formats, and released with open licenses.*

> *Implementation of this section shall be subject to guidelines to be issued by the Open Data Philippines Task Force comprised of the Office of the Presidential Spokesperson, DBM, and the Presidential Communications Development and Strategic Planning Office.*

BACKGROUND

2.0   In January 2014, the Government of the Philippines launched Open Data Philippines (ODP), the program to make government data more accessible to the public by supplying data in open and machine-readable formats, and stimulating public demand. The program is anchored on *data.gov.ph*, a public domain website which serves as the central repository for all government datasets. The program is managed by the ODP Task Force comprised of the OPS, DBM, and PCDSPO.

3.0   For its policy instrument to support the program, the OPS-DBM-PCDSPO JMC 2014-01 was issued in 22 January 2014. This Joint Memorandum Circular 2015-01 is hereby issued to supplement said JMC and to provide guidelines in the implementation of Section 26 in the General Provisions of Republic Act No. 10651 or the FY 2015 General Appropriations Act (GAA).

COVERAGE

4.0 This JMC covers all Departments, Bureaus, Offices and Agencies of the National Government, State Universities and Colleges (SUCs), Government-Owned and/or – 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.

GENERAL PRINCIPLES

5.0 Open Data Philippines as a program and the policy of openness are driven by the following general principles:

5.1 **Access to public sector information.** ODP is one of the core government programs in guaranteeing the constitutional right of the people to information on matters of public concern. The open data portal, data.gov.ph, is intended to be the primary platform by which government data is published.

5.2 **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.

5.3 **Public engagement.** The program adheres to the idea that opening government data goes beyond providing the supply of data, that 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.

5.4 **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.

OPEN DATA POLICY

6.0 The policy of openness for government datasets shall apply to "...all datasets created, collected, processed, disseminated, or disposed through the use of public funds to the extent permitted by applicable laws and subject to individual privacy, confidentiality, national security, or other legally-mandated restrictions."

7.0 Openness of government datasets means that, "...datasets published by agencies shall be machine-readable, in open formats, and released with open licenses." For any particular dataset to be deemed in compliance with this qualification of openness, the following must be present:

7.1 **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.

7.2 **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 are ones which are able to have its data extracted and processed by computer programs easily.

7.3 **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.

Further guidance on these qualities are provided in Annex A and B.

8.0 In order for a dataset to be truly open, the following qualities must also be observed:

8.1 **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.

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

8.3 **Managed post-release.** The agency, through a point of contact[1], shall entertain feedback and engagement from users of any of its datasets.

9.0 In addition to the above, the following requirements must also be complied with as part of the execution of the ODP and in consistency with the General Principles articulated in paragraph 7.0 of this JMC.

9.1 **Agency Data Inventories (ADI).** This refers to the comprehensive listing of all government data that an agency currently holds. This is an aggregate list of all datasets, which contains the title, description and file type of a dataset.

Each agency, as part of its initial engagement with the Open Data program, should submit an inventory of the datasets, whether publicly available or not, to the Task Force as stated in the first Open Data Philippines JMC.

A sample of the Agency Data Inventory can be found in Annex C.

9.2 **Metadata.** This refers to contextual data or information about a piece of dataset or information. This contains details such as title, description, frequency of update, date last updated, file format, file size, geographical coverage, and other details that describe a particular dataset or piece of information.

Each dataset shall have corresponding metadata. Agencies that have not yet adopted any metadata standard shall adopt the JavaScript Object Notation (JSON) schema [2] unless particular datasets require another standard. However, metadata of datasets published through data.gov.ph shall use the JSON schema.

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[1] One of the fields in the JSON schema is contact information of the agency publishing the dataset.
[2] A copy of the JSON schema is attached herewith.

The corresponding metadata for each dataset shall likewise be made publicly accessible.

A sample of the Metadata template can be found in Annex D.

TRANSITION TO AN OPEN DATA REGIME

10.0 Compliance with the GAA Open Government Data provision and this JMC shall be observed according to the timelines enumerated below.

   10.1 All datasets generated from 1 January 2015 onwards shall be submitted and published in open formats to the ODP Task Force by 31 July 2015.

   10.2 Datasets generated from 1 January 2014 onwards shall comply with the said requirements by 31 December 2015.

11.0 Should agencies need help in opening up their data, they may engage the ODP Task Force, which can provide capacity-building activities such as data skills trainings.

ON OPEN DATA LICENSING

12.0 In the interim, the Open Data Philippines Task Force has adopted a Data Policy Statement that will govern the use of open government data. The Task Force is reviewing the adoption of Creative Commons licenses such as those adopted by the open government data programs of Australia and France.

13.0 By default, Government Data published on *data.gov.ph* [a public domain website] shall be made available free and without restriction, unless specified under a different open license as indicated in the metadata.

   Refer to Annex E for the full Data Policy Statement, as published in the *data.gov.ph* portal.

REQUIRED ACTIONS

14.0 In compliance with the Open Government Data provision in the 2015 GAA, all agencies covered in this JMC shall observe the requirements stated in paragraphs 6.0 – 11.0.

15.0 As stated in JMC 2014-01, each agency's designated Open Data Champion or any personnel designated by the said Champion shall publish its datasets, through data.gov.ph, in addition to their respective agency websites,.

   15.1 An Agency Open Data Champion shall be designated by the Head of Agency to be the primary liaison between the Agency and the Task Force. He/she is recommended to be the agency's Chief Information Officer or head of its data, statistics, and/or research unit and should have the capacity and the competency to make pertinent executive decisions on behalf of the agency with regard to this initiative.

   15.2 For agencies that have previously been engaging the Task Force in the publication of its datasets through data.gov.ph, these agencies shall continue to work through the same personnel or channels.

   15.3 For agencies that have neither been engaged by the Task Force nor published any dataset through data.gov.ph, they must contact the Open Data Philippines Project Management Office at the Department of Budget and

Management through any of the following contact details: open@data.gov.ph, (02) 735-4947.

16.0 For agencies that have not fully observed with the requirements in the previous JMC, please provide the name and contact details of the agency Open Data Champion and Agency Data Inventory (see attached template) to open@data.gov.ph.

17.0 For agencies that are interested in implementing advanced open data practices, refer to Annex F for guidance. For agencies that are interested in implementing a department-wide open data policy, refer to Annex G for a sample department order.

FUND SOURCE

18.0 Funding for individual agency implementation of this JMC shall be sourced from their respective agency budgets. Funding for the ODP shall be sourced from the budgets of the OPS, DBM, and PCDSPO in the 2015 General Appropriations Act.

SEPARABILITY CLAUSE

19.0 If any clause, sentence, or provision of this Circular shall be invalid or unconstitutional, its remaining parts shall not be affected thereby.
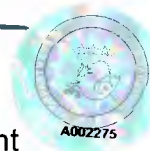
REPEALING CLAUSE

20.0 All orders, rules, and regulations inconsistent with or contrary to the provisions of this Circular are hereby repealed or modified accordingly.

EFFECTIVITY

21.0 This Circular shall take effect immediately.

EDWIN LACIERDA
Presidential Spokesperson

FLORENCIO B. ABAD
Secretary
Department of Budget and Management

MANUEL L. QUEZON III
Officer-in-Charge and Undersecretary
Presidential Communications Development and Strategic Planning Office

SUMMARY OF ANNEXES:
A. Open Data Definition
B. Data Cleaning
C. Agency Data Inventory
D. Metadata Template (JSON Schema)
E. Data Policy Statement
F. Advanced Open Data Practices
G. Sample Open Data Department Order

ANNEX A: OPEN DATA DEFINITION

As defined by the Open Definition, Open Data *"is data that can be freely used, reused and redistributed by anyone - subject only, at most, to the requirement to attribute and sharealike".*

In general, Government Data should be consistent with the following characteristics to be fully considered "Open Data":

- Publicly available and accessible. As government data is considered a public asset and a public good, data should be made available to the widest range of users for the widest range of purposes. To make the data available to the widest range of users possible, agencies must publish their data on the Internet through their agency websites and/or upload their data in an existing platform such as *data.gov.ph.* *"...(D)atasets created, collected, processed, disseminated, or disposed through the use of public funds to the extent permitted by applicable laws and subject to individual privacy, confidentiality, national security, or other legally-mandated restrictions"* should be made available to the public by default.

  Accessibility of the data also pertains to the requirement that any user can download/retrieve data without the need to register, login or signup as this constitutes a barrier to access of data.

- Open, Machine-Readable. Open Data are made available in formats that allow users to conveniently re-use, modify, process and adopt the data for their intended purpose. These should be interoperable and platform independent. Machine-readable data is structured in a way that allows programs or software to extract and process data easily.

  Some examples of open and machine-readable formats include: .TXT, .CSV, .XLS, .KML, .XML, .SHP, and .JSON

- Open License. Open licenses grant the use, re-use and redistribution of a work with limited or no restrictions. Open Data allows for the free use and distribution of the data by a person or a group of persons for personal, informational, academic, commercial and/or economic purposes. By default, Government Data published on *data.gov.ph* shall be made available free and without restriction, unless specified under a different open license as indicated in the metadata.

  In the interest of sharing best practices, the agency shall inform the ODP Task Force of any license it adopts for any of its datasets.

- Timely. Open Data should be made available as quickly as possible and should be updated regularly to ensure its quality. Frequency of updating datasets will depend on the frequency of its production by the publishing agency. For example, the

General Appropriations Act (the National Budget) is enacted into law every end of the calendar year, so the DBM must publish the new GAA as open data every end of the calendar year.

- Described. Details that pertain to each dataset should be provided for users to fully understand the data. Each dataset should have a corresponding accomplished metadata that provides contextual information on the dataset.

- Managed Post-Release. Agencies must designate a point of contact that will assist data users and handle feedback regarding the data. This could either be the Open Data Champion or the Public Information Unit of the agency.

The aforementioned characteristics are consistent with the internationally accepted Open Data practices. Reference materials include Project Open Data by the US Chief Information Officer (*https://project-open-data.cio.gov/*) *and the Open Definition (http://opendefinition.org/).*

ANNEX B: DATA CLEANING

Closed Format vs Open Format

Data that is saved in closed format cannot be managed and reused. They are often locked and cannot be copied. Examples are JPG, PDF, and HTML. Our goal is to use open data formats. Data that are open can be used and reused. It is easy to manage and share.

- Text data can be saved as .txt files. Avoid using Microsoft Word or PDF.

- Tabular data can be saved as .csv (Comma-Separated Values) files or Excel files (.xls rather than .xlsx). Remember that CSVs use one data per file, while Excel can retain several sheets in one file.

- Geospatial data can use GeoJSON or KML for small vector data; or Shapefiles for large vector data.

Machine-Readable Data

Machine-readable data are those that can be read by computers. They can be run through a machine and create outputs like data visualizations and Application Programming Interfaces (APIs).

Cleaning Datasets

Population and Annual Growth Rates for The Philippines and Its Regions, Provinces, and Highly Urbanized Cities Based on 1990, 2000, and 2010 Censuses

Region/Province/Highly Urbanized City	Total Population			Population Growth		
	1-05-90	1-05-00	1-05-10	1990-2000	2000-2010	1990-2010
National Capital Region	7,948,392	9,932,560	11,855,9..	2.25	1.78	2.02
City of Las Piñas	297,102	472,780	552,573	4.75	1.57	3.15
City of Makati	453,170	471,379	529,039	0.39	1.16	0.78
City of Malabon	280,027	338,855	353,337	1.92	0.42	1.17
City of Mandaluyong	248,143	278,474	328,699	1.16	1.67	1.41
City of Manila	1,601,234	1 581,082	1,652,171	-0.13	0.44	0.16
City of Marikina	310,227	391 170	424,150	2.34	0.81	1.58
City of Muntinlupa	278,411	379,310	459,941	3.14	1.95	2.54
City of Navotas	187,479	230,403	249,131	2.08	0.78	1.43
City of Parañaque	308 236	449,811	588,126	3.85	2.72	3.28

Don'ts
1. Don't insert images.
2. Don't fill cells or add borders.
3. Don't use bold, italic or underline for the text.
4. Don't merge cells.
5. Don't hide or collapse rows and columns.

	province_or_highly_urbanized_cit	total_popn_1-05-90	total_popn_1-05-00	total_popn_1-05-10	popn_growth_1990-2000	popn_growth_2000-2010	popn_growth_1990-2010
National Capital Region	National Capital Region Total	7948392	9932560	11855975	2.25	1.78	2.02
National Capital Region	City of Las Pinas	297102	472780	552573	4.75	1.57	3.15
National Capital Region	City of Makati	453170	471379	529039	0.39	1.16	0.78
National Capital Region	City of Malabon	280027	338855	353337	1.92	0.42	1.17
National Capital Region	City of Mandaluyong	248143	278474	328699	1.16	1.67	1.41
National Capital Region	City of Manila	1601234	1581082	1652171	-0.13	0.44	0.16
National Capital Region	City of Marikina	310227	391170	424150	2.34	0.81	1.58
National Capital Region	City of Muntinlupa	278411	379310	459941	3.14	1.95	2.54
National Capital Region	City of Navotas	187479	230403	249131	2.08	0.78	1.43
National Capital Region	City of Paranaque	308236	449811	588126	3.85	2.72	3.28
National Capital Region	City of Pasig	397679	505058	669773	2.42	2.86	2.64
National Capital Region	City of San Juan	126854	117680	121430	-0.75	0.31	-0.22
National Capital Region	City of Valenzuela	340227	485433	575356	3.62	1.71	2.66
National Capital Region	Caloocan City	763415	1177604	1489040	4.43	2.37	3.39
National Capital Region	Pasay City	368366	354908	392869	-0.37	1.02	0.32
National Capital Region	Pateros	51409	57407	64147	1.11	1.12	1.11
National Capital Region	Quezon City	1669776	2173831	2761720	2.67	2.42	2.55
National Capital Region	Taguig City	266637	467375	644473	5.77	3.26	4.51
Cordillera Administrative Region	Cordillera Administrative Region Total	1146191	1365412	1616867	1.76	1.70	1.73
Cordillera Administrative Region	Abra	184743	209491	234733	1.26	1.14	1.20
Cordillera Administrative Region	Apayao	74720	97129	112636	2.66	1.49	2.07
Cordillera Administrative Region	Benguet (excluding Baguio City)	302715	330129	403944	0.87	2.04	1.45
Cordillera Administrative Region	Baguio City	183142	252386	318676	3.26	2.36	2.81
Cordillera Administrative Region	Ifugao	147281	161623	191078	0.93	1.69	1.31
Cordillera Administrative Region	Kalinga	137055	174023	201613	2.41	1.48	1.95
Cordillera Administrative Region	Mountain Province	116535	140631	154187	1.90	0.92	1.41

Do's

1. Start at A1. Save space.
2. Use an underscore (_) instead of a space ( ) for the table headers.
3. Restructure the data to properly identify main categories and sub-categories (Ex. Region -> Province or City).
4. When saved as .csv, special characters are usually converted to "-".Avoid using special characters.
5. Use default formatting for cells and text. Make sure that all cells are in "General" format.
6. Only use actual values. Avoid using formulas.
7. Fill all cells. Place a "0" if the value is zero or "-" if the value is null or there is no data given.

ANNEX C: AGENCY DATA INVENTORY

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

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

ANNEX D: METADATA TEMPLATE (JSON SCHEMA)

Metadata	Your Input Here	Example	Description
Title		Population and Annual Growth Rates	Human-readable name of the asset. Allows intuitive labeling of the dataset for search, sharing and linking. Should be in plain English and include sufficient detail to facilitate search and discovery.
Description		This dataset contains the total population and population growth rates from 1990 to 2010. This covers the regions, provinces, and highly urbanized cities. This is based on the 1990, 2000, and 2010 Censuses.	Human-readable description. Additional information describing the data. Must have sufficient detail to enable the user to quickly understand whether the asset is of interest.
Tags		"population", "population growth", "growth rate", "highly urbanized cities", "urban cities"	Keywords describing tags. See what labels the dataset belongs to. Tags also allow for browsing between similarly tagged datasets in addition to enabling better discoverability through tag search and faceting by tags. Inlcude terms that would be used by technical and non-technical users. Place quotation marks for each tag and then separate them with commas. Limit to 15 tags only.
Last Update		2010-12-31	Most recent date on which the dataset was changed, updated or modified. Use "01" if the day is unkown. If the file is brand-new, enter the issue date. Dates should be formatted as YYYY-MM-DD.
Frequency of Update		Annually	Frequency with which the dataset is published. Annually, Biannually, Quarterly, Monthly
Category	Please leave blank.		General categories to index all datasets in data.gov.ph.
Author		Philippine Statistics Authority	The publishing agency. Spell out the acronym of the agency. For attached agencies, affix the entire name of the mother agency.Eg. Department of Education; Department of Science and Technology-Information Communications Technology Office
Author Email		info@psa.gov.ph	Provide the corporate email of the agency.
Maintainer		Philippine Statistics Authority-Management Information System Division	Unit/division in the agency that could take the queries on the dataset or farm the queries to the appropriate unit/division that produced the dataset. This can be the public information or communications unit or, directly, the statistics/data unit. Eg. Public Affairs Division, External Communications Unit, Corporate Planning-Statistics Division

Maintainer Email		info@psa.gov.ph	Provide either the corporate email address of this unit/division or of any personnel in this unit.
Maintainer Number	(+632)	(+632) 400-1000 loc 1000	Please provide either the corporate contact number of this unit/division or of any personnel in this unit. Affix "(+632)" on your entry as seen on the example.
Unique Identifier	Please leave blank.		This is the unique identifier for the dataset within the agency's internal catalogue/database. This allows third parties to maintain a consistent record for datasets even if the title or URLs are updated. However, each identifier must be unique across the agency's catalog and remain fixed. Characters should be alphanumeric. E.g. "aa73hfmsi", "budgetexpenditure19842013". If the agency does not use an internal Unique Identifier, leave this blank.
Public Access Level	Public	Public	The JSON Open Data Standard allows for three possible entries: Public, Restricted, and Private.Data.gov.ph will only accept datasets agencies are willing to make Public.
Data Dictionary			URL of page on the agency's website containing definition of terms. If no such page/link is available, leave this blank. Note: Documentation that is not specifically a data dictionary belongs in "Related Documents".
Download URL		http://psa.gov.ph/opendata/population_and_growth_rate.xls	URL providing direct access to the downloadable distribution of a dataset. For datasets that will be housed in the agency's site, provide the URL for direct download. Leave this blank for datasets that will be housed in data.gov.ph.
Endpoint			If the dataset is available as a web service such as an Application Programming Interface (API), provide some remarks. Leave this blank if not applicable. Note: PHILGEPS, for example, has established an API which allows users to pull data from the PHILGEPS database without having to download the entire file.
Format		CSV	Actual file format. This must be the exact file available at Download URL using file extensions. CSV, XLS, XSLX, TSV, JSON, XML. If the download file is a ZIP containing a CSV, the entry should be "ZIP".

License	Please leave blank.		Instant view of whether the data is available under an open licence or not. This makes it clear to users whether they have the rights to use, change and re-distribute the data.Most common licenses used are "Open Data Commons Attribution License 1.0 (ODC-BY 1.0)" (http://opendatacommons.org/licenses/by/1.0/) and "Creative Commons Attribution 3.0 Philippines (CC-BY 3.0 Philippines)" (http://creativecommons.org/licenses/by/3.0/ph/).
Spatial			Dataset contains some form of geographic referencing, eg. (a) data referenced to geographical locations (regions, provinces, municipalities/cities, barangay); or (b) coordinate systems (latitude/longitude). If the dataset pertains to a specific location only, please specify, eg. "Visayas", "NCR", "Region VIII", "Luzon except NCR". If the dataset either covers nationwide data or does not contain any geographic aspect at all, leave blank. If the dataset has coordinate systems, provide some remarks, such as, "This dataset contains the geographic coordinates of each hospital in the country".
Temporal Date		1990-05-01, 2010-05-01	The range of temporal applicability of a dataset (ie., a start and end date of applicability for the data). This field should contain an interval of time defined by start and end dates. Dates should be formatted as pairs of {start date, end date} in the format YYYY-MM-DD.
Release Date		2010-05-01	The date the dataset was officially issued (not necessarily on data.gov.ph) or authorized to be released by your agency. Dates should be formatted as YYYY-MM-DD.
Language		English	Language of the dataset.
Granularity		National	Level of granularity of dataset. Lowest level of data aggregation. National, Regional, Provincial, Municipal, Barangay
System of Records			The dataset may be part of a collection/catalogue of data. Provide the URL to the entire catalogue so users can see what other datasets might be available for use. If it is not part of any collection/catalogue, leave blank.
Data Quality	TRUE	TRUE	If this dataset meets the agency's Information Quality Guidelines, specify "True". Otherwise, "False". Data.gov.ph will only accept datasets agencies deem to pass their internal standards on data quality.

Related Documents			Related documents such as technical information about the dataset, definition of terms, developer documentation, etc. Send separate file(s) containing the definition of terms in the dataset.
Size		49 KB	Size of the downloadable dataset.
Source		http://psa.gov.ph	Dataset homepage or alternative landing page used to redirect users to a contextual, agency-hosted homepage for the dataset or API. Eg. www.agency.gov.ph/downloads; www.agency.gov.ph/opendata
RSS Feed	Please leave blank.		URL for an RSS feed that provides access to the dataset. Leave blank if not applicable.

ANNEX E: DATA POLICY STATEMENT

1. Application of this Data Policy

The statements in this policy apply only to datasets accessible through data.gov.ph. Nothing in this policy shall be construed as a limitation or modification of existing laws, rules, and legal precedents.

2. Licensing

Unless otherwise indicated, datasets accessed through data.gov.ph are offered free and without restriction. However, proper attribution must be credited to the publishing government agency.

Some datasets available through data.gov.ph 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. Public information

Datasets accessed through data.gov.ph are confined to public information as defined by existing laws, rules, and legal precedents.

4. Re-use

The Open Data Philippines Task Force and publishing government agencies have no controls on re-use or end use of datasets accessed through data.gov.ph. Once datasets have been downloaded from data.gov.ph or from any agency's website, the government cannot vouch for its re-use, including derivative works and analyses consequent from these datasets.

5. Feedback

In support of citizen engagement, feedback from users regarding datasets, metadata, visualizations, and other forms of content in data.gov.ph are welcomed and encouraged. Feedback on datasets will be forwarded by the Open Data Philippines Task Force to the concerned government agency.

6. Data providers

Access to most of the datasets will link to the website of the source agency. In such cases when the user leaves data.gov.ph, the user is subject to the privacy and security policies of the data provider's website.

As the data providers, government agencies retain management and version control of their datasets. Hence, only the publishing government agency can guarantee the quality and timeliness of its datasets.

7. General

The statements in this policy may be revised from time to time.

Data.gov.ph is the official open data portal of the Government of the Philippines and is managed by the Open Data Philippines Task Force.

ANNEX F: ADVANCED OPEN DATA PRACTICES

The global practice of Open Data is not just about eliminating barriers in accessing and using data, but also about increasing opportunities for data to be used and reused. Identified below are suggested actions agencies may take so that the data supplied has increased opportunities of being used by citizens, civil society organizations (CSOs), information technology professionals, companies, and researchers, among others.

- Data visualizations. Visualizations are graphically represented data to enable people to digest data better and faster.

  It is highly recommended for agencies to create data visualizations to better communicate the data it possesses. Whether these be in the form of static infographics or dashboards and other interactive interfaces, big datasets can be summarized in a single snapshot to generate curiosity from the public, which can hopefully lead to increased use and reuse of government data.

- Application Programming Interface (API). An API is a set of routines, protocols, and tools for accessing a web-based software application or web tool to build software applications. An entity releases its API to the public so that software developers can design products or applications powered by its service.

  Government agencies can develop APIs for their datasets in order for third party users to pull their data from their database into the users'. APIs for key datasets and databases have been developed such as for the 2009-2013 General Appropriations Act and other key budget datasets, Project NOAH, and Philippine Government Electronic Procurement System (PhilGEPS).

- Outreach activities. Agencies may also organize activities engaging the public to use their data for innovation in public-service delivery and creation of privately made products or applications using government data. These may be in the form of CSO consultations, forums, and hackathons[3].

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[3] A hackathon is an event wherein computer programmers and others involved in software development collaborate on software projects. Hackathons have been organized by the ODP Task Force, wherein participants have developed web and mobile applications using datasets of the DBM, Project Noah, and PhilGEPS.

REPUBLIC OF THE PHILIPPINES
SAMPLE DEPARTMENT ORDER
MANILA

DEPARTMENT ORDER NO. __

SUBJECT: IMPLEMENTATION OF A DEPARTMENT-WIDE OPEN DATA INITIATIVE

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

2.0   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 has led to more accountability, better public service delivery, higher public awareness and empowerment, and innovation.

3.0   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

4.0   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.

5.0   The Department is hereby adopting an Open Data Policy for its data. Openness of government datasets means that datasets published by the Department, its units, bureaus, offices and attached agencies shall be made publicly available and accessible, published in open and machine-readable formats and with open licenses.

6.0   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 will be made available to the public through the Department website and/or upload data in an existing platform such as *data.gov.ph.*

   6.2   **Open and machine-readable format.** Open Data are 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   **Open license.** This means that the dataset is offered free and without restriction subject only to proper attribution to the publishing government agency.

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

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

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

8.0 As part of its commitment to Open Data, the Department pledges to:
    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;
    8.5 Work with civil society, the private sector and citizens to prioritize open data sets for release.

AGENCY OPEN DATA TEAM

9.0 For this purpose, the Department hereby constitutes a designated ad-hoc team/committee within the agency to handle the implementation of the Open Data efforts across all units and bureaus in the Department.

10.0 The following are the responsibilities of the Agency Open Data Team:
    10.1 Coordinate with all the offices, units and bureaus regarding data available;
    10.2 Create and maintain an Agency Data Inventory (ADI);
    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.

11.0 The Agency Open Data Team shall be headed by a Senior Official who will serve as the Open Data Team Lead and Agency Open Data Champion. He/she will be assisted by employees from the various research, statistics, MIS/IT, and/or administrative bureaus/units of the Department.

[NOTES ON AGENCY OPEN DATA TEAM]

- *Open Data Team Lead/Open Data Champion – It is recommended that the team lead be a Senior Official (Undersecretary/Assistant Secretary/Chief Information Officer/Chief Data Officer) handling the data management, research, or statistics unit of the Department. It is important that the designated lead has the authority to make executive decisions on behalf of the Head of Agency regarding the Open Data effort in general. He/she will set the strategic direction of the initiative in the Department by identifying key datasets for release to the public and decide on technical implementation, policy issues, and design.*
- *Open Data Deputy Team Lead – A director/assistant director can be designated to assist the Team Lead in the day-to-day operations of the Open Data Team. The Deputy Team Lead can be designated as the alternate Open Data Champion/point-of-contact regarding Open Data concerns. He/she will coordinate with the team members on behalf of the Team Lead regarding implementation and administrative matters.*
- *Data Custodian/s – Each office/bureau/unit within the Department that creates, collects, processes or produces datasets as part of their operations shall designate a*

point-of-contact that will act as the Data Custodian. The Data Custodian shall be the main liaison between the Open Data Team and the office/bureau/unit that the Custodian represents. He/she will handle the implementation of the Open Data initiative within the office/bureau/unit and shall be the resource person regarding information about the datasets of that particular office/bureau/unit.

- *Data Administrator – A Data Administrator shall be responsible for maintaining the Agency Data Inventory or the comprehensive listing of all datasets that a Department currently holds, whether publicly available or not. He/she can be an employee from the MIS or IT unit of the Department, and shall coordinate with the Data Custodians to create the listing of all datasets. He/she will also ensure that offices/bureaus/units comply with the Open Data Standards for datasets. He/she can be assisted by data technical staff who will help clean and organize the datasets.*

- *Communications Staff – It is also advisable that there be a dedicated staff who will handle external communication of the Open Data initiative within the department and to external parties such as citizens, civil society organizations (CSOs) and/or private sector groups. He/she will promote the use and re-use of the open data and also handle feedback about open data releases. He/she could be a representative from the Public Information/Press Relations/Media Relations Office of the Department.*

- *Web Manager – The Web Manager will handle data release and uploading in the agency website. He/she will also coordinate with other government agencies about data sharing, i.e. with the Open Data Philippines Task Force. (OPS-DBM-PCDSPO). He/she can be the current Web Manager of the agency website or his/her designate from the MIS/IT unit.*

- *Data Infographics Designer – To increase awareness and understanding of Open Data, the Open Data Team can opt to have a graphics designer who will visualize the data into maps, charts or graphs to enhance user experience on the website.*

[END NOTE]

12.0   To ensure a smooth transition into an open data regime, the Agency Open Data Team is hereby directed to draft guidelines on the implementation of the Open Data Initiative. The AODT is given a timeframe of not more than two (2) 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.

13.0   All offices/bureaus/units are hereby enjoined to fully cooperate with the AODT in the implementation of the Open Data Initiative.

14.0   Any concerns, suggestions or comments regarding the Initiative should be addressed to the Open Data Team Lead.

15.0   This Department Order shall be effective immediately.

JUAN DE LA CRUZ
Secretary