BISCAST WEBSITE AND DIGITAL SERVICES POLICY

POLICY NO. 2026-ICT-001 | ADOPTED: ADCO RES. 14, S. 2026 | APPROVED: BOT RES. 88, S. 2026

SECTION 1. RATIONALE

In the contemporary digital higher education environment, the official website of the Bicol State College of Applied Sciences and Technology (BISCAST) serves as the primary gateway, public information repository, academic clearinghouse, and administrative service window for students, faculty, administrative staff, alumni, enrollees, and the general public.

With the rapid digitalization of academic and administrative operationsâ€”including Admissions, Transparency Seal disclosures, Student Handbook Flipbook viewer, Student Development Services (SDS), Graduate Tracer System (GTS), and electronic procurement notificationsâ€”there is an imperative necessity to formulate a cohesive, standardized institutional website policy.

This policy establishes formal mechanisms to ensure information veracity, high availability, institutional branding fidelity, data security, adherence to government transparency mandates, and strict compliance with the Data Privacy Act of 2012. Furthermore, it codifies administrative governance, user account management, and SuperAdmin module shutdown and service continuity protocols.

SECTION 2. LEGAL BASIS & POLICY STATEMENT

Legal Basis: This Policy is anchored upon the following statutory and regulatory frameworks:

- â€¢ RA 10231: An Act Converting the Bicol State College of Applied Sciences and Technology into a State College, mandating progressive leadership in sciences, education, and technology.
- â€¢ RA 10173: Data Privacy Act of 2012 and its Implementing Rules and Regulations, guaranteeing the security of personal information processed in institutional web systems.
- â€¢ RA 8792: Electronic Commerce Act of 2000, recognizing the validity and legal efficacy of electronic documents and digital transactions.
- â€¢ RA 10175: Cybercrime Prevention Act of 2012, mandating preventive cybersecurity measures and safeguarding digital assets against unauthorized intrusions.
- â€¢ RA 11032: Ease of Doing Business and Efficient Government Service Delivery Act of 2018.
- â€¢ EO No. 02, s. 2016: Operationalizing the People's Constitutional Right to Information (Freedom of Information).
- â€¢ DICT Standards: Philippine Government Web Standards (PGWS) issued by the Department of Information and Communications Technology.

Policy Statement: BISCAST is committed to maintaining an inclusive, secure, highly performant, and transparent digital web ecosystem that advances scientific technological excellence and public accountability. All web-published content shall adhere to the highest standards of accuracy, academic integrity, and aesthetic institutional branding.

SECTION 3. PURPOSE

This Policy has been formulated to achieve the following institutional objectives:

- â€¢ Governance & Standards: Establish institutional governance, editorial standards, and publication workflows for the official website (biscast.edu.ph) and all sub-portals.
- â€¢ Role & Access Clarity: Define hierarchical roles, privileges, and accountabilities of SuperAdmin, SCPRO, IPO, SDS, Library, Alumni, and College Administrators.
- â€¢ Service Continuity: Standardize the protocol for system maintenance, module shutdown, and aesthetic public maintenance advisories to eliminate user confusion.
- â€¢ Data Protection: Safeguard personal data of students, personnel, and stakeholders in full alignment with RA 10173.
- â€¢ Government Compliance: Ensure continuous compliance with mandatory government disclosures including Transparency Seal, Citizen's Charter, and FOI.

â€¢ Performance & Uptime: Guarantee modern accessibility, mobile responsiveness, fast caching, and optimal system availability.

SECTION 4. COVERAGE

This Policy shall govern all academic colleges, institutes, administrative divisions, student organizations, research centers, faculty members, non-teaching personnel, contractual staff, external partners, and visitors who access, manage, edit, approve, or interact with the official web portal (biscast.edu.ph) and its affiliated domains.

SECTION 5. DEFINITION OF TERMS

â€¢ College / Institution: Refers to the Bicol State College of Applied Sciences and Technology (BISCAST).

â€¢ Official Website: The digital portal accessible via biscast.edu.ph, including all authorized subdirectories, area portals, and micro-sites.

â€¢ SuperAdmin: The primary administrative authority responsible for system-wide infrastructure, database maintenance, module status, and account privileges.

â€¢ Content Administrator: Designated office or unit personnel authorized to create, update, and manage departmental pages and resources.

â€¢ System Module: An independent functional section of the website (e.g. SDS, GTS, Admissions, News, Transparency Seal, Student Handbook, Colleges, BAC).

â€¢ Module Shutdown / Maintenance: The temporary deactivation of public access to a specific module or entire website for scheduled maintenance, accompanied by an aesthetic institutional notice.

â€¢ Personal Data: Any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably ascertained.

SECTION 6. RULES AND GUIDELINES

6.1 Content Governance & Editorial Workflow:

All information, announcements, memos, and calendar activities must be vetted by the issuing department head prior to digital publication. News items and press releases must be coordinated with SCPRO to ensure consistency with institutional tone and branding.

6.2 Administrator Role & Access Hierarchy:

Access is strictly restricted based on designated institutional roles (SuperAdmin, SCPRO, IPO, SDS, SDSAdmin, Library, Alumni). All administrators must use strong passwords and immediately update default credentials upon account provisioning.

6.3 SuperAdmin Authority on Module Shutdown and Run:

The SuperAdmin is vested with full operational authority to shut down or run specific website modules. When a module is set to Shutdown mode, public visitors are automatically presented with an aesthetic, professional maintenance screen displaying the reason, estimated return time, and support contacts. SuperAdmin accounts retain bypass privileges for live testing.

6.4 Data Privacy, Consent, and Cookies:

No sensitive personal information (grades, home addresses, phone numbers, government IDs) shall be published without explicit written consent. Statistical cookies are utilized solely for traffic analytics and session integrity.

6.5 Intellectual Property & Asset Protection:

All logos, insignias, photographs, publication flipbooks, and digital compendiums are property of BISCAST. Unauthorized reproduction or commercial exploitation is strictly prohibited.

SECTION 7. BUDGETARY REQUIREMENTS

Annual expenditures for server hosting, domain licensing, SSL certification, offsite backup storage, software tools, and cybersecurity infrastructure shall be funded through the College's Institutional General Fund, Special Trust Fund (STF), and the Annual Procurement Plan (APP).

SECTION 8. RESPONSIBILITIES

â€¢ Office of the President: Overall institutional supervision, policy promulgation, and executive approval.

â€¢ MIS / ICT Office & SuperAdmin: Website uptime, database integrity, security patching, module shutdown/run execution, and access control.

â€¢ SCPRO: Curating official college news, carousel media, branding assets, and external public advisories.

â€¢ Institutional Planning Office: Timely compliance and maintenance of the Transparency Seal repository and Citizen's Charter.

â€¢ Student Development Services: Supervision of student organizations, activity calendars, memoranda, and digital handbook viewer.

â€¢ Colleges & Academic Units: Maintaining the accuracy and freshness of degree program descriptions, syllabi links, and faculty rosters.

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SECTION 9. IMPLEMENTING RULES AND REGULATIONS

Within sixty (60) days from the effectivity of this Policy, the Management Information System / ICT Unit, in consultation with SCPRO, the Legal Unit, and the Institutional Planning Office, shall formulate the rules and regulations to fully implement the provisions of this Policy.

SECTION 10. SEPARABILITY CLAUSE

If, for any reason, any part or provision of this Policy is declared invalid or unconstitutional, the remaining parts or provisions not affected shall remain in full force and effect.

SECTION 11. REPEALING CLAUSE

All policies, memoranda, circulars, and other issuances contrary to or inconsistent with the provisions of this Policy are hereby repealed, amended, or modified accordingly.

SECTION 12. EFFECTIVITY

This Policy shall take effect immediately upon approval by the Governing Board (Board of Trustees) of the Bicol State College of Applied Sciences and Technology.

ADCO RESOLUTION & DATE

SECTION 13. SUPPORTING DOCUMENTS

Director & Information Officer

â€¢ Annex A: Philippine Government Web Standards Compliance Checklist

â€¢ Annex B: BISCAST Institutional Branding & Style Guidelines

â€¢ Annex C: Website Module Shutdown & Incident Response Protocol

â€¢ Annex D: Data Privacy & Consent Authorization Matrix

SECTION 14. REFERENCES

Republic Act No. 10231; Republic Act No. 10173; Republic Act No. 8792; Republic Act No. 10175; DICT PGWS Guidelines; Freedom of Information (FOI) Manual of BISCAST; BISCAST College Code and Student Handbook.

SECTION 15. REQUESTED ACTION

Approval of the Governing Board (Board of Trustees) of the Bicol State College of Applied Sciences and Technology.

PROPONENT & GOVERNING BOARD RESOLUTION SIGN-OFF

PROPONENT MIS / ICT & SCPRO		