ANNEX A

TO THE BISCAST WEBSITE AND DIGITAL SERVICES POLICY | POLICY NO. 2026-ICT-001
ADOPTED: ADCO RES. 14, S. 2026 | APPROVED BY THE BOARD OF TRUSTEES: BOT RES. 88, S. 2026

DICT PHILIPPINE GOVERNMENT WEB STANDARDS (PGWS) COMPLIANCE CHECKLIST

Consolidated self-assessment of biscast.edu.ph against the DICT Philippine Government Web Standards

A.1 PURPOSE

This Annex implements Section 13 of the BISCAST Website and Digital Services Policy by documenting the College's periodic self-assessment against the Philippine Government Web Standards (PGWS) issued by the Department of Information and Communications Technology (DICT). The checklist is reviewed at least once every semester by the ICT Office and the SCPRO.

A.2 COMPLIANCE CHECKLIST

Each item is marked YES (compliant), NO (non-compliant), or IN PROGRESS during the periodic review.

[ ] Yes [ ] No A.2.1 Official Government Identity

The official BISCAST seal and the Republic of the Philippines (GovPH) logo are displayed together on the main navigation, consistent with the DICT Government Identity guidelines.

[ ] Yes [ ] No A.2.2 Secure Connection (HTTPS)

All pages, portals and file downloads are served strictly over HTTPS with TLS encryption; HTTP requests are redirected. (Policy Sections 6.2 and 6.5)

[ ] Yes [ ] No A.2.3 Transparency Seal and Freedom of Information

The Transparency Seal, Statement of Allotment, Citizen's Charter, and FOI links are permanently published and kept current by their custodian offices.

[ ] Yes [ ] No A.2.4 Official Domain and Contact Details

biscast.edu.ph is the sole official domain; every page carries the institutional address at Penafrancia Avenue, Naga City and the official contact channels of the College.

[ ] Yes [ ] No A.2.5 Accessibility and Readability

Pages maintain readable font sizes, adequate color contrast, keyboard-friendly navigation, descriptive alt text for images, and mobile-responsive layouts across devices.

[ ] Yes [ ] No A.2.6 Performance and Availability

Static assets are compressed and cached with immutable headers; public pages are served through a CDN; scheduled maintenance is announced through the standardized maintenance notice (Annex C).

[ ] Yes [ ] No A.2.7 Content Quality and Recency

All published content carries the responsible office's authorship, is reviewed before publication, and regulatory or board documents are posted within the mandated period.

[ ] Yes [ ] No A.2.8 Security and Data Privacy

Personal data processing follows RA 10173 (Annex D); administrative accounts use audited, role-based access; incident response follows Annex C of this Policy.

[ ] Yes [ ] No A.2.9 Navigation and Information Architecture

The navigation structure (Colleges, About, Library, Admission, REPED, Governance, Bids and Awards, SDS, GTS) is maintained so that government-required information is no more than two levels deep.

[ ] Yes [ ] No A.2.10 Consistency of Heraldry Across Sub-portals

Sub-portals (SDS, GTS, Admissions, Library, Student Handbook, Employer Feedback) inherit the institutional

header, maroon branding and footer contact block defined in Annex B.

A.3 REVIEW AND ACCOUNTABILITY

The results of this checklist are documented, signed by the Director of the ICT Office, and reported to the Vice President for Academic Affairs. Items marked NO are converted into corrective actions with target completion dates. Persistent non-compliance is escalated under the accountability rules of Section 8 of the Policy.