



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



MEMORANDUM

FOR : **ATTY. KAROLINE J. ABELLO-TORDECILLA**
Compliance Officer

THROUGH : **ATTY. JUNEFE G. PAYOT**
Executive Vice President

FROM : **FLORENCIO R. CARANDANG, JR.**
OIC-Vice President, Corporate Planning and Communications
Group (CPCG)

SUBJECT : **WEBSITE MANAGEMENT AND MAINTENANCE
PROCESS**

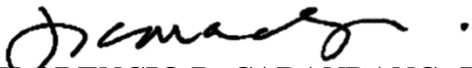
REFERENCE : SCD 007_2022

DATE : 13 January 2022

As a result of the CPCG internal annual planning and evaluation session on 28 December 2021, among the few agreements was to effectively implement and facilitate the streamlined website management processes. In this regard, please be reminded of the agreements made by the concerned units/departments on the said matter last July 2021.

Kindly refer to the enclosed Website Management and Maintenance Meeting Summary of Agreements for the full details.

For your information and reference.


FLORENCIO R. CARANDANG, JR.
OIC-Vice President
Corporate Planning and Communications Group

CC:

- Information Communication and Technology Division
- Gender and Development Unit
- Partner Relations Division
- Customer Relations and Complaints Division
- Settlements Management Group

Encl.: Website Management and Maintenance Meeting Summary of Agreements

**WEBSITE MANAGEMENT AND MAINTENANCE MEETING
SUMMARY OF AGREEMENTS**

14 July 2021

IP VideoTalk

Attendees:

Corporate Planning and Communications Group	<ul style="list-style-type: none"> ▪ Florencio Carandang, Jr. ▪ Carmela Artates ▪ Isabella Louise Abustan ▪ Abegail Marinay ▪ Naden Ortega ▪ Angelo Belvis ▪ Allan Merin ▪ Ely Jelvin Rabadam ▪ Rancid Magdaong
Office of the Compliance Officer	<ul style="list-style-type: none"> ▪ Atty. Tristan Tresvalles ▪ Rozzan Rubio
Information Communication and Technology Division	<ul style="list-style-type: none"> ▪ Titus James Del Castillo ▪ Nathaniel Castaritas ▪ Lito Cada
Gender and Development Unit	<ul style="list-style-type: none"> ▪ Cezar Macaspac ▪ Kate Moncada
Partner Relations Division	<ul style="list-style-type: none"> ▪ Jeannie Furiscal ▪ Eng. Marc Maliwat
Customer Relations and Complaints Division	<ul style="list-style-type: none"> ▪ Emerson Gello-Agan ▪ Nikki Almanzor
Settlements Management Group	<ul style="list-style-type: none"> ▪ Danica Bianca Hernandez

Agreements:

	Description	Key Responsibilities
<p>Data Originating Unit <i>All source divisions/departments with documents/data reflected in the website</i></p>	<p>The division and/or department responsible and accountable for collecting, producing, and aggregating the documents, information, and all other content materials due to be uploaded and updated in the website</p>	<ul style="list-style-type: none"> ▪ Ensures that all documents have been approved, validated, and duly signed by the unit heads before sending for website upload; ▪ Ensures that all documents for website upload are coursed through the StratComm Department (under CPCG); and ▪ Monitors the validity of their content on the website regularly
<p>Repository and Secondary Quality Control Unit <i>Strategic Communications Department</i></p>	<p>The department responsible for document presentation, proofreading, storage, and retrieval</p>	<ul style="list-style-type: none"> ▪ Keeps record of all the final documents, information, and other content material submitted by the Data Originating Units; and ▪ Further facilitates quality control by collating and proofreading the submitted materials before forwarding to the Technical Management and Support Unit;



<p>Technical Management and Support Unit <i>Information Communication and Technology Division</i></p>	<p>The division responsible for spearheading the web development process</p>	<ul style="list-style-type: none"> ▪ Receives the documents, information, and other content material from the Repository and Secondary Quality Control Unit; and respond to all the website update requests; ▪ Manages the web development process that includes, but not limited to, web engineering, writing markup, and coding; ▪ Manages and/or develop monitoring tools to catch web errors on the frontend; and ▪ Provides such other technical assistance to all concerned units when deemed necessary.
<p>Tertiary Quality Control Unit <i>Office of the Compliance Officer</i></p>	<p>The office responsible for ensuring all data are compliant with legislation and audit</p>	<ul style="list-style-type: none"> ▪ Conducts a periodic audit on all the documents, materials, and other information reflected on the website; ▪ Ensures that the entries are in compliance with the Code of Corporate Governance for GOCCs Sector enforced by the Governance Commission for GOCCs (GCG); and Guidelines on the Grant of the Performance-Based Bonus as issued by the Inter-Agency ▪ Task Force on the Harmonization of the National Government Performance, Monitoring, Information and Reporting Systems (AO25 IATF); and



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		<ul style="list-style-type: none">▪ Informs the (1) Repository and Secondary Quality Control Unit and (2) Technical Management and Support Unit should the content materials are to be removed or retained in accordance with the mentioned policies.
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Prepared by:

Strategic Communications Department

Noted by:

FLORENCIO R. CARANDANG, JR.
OIC-Vice President
Corporate Planning and Communications
Group