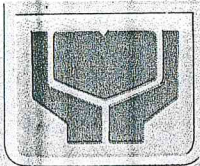


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DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

Memorandum Circular

No. 08
Series of 2014

APR 01 2014 850

LEGAL SERVICE 2125

RECEIVED BY: Mora

SUBJECT : AMENDMENT TO M.C. No. 1 SERIES OF 2102, ENTITLED "RE-CLUSTERING OF OFFICES, BUREAUS, SERVICES AND UNITS (OBSUs) AT THE DSWD CENTRAL OFFICE" as amended by M.C. No. 6, SERIES OF 2012 AND MC No. 25, SERIES OF 2012

In the exigency of the service and after due consultation with concerned offices and units, the DROMIC functions under the Disaster Risk Reduction and Response Operations Office (DRRROO) are transferred to the Office of the Secretary, specifically, under the Office of the Assistant Secretary for the OSG Cluster. Thus,

- A. The general and specific functions of the Disaster Risk Reduction and Response Operations Office and the Disaster Risk Reduction and Management Division (DRRMD) is amended to read as follows:

xxx

- 5. Provide technical assistance and resource augmentation to DSWD Field Offices and other intermediaries for the implementation or management of disaster operations.

xxx

- 10. Coordinate and liaise with the OSEC-DROMIC Office for information related to disaster response operations.

xxx

The DRRMD shall lead in....composed of three (3) sections namely; (1) Food and non-Food section, (2) Camp Coordination and Camp Management Section, and (3) Protection, Shelter and Livelihood section.

xxx

- 5. ...to identified disaster affected families.

(functions 6 and 7 are deleted)

- B. Organization of an OSEC-DROMIC Office. In order to absorb the DROMIC functions and have an enhanced and proactive unit, the OSEC-DROMIC Office is hereby created with the following functions:

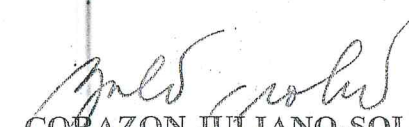
General Function: The OSEC-DROMIC Office shall lead in the gathering, curating, consolidation, presentation and dissemination of information related to all phases of disaster operations, (pre-disaster, disaster implementation, and post-disaster) including any humanitarian response/s, that is undertaken by the Department.

Specific Functions:

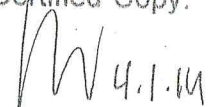
1. Organize and deploy an information management system (data capture, data processing, data analysis, and data reporting) that generates reliable and accurate pre-disaster, during disaster, and post-disaster data;
2. Exercise technical supervision over and provide capacity building interventions to Field Office counterparts responsible for the regional information management system;
3. Coordinate and collaborate with other officials and units of the Department, other national government agencies and local government units, and with external partners and stakeholders engaged in disaster operations/humanitarian response activities;
4. Share the curated/user-friendly information with internal units and external partners and stakeholders;
5. Prepare reports, infographics, and other briefing or presentation materials;
6. Utilize ICT and social media for greater efficiency and effectivity
7. Perform other tasks and activities that may be assigned by the Secretary or the Assistant Secretary for the OSG Cluster from time to time.

Transitory Mechanism. The Assistant Secretary for the OSG Cluster and the Assistant Secretary for the OPG – Protective Programs shall undertake the necessary transition activities and processes upon effectivity of this issuance. Full turnover shall commence on 16 April 2014.

This circular takes effect immediately. Issued this 31st day of March 2014.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge