



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

MEMORANDUM CIRCULAR

No. 19
Series of 2004

**SUBJECT : MANCOM PROCEDURES IN REVIEWING
PROPOSED POLICIES, GUIDELINES AND
POSITION PAPERS**

I. RATIONALE

The MANCOM as a collegial body serves as a forum for comprehensive review and integration of inputs for draft guidelines, position papers, policies, issuances and for surfacing of issues affecting two or more clusters. It is also a venue for resolving conflicting views, consensus building or coming up with policy recommendations on matters needing EXECOM intervention and action.

Such discussions and consultations shall likewise include issues/concerns that were endorsed to the MANCOM.

II. GENERAL OBJECTIVE

To provide a mechanism that maximizes and manages the time of the MANCOM members during discussions and presentation of proposed policies, guidelines and position papers.

III. PROCEDURES

All proposed policies, guidelines and position papers needing MANCOM comments/inputs must be reviewed as follows:

1. Proposed guidelines approved at cluster level shall be submitted to the Chairperson for review of members during the meeting or by referendum prior to meetings.
 2. Once the proposed policies, guidelines and position papers are calendared for the meeting, the proponent shall be responsible in disseminating copies of materials to all MANCOM members.
 3. The proponent cluster must indicate in its transmittal memo the deadline for submission of inputs from the MANCOM members.
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4. Inputs of individual MANCOM members shall be submitted directly to the proponent cluster before the next meeting.
5. The proponent will be given fifteen (15) minutes to present the enriched and finalized documents during the MANCOM meeting. A copy of the matrix of inputs shall be distributed to all MANCOM members before the presentation.
6. During the meeting, the MANCOM as collegial body shall decide on all issues pertaining to the documents presented.
7. The finalized documents shall be transmitted immediately by the MANCOM Chairperson to the head of the proponent cluster, for eventual submission to the EXECOM for action.

IV. EFFECTIVITY

This Order shall take effect immediately.

V. ISSUANCE

Issued this 24th day of May, 2004 at Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary *js*

