

ADMINISTRATIVE ORDER

No. 01
Series of 2025

SUBJECT: ORGANIZATIONAL RESTRUCTURING AND STRENGTHENING OF THE DSWD CENTRAL OFFICE

I. RATIONALE

In line with functional redirections and to attain operational efficiency, organizational reforms have been implemented by and in the Department of Social Welfare and Development (DSWD). Lately, Administrative Order No. 01 s. 2019 or the Management Reorganization of the DSWD Central Office and subsequent amendments were executed to:

- a. Make the DSWD more responsive to the needs of its clients;
- b. Strengthen further the DSWD's operations and support mechanisms;
- c. Improve the efficiency, effectiveness, and synchronicity of Offices, Bureaus, Services, and Units (OBSUs) in achieving the DSWD Vision and Mission;
- d. Clarify lines of accountability between and among OBSUs; and
- e. Serve as an interim set-up while the DSWD completes its proposed Rightsizing Plan.

Over the years, the expansion of programs and increase in the workforce necessitated amendments to the DSWD organizational structure so as to better serve the growing number of clients under existing programs and services. After a series of consultations with OBSUs, the restructuring of the DSWD Central Office is hereby carried out to:

- a. Adapt to the expansion of existing programs and services, and creation and pilot-testing of new ones, particularly by allowing for innovation and agility in operations;
- b. Enhance efficiency in service delivery through streamlined processes, particularly by eliminating redundancy in systems, harmonizing functions, and removing unnecessary procedures; and
- c. Align with the new strategic direction and priorities of the DSWD and the current Administration.

II. OBJECTIVES

This Administrative Order specifically aims to achieve the following:

1. **Clarity of Functions** – Each OBSU within an organizational structure shall have well-defined functions based on key result areas, to avoid overlaps or conflicts and ensure the effective cascading of duties and responsibilities to personnel.

2. **Efficient Hierarchy of Authority** – Clear hierarchical structure of authority shall be established where responsibilities are delegated by the Secretary to Undersecretaries, Assistant Secretaries and Directors or Heads of OBSUs, to facilitate the decision-making process and minimize bureaucratic delays.
3. **Accountability and Oversight** – Aligned with the DSWD Strategic Performance Management System (DSPMS), performance metrics shall be established for all functions to ensure accountability of personnel and assess effectiveness through performance review and evaluation.
4. **Collaboration and Coordination** – While maintaining a hierarchical structure of authority, collaboration and coordination shall be encouraged among OBSUs to promote a holistic and integrated approach to achieving the DSWD mission and goals.
5. **Adaptability and Responsiveness** – The organizational structure shall be flexible to changing needs and emerging challenges, to allow for the enhancement of processes and adjustment of functions as necessary.

III. LEGAL BASES

1. **Executive Order No. 123** (30 January 1987), which renamed and reorganized the Ministry of Social Services and Development to the Ministry of Social Welfare and Development.
2. **Executive Order No. 292** (25 July 1987) or the Administrative Code of 1987, which established the current name of the Department of Social Welfare and Development and defined its statutory authority, organizational structure and functions.
3. **Republic Act No. 7160** (10 October 1991) or the Local Government Code of 1991, which devolved the delivery of basic social services – except the maintenance and operations of centers and institutions – from the DSWD to local government units (LGUs).
4. **Executive Order No. 15** (20 August 1998), which redirected the functions and operations of the DSWD from a direct service deliverer to a technical assistance provider as a result of the devolution of basic social services.
5. **Executive Order No. 221** (30 June 2003), which amended Executive Order No. 15 s.1998, adding the implementation of statutory and specialized programs to the DSWD mandate.

IV. GENERAL PROVISIONS APPLICABLE TO ALL FUNCTIONAL GROUPS

A. Functional Relationship

The organizational structure of the DSWD Central Office is founded on the principles of clarity, efficiency, and accountability, promoting effective governance and organizational excellence. Such principles ensure that the delineation of functions and hierarchy of authority among the Secretary, Undersecretaries, Assistant Secretaries, and Directors or Heads of OBSUs are clearly defined and consistently adhered to.

Accordingly, the following general principles are embedded in the organizational structure of the DSWD Central Office, thereby covering all functional groups:

- a. The Secretary, as the chief executive of the DSWD, shall provide overarching strategic direction and make final decisions on policy matters.
- b. The Undersecretaries shall exercise control and supervision over offices under their functional groups to ensure the alignment of activities with the strategic direction of the Department. Specifically, the Undersecretary shall (1) serve as deputy to the Secretary in matters relating to their assigned functional group; (2) advise and assist the Secretary on matters within their scope of responsibility; (3) implement policies and oversee all operational activities of the assigned functional group for which he/she shall be responsible to the Secretary; (4) following the established DSWD Policy Development Framework, submit policy recommendations to improve the operations under their authority; (5) coordinate the assigned programs and projects and be responsible for its economical, efficient and effective administration; and (6) perform such other functions and duties as may be assigned by the Secretary.
- c. The Assistant Secretaries shall perform such functions according to the approved DSWD Structure. For functional groups headed by an Undersecretary, the Assistant Secretary assigned thereunder shall assist the former in the supervision and administration of OBSUs within their functional group by managing specific operational domains or special projects assigned to them.
- d. The Directors or Heads of OBSUs under functional groups shall manage day-to-day operations within their respective functions, ensuring the faithful execution of policies, programs, projects, and services.

In cases of function overlaps, all officials are expected to observe coordination, communication and cohesion to resolve the matter. Otherwise, the matter shall be brought to the attention of the Office of the Secretary for resolution.

B. Common Key Result Areas

In the discharge of functions, all Executive Committee (EXECOM) Officials shall perform and be evaluated on the following common Key Result Areas (KRAs) insofar as applicable to their functional groups. These KRAs shall be used as basis for all performance management activities including both the DSWS Strategic Performance Management System and the Career Executive Service Performance Evaluation System:

1. Plan and Policy Formulation
2. Office Performance Supervision and Management
3. Leadership in inter/intra-agency Bodies
4. Efficient Service Delivery
5. Learning and Development

6. Advisory to the Undersecretary/Secretary
7. Compliance with the Undersecretary/Secretary's Directives

C. Common Core Competencies of Executive and Management Committee Officials

The DSWD Executive and Management Committee are considered members of the Career Executive Service, the third level or the managerial class in the group of positions in the Philippine civil service created pursuant to Presidential Decree No., 1 to *"form a continuing pool of well-selected and development-oriented career administrators who shall provide competent and faithful service."*

As such, they are expected to demonstrate the established core competencies¹ being the fundamental standards for performance, as follows:

1. **Strategic and Critical Thinking:** The ability to obtain information and identify key issues and relationships relevant to achieving a long-range goal or vision; to commit to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
2. **Leading in a Continuously Changing Environment:** The ability to encourage others to seek opportunities for different and innovative approaches in addressing problems and opportunities, and to facilitate the implementation and acceptance of change within the organization.
3. **Developing and Empowering Others to Establish Collective Accountability for Results:** The ability to develop and promote effective relationships with colleagues and team members and to deal constructively with conflicts. The ability to develop subordinates' skills and competencies by planning effective development activities related to current and future jobs.
4. **Linkaging and Networking for Productive Partnerships:** The ability to develop and strengthen partnerships that can provide information, assistance support to the organization; to identify and use synergies across the organization with external partners.
5. **Planning and Organizing for Greater Impact:** The ability to establish a course of action for self and/or others to accomplish a specific goal; to plan proper assignments of personnel and appropriate allocation of time and other resources.
6. **Driving Performance for Integrity and Service:** The ability to produce and deliver quality results, to be action-oriented and committed to the achievement of outcomes.

¹ Career Executive Service Board Resolution No. 1136 or the Guidelines on the Enhanced Career Executive Service Performance Evaluation System

V. THE NEW STRUCTURE

Pursuant to the Administrative Code of 1987 and pertinent laws, rules and regulations, the authority and responsibility for exercising the DSWD mandate and for discharging its powers and functions are vested in the Secretary, who shall have overall supervision and control of the Department, including its officials and employees.

To ensure effective service delivery, functional groups are hereby created at the DSWD Central Office and headed by Undersecretaries who shall exercise delegated authority. There shall be eleven (11) functional groups under which the OBSUs are clustered as follows:

- 1: Office of the Secretary Group
- 2: General Administration and Support Services Group
- 3: Policy and Planning Group
- 4: Innovations and Program Development Group
- 5: Operations Group
- 6: Disaster Response Management Group
- 7: Regulatory Services, and Institutional Development Group
- 8: Conditional Cash Transfer and Beneficiary Targeting Group
- 9: Legislative Affairs Group
- 10: Peace and Development Group
- 11: International Affairs, Attached and Supervised Agencies Group

Attached as Annex A is the DSWD Organogram. The descriptions of each functional group shall be contained in subsequent issuances which shall be considered integral parts of this Administrative Order.

Any modification to the structure of these functional groups, including but not limited to attachment of an OBSU to another functional group, changes in office names, key result areas, or functions, may be implemented through any issuance by the Secretary. Such issuance in any form shall be sufficient authority to effect the necessary changes.

VI. TRANSITORY PROVISIONS

1. **Validity of Designation of Officials.** Unless otherwise amended, existing Special Orders on designation of the different officials shall continue to be of force and effect despite the change in the nomenclature of their functional groups and offices.
2. **Transition.** All human resource actions necessary to effect the transition from the previous organizational structure to the new organizational structure shall commence subject to compliance with existing laws, rules, and regulations; *provided*, that no personnel shall be displaced as a result of such transition.

3. **Reorganization of the Field Offices.** A separate issuance shall be subsequently issued to address any needed adjustment to the structures and systems of the Field Offices to ensure harmonization with the new Central Office organizational structure described herein.
4. **Repealing Clause.** This Order supersedes all previous issuances inconsistent herewith, including but not limited to Administrative Order Nos. 01, 03, 04, 06, and 07 s. 2019; Administrative Order No. 09 s. 2023; and Administrative Order Nos. 06, 07, 12, 13, and 18 s. 2024.

This amendment shall take effect immediately.

Let copies of this Order be distributed to all Offices in the Central Office and Field Offices for information and guidance.

Issued at the DSWD Central Office, Quezon City, Metro Manila.


REX GATCHALIAN
Secretary

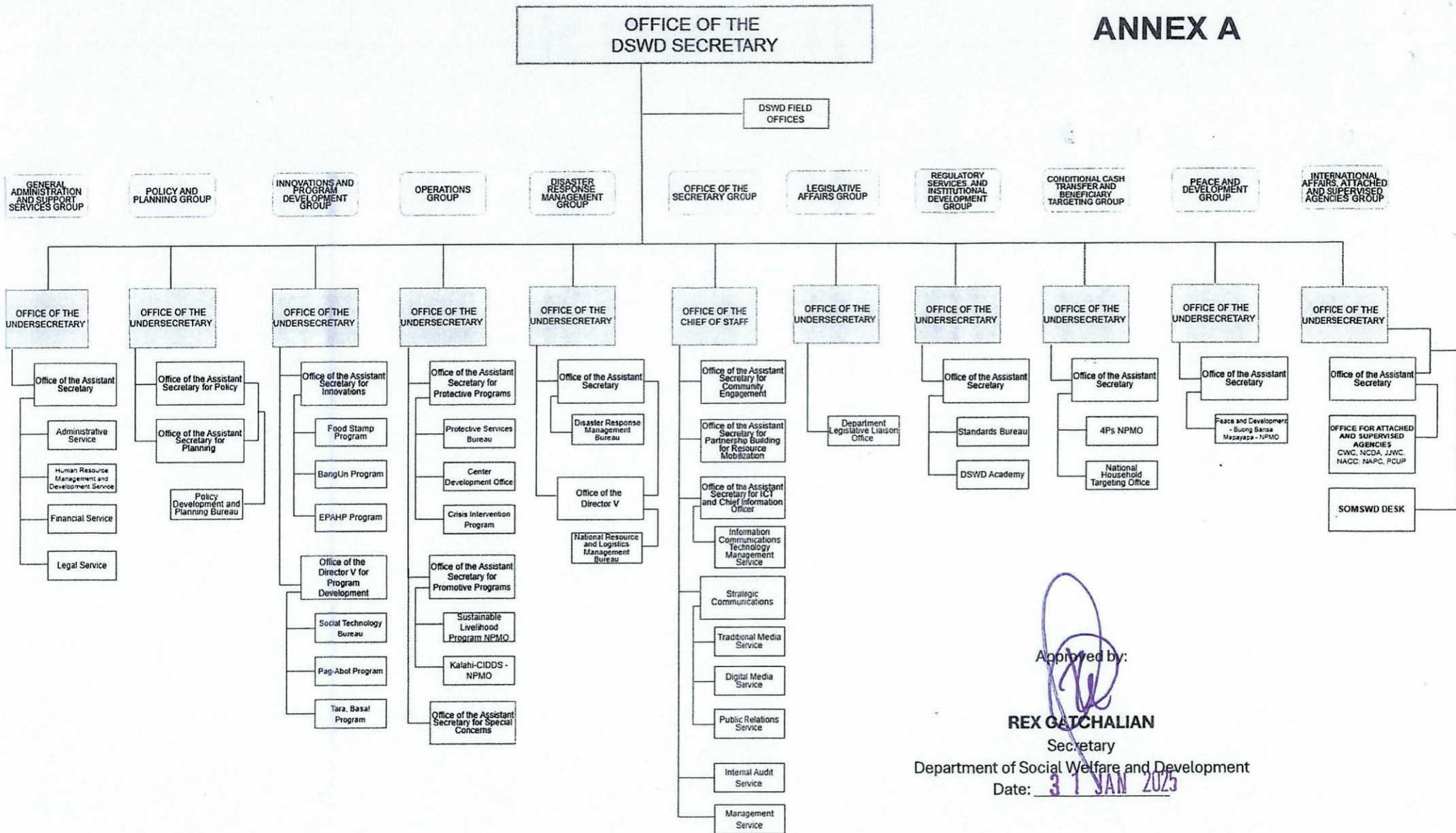
Date: 31 JAN 2025

Certified True Copy


WILLIAM V. GARCIA, JR.
OIC-Division Chief
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03 FEB 2025

ANNEX A



Approved by:

REX GATCHALIAN

Secretary

Department of Social Welfare and Development

Date: 31 JAN 2023