



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07
<http://www.dswd.gov.ph>

Administrative Order No. 01
Series of 2006

**SUBJECT : Terms Of Reference of the DSWD - ARMM Monitoring
and Coordination Office**

I. Rationale:

The Autonomous Region of Muslim Mindanao (ARMM) is a Philippine government's experimental model of regional autonomy, apart from fulfilling the conditions for peace and development with the moro population. This experimental model complements the exercise of local autonomy of local government units pursuant to the Local Government Code. Essential to the effective and efficient operationalization of regional and local autonomy is the provision of technical assistance and capability building support by the national government in an environment of coordinated programs consistent with the national development thrust.

The national Department of Social Welfare and Development is committed to continuously support the enhancement of capability of the ARMM-DSWD in terms of undertaking its devolved ODA funded and special social welfare and development programs/projects among others. Capability building shall primarily focus on policy and program development, standards enforcement and technical assistance on project implementation and coordination, especially those which require local, regional and national interface. Towards this end, DSWD shall establish the ARMM Monitoring and Coordination Office to be based in Cotabato City as its field operations arm in translating into concrete activities the technical assistance and capability building support it shall provide to the autonomous region. The said office shall be headed by a Monitoring and Coordination Officer designated for the purpose.

II. Objectives:

To establish and operationalize the national DSWD-ARMM Monitoring and Coordination Office (DSWD-ARMM MCO)

The DSWD-ARMM MCO shall specifically undertake the following:

- 1) Conduct an assessment survey of the ARMM-DSWD current level of capability to operationalize its social welfare and development framework and systems;

[Handwritten signature]

- 2) Assist ARMM establish/update its database on LGU social welfare needs and concerns and local resource networks;
- 3) Maintain linkages of ARMM-DSWD with the National DSWD relative to the capability building, technical assistance and resource augmentation requirements of the former;
- 4) Provide the national DSWD with validated updates on the status of programs and projects undertaken by the ARMM-DSWD particularly those with DSWD National interface; as well as emerging needs and concerns which require national support;
- 5) Represent the national DSWD in regional conferences/activities whenever indicated;
- 6) Oversee the proper maintenance and use of the DSWD facility at the ARMM compound;
- 7) Does other functions which may be assigned by the national DSWD office thru the OCBG.

III. The DSWD-ARMM MCO Organizational Components:

- a. Office - It shall hold office in one of the buildings within the DSWD property at the ARMM complex.
- b. Staffing - The MCO shall be operationalized by a designated DSWD official who will be assisted by at least two (2) MOA support staff.
- c. Budget - The MCO shall be supported with a reasonable operating budget chargeable to the Office of the Secretary based on an approved annual work and financial plan for its operational expenses.
- d. Office Equipment - The MCO shall be provided with the required minimum office and communication equipment to effectively and efficiently deliver its mandate.

IV. Task and Responsibilities of the DSWD-ARMM Monitoring and Coordination Officer

He/She shall :

1. Conduct consultation/dialogue with the ARMM - DSWD to clarify the enabling role of the MCO;

2. In coordination with the Secretary of ARMM-DSWD, facilitate the process of conducting the ARMM's capability assessment, identification of the priority areas for capability building and development of a TARA plan, including resources needed;
3. In coordination with OCBG, negotiate provision of TARA by the appropriate units at DSWD Central Office or by other TA providers;
4. Serve as the primary clearing house for all request for resource augmentation by any LGU through ARMM - DSWD;
5. Act as focal person for ground level coordination on projects with national interface;
6. Submit regular/verified updates on the status of ARMM – DSWD ongoing or proposed projects which accomplishments deserve to be factored in the overall national social welfare and development performance;
7. Facilitate coordination of services/assistance to ARMM for undertakings which involves interface with Mindanao-based regions and other regions i.e. reintegration of deportees, resettlement of badjaos, etc.;
8. Oversee the maintenance and proper use of DSWD facilities within the ARMM complex.

V. Institutional Relations

Within DSWD, the DSWD-ARMM MCO is a specialized office under the Office of the Secretary; however, operationally, direct supervision over its day to day operations shall be delegated to the Undersecretary for OCBG.

The MCO shall henceforth serve as the focal structure in all relationships with the ARMM.

Effective this 4th day of January 2006.


LUWALHATI F. PABLO
OIC - Secretary

