



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 09

Series of 2010

SUBJECT : AMENDMENTS TO M.C. NO. 16, SERIES OF 2004
REVISED TERMS OF REFERENCE OF THE DSWD
MANAGEMENT COMMITTEE

In the exigency of service and pursuant to the agreements made during the Joint Executive Committee (EXECOM) and Management Committee (MANCOM) Meeting on 12 May 2010, the following sections of Memorandum Circular No. 16, Series of 2004 or the Revised Terms of Reference of the DSWD Management Committee are hereby amended:

Section IV. MANCOM COMPOSITION AND ROLES

The MANCOM is composed of the Directors and Assistant Directors of Bureaus, Directors of Services, Heads of Project Management Offices, Heads or Executive Directors of Attached Agencies and Head Executive Assistant of the DSWD Secretary.

Heads or Executive Directors of Attached Agencies, however, are not expected to attend MANCOM meetings when they do not have any agenda items to discuss with the body or when agenda items for deliberation by the body do not directly concern their agencies.

Further, it is the responsibility of all members to share with their respective Division Chiefs all pertinent and relevant decisions and agreements reached by the MANCOM as part of their teaching – leading – coaching role.

Section V. FREQUENCY, TIME AND VENUE OF MEETINGS

Aside from the twice-a-month regular meeting of the body, there shall also be a semi-annual Joint EXECOM and MANCOM Meeting to be scheduled at least two (2) weeks before each National Management Development Conference (NMDC). The purpose of which is to resolve, in a collegial and consultative manner, conflicting views or long-unsettled issues needing EXECOM intervention.

This order shall take effect immediately.

Issued this 18th day of June 2010 in Quezon City, Philippines.


CELIA CAPADOCIA-YANGCO
Acting Secretary