

General Policy on the Dissemination of Statistics on the Internet

Objectives

- To enjoin all government offices to create a statistics section on their website to promote transparency and accountability
- To serve as basis of government offices in the effective dissemination of statistical data and metadata on the Internet
- To assist government offices in the development of a consistent, user-friendly and service-oriented website

1. Contents

1.1. Statistics

- 1.1.1. Dynamic statistical and textual databases that can generate tables that are downloadable in different file formats
- 1.1.2. Time series/Cross sectional charts
- 1.1.3. GIS-based maps
- 1.1.4. Agency's statistical data archive
- 1.1.5. Pages with statistics should have date of last update

1.2. Metadata

- 1.2.1. Metadata, glossary of terms and technical notes
- 1.2.2. List and description of statistical activities
- 1.2.3. Advance release calendar

1.3. Web-accessible Publications

- 1.3.1. Statistical reports and analyses, Press releases, Announcements, and other web articles
- 1.3.2. Publications, Technical Papers, Policy Papers
- 1.3.3. Catalogue of available publications

1.4. Agency information

- 1.4.1. Information about the statistical office/unit and its products and services
- 1.4.2. Disclaimer, Privacy Policy, Terms of Use
- 1.4.3. Contact information and location map
- 1.4.4. Site map
- 1.4.5. Directory of Officials
- 1.4.6. Citizen's charter
- 1.4.7. Help/FAQs

2. Design and layout

2.1. Design

- 2.1.1. Banner design must include agency logo and the Philippine flag
- 2.1.2. Web pages should support all web browsers (e.g., internet explorer, firefox, google chrome, safari)

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- 2.1.3. The home page should not be longer than two vertical screen display
- 2.1.4. Strategically use white spaces
- 2.1.5. Width of the web page should not exceed the horizontal screen display resolution to avoid horizontal scrolling
- 2.1.6. Printer-friendly page

2.2. Accessibility

2.2.1. Links

- 2.2.1.1. Must be distinguishable from normal texts in a web page (usually color blue and underlined)
- 2.2.1.2. Inline links should be avoided at all times
- 2.2.1.3. For long vertical pages, a link to the top of the page should be provided
- 2.2.1.4. Other pages (aside from the Home page) must have a link to the home page and to other related pages/websites
- 2.2.1.5. Related links should be relevant to the current page

2.2.2. Menu

- 2.2.2.1. The same set of menu must be present in all the web pages
- 2.2.2.2. Menu items must be descriptive of the page the item is linked to

3. **Website features**

3.1. Online services

- 3.1.1. Online data request form
- 3.1.2. Online data collection/surveys
- 3.1.3. Online order/subscription forms
- 3.1.4. Web/online discussion forum
- 3.1.5. Online feedback form
- 3.1.6. Mailing list

3.2. Online facilities

- 3.2.1. Mobile version of the website
- 3.2.2. Presence in social networks
- 3.2.3. Available in RSS (really simple syndication)
- 3.2.4. Page can be shared through e-mail, social networks and other sharing tools

3.3. Search facility

- 3.3.1. Can generate results based on SQL types of queries (and, or, etc.)
- 3.3.2. Can produce results in a short response time
- 3.3.3. Can search within different kinds of documents (html, doc, xls, pdf, etc.)
- 3.3.4. Must return relevant results
- 3.3.5. Can return results with a descriptive title and other information such as format, date updated, size in kilobytes

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