

ADMINISTRATIVE ORDER

No. 02

Series of 2018

STRENGTHENING THE DSWD CENTRAL OFFICE

Over the years, the DSWD's operations have expanded, the DSWD's budget has dramatically increased, the DSWD has taken an increasingly significant role in disaster management, and the DSWD's social protection concerns have become increasingly complex.

To address these, there is a need to strengthen the organizational structure of the DSWD Central Office and the DSWD Field Offices.

OBJECTIVES

1. further strengthen the Department's operations and support offices;
2. make the Department more responsive to the needs of its clients;
3. increase the efficiency, effectiveness, and synchronicity of the different Offices, Bureaus, Services and Units (OBSUs) in achieving the DSWD vision, mission, and reform agenda;
4. clarify lines of accountability among OBSUs and Officials; and
5. serve as an interim set-up while the Department is completing the proposal for the creation of offices and additional plantilla items needed to fulfill our mandate.

LEGAL BASES

- **Executive Order No. 396** (January 3, 1951), which created the Social Welfare Administration (SWA) to improve the living conditions of Filipinos, both in the cities and rural areas, who are in dire circumstances
- **Republic Act No. 5416** (May 15, 1968), the Social Welfare Act of 1968, which upgraded the SWA into a department-level agency, the Department of Social Welfare (DSW).
- **Presidential Decree No. 994** (September 18, 1976), which renamed the DSW to the Department of Social Services and Development (DSSD).
- **Presidential Decree No. 1397** (June 2, 1978), which converted the DSSD to the Ministry of Social Services and Development (MSSD) as required by the shift in the form of government from presidential to parliamentary.

- **Executive Order No. 123** (January 30, 1987), which provided for another name change and organizational structuring of the MSSD, which was renamed the Department of Social Welfare and Development (DSWD).
- **Executive Order No. 292** (July 25, 1987), the Administrative Code of 1987, which embodied changes in administrative structures and procedures designed to serve the people, including vesting the Secretary with the authority and responsibility for the exercise of the mandate of the Department and for the discharge of its powers and functions, including its supervision and control.
- **Republic Act No. 7160** (October 10, 1991), the Local Government Code of 1991, which devolved the delivery of social services – except the maintenance and operations of centers and institutions – from the DSWD to local government units (LGUs).
- **Executive Order No. 15** (August 20, 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 services
- **Executive Order No. 221** (June 30, 2003), an amendment to EO No. 15, which redirected the functions and operations of DSWD.

THE NEW STRUCTURE

There shall be six (6) groups at the Central Office under which the different OBSUs will be clustered, namely:

1. Office of the Secretary Group (OSG)
2. General Administrative and Support Services Group (GASSG)
3. Policy and Plans Group (PPG)
4. Protective Operations and Programs Group (PROTECTIVE-OPG)
5. Promotive Operations and Programs Group (PROMOTIVE-OPG)
6. Disaster Management Group (DMG)

Details of the new structure of the DSWD Central Office are attached as follows:

ANNEX A	Office of the Secretary Group (OSG)
ANNEX B	General Administrative and Support Services Group (GASSG)
ANNEX C	Policy and Plans Group (PPG)
ANNEX D	Protective Operations and Programs Group (PROTECTIVE - OPG)
ANNEX E	Promotive Operations and Programs Group (PROMOTIVE - OPG)
ANNEX F	Disaster Management Group (DMG)
ANNEX G	Organizational Chart (Overview) of the Central Office

EFFECTIVITY AND TRANSITORY PROVISIONS

1. The new organizational structure described herein shall take effect sixty (60) days from the date of this issuance. However, all actions necessary to effect the transition from the previous organizational structure to the new organizational structure shall commence immediately upon this issuance.
2. **Supervision over the Information and Communications Technology Management Service (ICTMS).** The ICTMS shall remain part of the Policies and Plans Group (PPG). As a transitory measure, upon effectivity of this issuance and until further notice, the ICTMS shall be temporarily placed under the General Administrative and Support Services Group (GASSG).
3. **Designation and Assignment of Officials.** The designation and assignment of the members of the Executive Committee pursuant to this re-clustering shall be announced in subsequent issuances. There may be changes in the assignment and/or designation of heads of offices, bureaus, services, and units upon approval of the Secretary following appropriate consultations to be made for the purpose. The usual policy of consulting affected personnel prior to any pending movements shall be observed in all cases.
4. **Consultation and Information Dissemination.** All Cluster Heads, with the assistance of other EXECOM members, are hereby directed to conduct consultative and information dissemination activities to help promote understanding and support of this Administrative Order among the units and personnel within their respective clusters. Special attention shall be given to offices, bureaus, services, and units where personnel movements may be effected pursuant to the re-defined mandates and functional arrangements of the Department, as defined hereunder.
5. **Adjustments of the Field Offices.** Appropriate adjustments shall be made on the structures and systems of the Field Offices to ensure harmonization with the re-clustering at the Central Office pursuant to this issuance. All clusters are hereby directed to provide adequate support to the Field Offices to effectively manage changes at the regions within their respective areas of responsibility.

Repealing Clause

This issuance shall supersede all previous issuances inconsistent herewith, including but not limited to M.C. Nos. 1, 6, 20 and 25, series of 2012; M.C. Nos. 2, 8, 10, 15 and 18 series of 2014; M.C. No. 1 series of 2015; A.O. No. 11, series of 2014; S.O. No. 1, series of 2013; S.O. No. 3904 series of 2014; and A.O. Nos. 2 and 16, series of 2015.

8 January 2018, Quezon City, Metro Manila.

Certified True Copy:

Myr. H. Reyes
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EMMANUEL A. LEYCO
Officer-in-Charge

Records & Archives Mgt. Section

ANNEX A

THE SECRETARY

The Secretary has the authority and responsibility for the exercise of the mandate of the Department and the discharge of its powers and functions, and thus exercises supervision and control of the Department.

The Secretary shall also directly supervise and monitor the performance of all Field Offices, through a Field Program Manager, to ensure the delivery of strategic outputs, including timely, efficient, and effective program implementation. As such, all Field Offices shall report directly to the Secretary.

The Office of the Secretary (OSEC Proper) is composed of the Secretary and her direct staff. The Head Executive Assistant (HEA) shall be in charge of the administrative functions of the OSEC Proper.

OFFICE OF THE SECRETARY (OSEC PROPER)

Description	The OSEC Proper, headed by the Head Executive Assistant (HEA), provides administrative and technical support to and undertake field program management together with the Secretary. The administrative staffs take care of the Secretary's appointments; the OSEC Proper's incoming and outgoing communications, office supplies and equipment, transportation, and finance; and provides administrative support to the OSEC technical staffs. The technical staffs, on the other hand, are assigned distinct portfolios to which they are expected to conduct complete staff work for the Secretary's action, decision, and information. Further, the technical staffs prepare all relevant researches and information in assisting the Secretary in her meetings/appointments. Lastly, the Field Program Manager (FPM) serves as the link between the Secretary and the Department's sixteen (16) field offices (FOs) to ensure the delivery of strategic outputs, including timely, efficient, and effective program implementation.
Specific Functions	<ol style="list-style-type: none">1. Facilitate regular link between the Regional Directors in 16 field offices and the DSWD Secretary2. Do complete staff work for every meeting/activity to be attended by the Secretary including documents for action/approval of the Secretary3. Manage the daily schedule of the Secretary4. Provide secretariat support to the Executive Committee5. Take action/Address referrals to OSEC from within the department, the public and other government agencies

	6. Participate in the various committees organized internal and external to DSWD
Key Result Areas	<ol style="list-style-type: none"> 1. Provision of support towards engaged collaboration between the Secretary and the department's officials and partners 2. Timely communication of the Secretary's instructions 3. Proper management of the Secretary's schedule 4. Quality service delivery through increased efficiency and continuing improvement

OFFICE OF THE SECRETARY GROUP (OSG)

Description

The OSG will be composed of the Social Technology Bureau (STB), the Social Marketing Service (SMS), the Internal Audit Service (IAS), and the Technical Assistance Unit (TAU). It shall be headed by the Secretary, through the Assistant Secretary for the OSG. It shall also include the Office of the Assistant Secretary for Special Concerns.

Structure

An Organizational Chart of the OSG is attached as **ANNEX G-1**.

OFFICE OF THE ASSISTANT SECRETARY FOR THE OSG

Description	The OASOSG, headed by the Assistant Secretary for OSEC Group, serves as the coach monitor of four OBSUs, namely the following: Social Marketing Service (SMS), Internal Audit Service (IAS), Social Technology Bureau (STB), and Technical Assistant Unit (TAU). The Assistant Secretary for OSG also performs other tasks as assigned by the Secretary.
Specific Functions	<ol style="list-style-type: none"> 1. Act as coach monitor to the Directors of SMS, IAS, STB and TAU, steering these units to contribute effectively to the realization of the strategic goals of DSWD 2. Supervise and monitor the performance of the OSEC Group to ensure the delivery of strategic outputs, including timely, efficient and effective discharge of the respective functions of each of the offices 3. Design and implement short term projects as a response to directives from the Secretary 4. Supervise special concern projects that are assigned by the Secretary
Key Result Areas	<ol style="list-style-type: none"> 1. Monitoring and evaluation of offices under OASOSG

	<ol style="list-style-type: none"> 2. Provision of support towards effective communication of DSWD's programs and services to various stakeholders 3. Oversight of the audit engagements and special audit requirements from the Secretary 4. Champion integrity within the Department's internal control systems 5. Oversight in the development and enhancement of social protection technologies
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SOCIAL TECHNOLOGY BUREAU (STB)

Description	The Social Technology Bureau is responsible for the development and enhancement of customer-driven social protection technologies addressing the current and emerging needs/issues of the poor, vulnerable and disadvantaged individuals, groups or families.
Specific Functions	<ol style="list-style-type: none"> 1. Conduct and utilize research studies based on the emerging needs of the sector towards the development/enhancement of responsive and innovative programs, projects strategies, approaches or interventions 2. Develop program design, guidelines & manuals on the implementation of social protection technologies 3. Pilot test social protection technologies and conducts assessment to determine its effectiveness and responsiveness to the target sector served 4. Ensure the adoption/institutionalization of social protection technologies 5. Conduct social marketing and promotion for replication of social protection technologies 6. Provide technical assistance and resource augmentation to DSWD Field Offices and other stakeholders in the development of social protection technologies and documentation of best practices 7. Establish, mobilize and maintain resource network with local, regional, national and international organizations/groups for technical cooperation and partnership in social technology/program development and/or enrichment 8. Maintain database of social protection technologies developed and contributes to the Department's Knowledge Exchange Center (KEC) 9. Develop and implement foreign-assisted social protection projects 10. Deploy and supervise Social Welfare Attaches, Social Work Interns and Technical and Administrative Assistants in foreign posts

	11. Ensure transparency and accountability in all transactions.
Key Result Areas	<ol style="list-style-type: none"> 1. Development of new SWD technologies 2. Enrichment of existing programs and services
Divisions	<ol style="list-style-type: none"> 1. Family and Women Welfare Technology Development Division 2. Children and Youth Welfare Technology Development Division 3. Older Persons/Persons with Disabilities/Indigenous Peoples/Internally Displaced Persons Welfare Technology Development Division
<i>Family and Women Welfare Technology Development Division</i>	
Description	The Family and Women Welfare Technology Development Division is responsible for the development and management of the pilot implementation of customer-driven social protection technology for family and women welfare.
Specific Functions	<ol style="list-style-type: none"> 1. Conduct research, situational analysis, rapid assessment, review of related literature' towards the development/enhancement of responsive innovative strategies, approaches or interventions 2. Formulate concept papers based on research or studies 3. Conduct inter-division/bureau meetings along social protection technology development 4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies 5. Develop program design, M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies 6. Conduct capability building activities in relation to the pilot implementation of social protection technologies 7. Manage the pilot implementation of STB-initiated project 8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies 9. Conduct mid-term and terminal project evaluation 10. Prepare periodic and final pilot project documentation reports 11. Package and prepare marketing plan of completed pilot projects for replication 12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas

	<ol style="list-style-type: none"> 13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC) 14. Ensure full utilization of budget allocation 15. Formulate and monitor implementation of WFP 16. Represent the Department in the Inter-Agency Committee Membership such as IACVAWC – GAD, HIV – PNAC TWG, National Committee on the Filipino Family, Inter-Agency Council Against Trafficking in Persons, Dangerous Drugs Board, ASEAN Training Center on Prevention and Drug Education and PCW Board Meeting.
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Children and Youth Welfare Technology Development Division

Description	The Children and Youth Welfare Technology Development Division is responsible for the development and management of the pilot implementation of customer-driven social projection technology for children and youth welfare.
Specific Functions	<ol style="list-style-type: none"> 1. Conduct research, situational analysis, rapid assessment, review of related literature towards the development/enhancement of responsive innovative strategies, approaches or interventions 2. Formulate concept papers based on research or studies 3. Conduct inter-division/bureau meetings along social protection technology development 4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies 5. Develop program design, M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies 6. Conduct capability building activities in relation to the pilot implementation of social protection technologies 7. Manage the pilot implementation of STB-initiated project 8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies 9. Conduct mid-term and terminal project evaluation 10. Prepare periodic and final pilot project documentation reports 11. Package and prepare marketing plan of completed pilot projects for replication 12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas

	<ol style="list-style-type: none"> 13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC) 14. Ensure full utilization of budget allocation 15. Formulate and monitor implementation of WFP 16. Represent the Department in the Inter-Agency Committee Membership such as Juvenile Justice and Welfare Council, NYC Advisory Council/TWG, CNSP Committee, CWC Technical Management Committee, Special Committee on Child Protection, National ECCD TWG, BCPC Advisory Committee, Committee on Family and Alternative Parental Care, Sub-committee on sexual abuse and commercial exploitation, Sub-committee on Children affected by armed conflict, Sub-committee on street children, CWC committee on HIV/AIDS, Sub-committee on children with Disabilities and the Committee on the Special Protection of Children.
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Older Persons/Persons with Disabilities/Indigenous Peoples/Internally Displaced Persons Welfare Technology Development Division

Description	The Older Persons/Persons with Disabilities/Indigenous People/Internally Displaced Persons Welfare Technology Development Division is responsible for the development and management of the pilot implementation of customer-driven social protection technology for Older Persons/Persons with Disabilities/Indigenous Peoples/Internally Displaced Persons.
Specific Functions	<ol style="list-style-type: none"> 1. Conduct research, situational analysis, rapid assessment, review of related literature towards the development/enhancement of responsive innovative strategies, approaches or interventions 2. Formulate concept papers based on research or studies 3. Conduct inter-division/bureau meetings along social protection technology development 4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies 5. Develop program designs, M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies 6. Conduct capability building activities in relation to the pilot implementation of social protection technologies 7. Manage the pilot implementation of STB-initiated project 8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies

	<ol style="list-style-type: none"> 9. Conduct mid-term and terminal project evaluation 10. Prepare periodic and final pilot project documentation reports 11. Package and prepare marketing plan of completed pilot projects for replication 12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas 13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC) 14. Ensure full utilization of budget allocation 15. Formulate and monitor implementation of WFP 16. Represent the Department in the Coalition of Support for the Elderly (COSE) – Project Advisory Committee.
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SOCIAL MARKETING SERVICE (SMS)

Description	The Social Marketing Service is responsible for undertaking advocacy, social marketing and networking activities to promote social change and to nurture the Department's relationships with its publics and stakeholders. SMS shall institutionalize a feedback mechanism to ensure that the development policies and messages embodied in the vision, mission and goal of the Department are effectively communicated.
Specific Functions	<ol style="list-style-type: none"> 1. Formulate and implement the DSWD's communication and advocacy plans and policies to promote social change 2. Design and implement a feedback mechanism to enable the Department to effectively communicate its key messages to its publics 3. Develop, produce, and disseminate IEC materials to communicate the DSWD's key messages to its publics 4. Provide technical assistance to DSWD units and Field Offices in their media relations, advocacy, social marketing and networking activities.
Key Result Areas	<ol style="list-style-type: none"> 1. Public Relations, Advocacy and Social Marketing 2. Information, Education, and Communication (IEC) Materials Development and Production 3. Communication Development and Research
Divisions	<ol style="list-style-type: none"> 1. Public Affairs and Advocacy Division (PAAD) 2. Media Production Division (MP) 3. Communication Development and Research Division (CDRD)

<i>Public Affairs and Advocacy Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Implement the Department's communication, publicity and advocacy plans in coordination with the DSWD Central Office units, Field Offices and other stakeholders. 2. Provide technical assistance to concerned units along media relations, advocacy, social marketing and networking activities. 3. Promote linkages with public information, public relations and media offices and organizations. 4. Develop and maintain effective and favorable public relations.
<i>Media Production Division (MPD)</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Conceptualize, develop, package and produce IEC materials using popular language to include: <ol style="list-style-type: none"> a. a system of pre-testing information materials for effectiveness and impact prior to mass production. b. of an efficient distribution system for IEC materials produced. 2. Provide technical assistance to DSWD Central Office units and Field Offices along IEC materials development and production.
<i>Communication Development and Research Division (CDRD)</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Undertake study and assessment of the knowledge, attitude and practice of DSWD publics relative to social welfare and development. 2. Formulate and develop a communication and advocacy plan including a feedback mechanism suited to the needs of the DSWD publics. 3. Determine and develop core messages based on the vision, mission and goal of the Department. 4. Recommend policies to enhance and strengthen DSWD communication and advocacy programs.

INTERNAL AUDIT SERVICE (IAS)

Description	IAS assists management in all matters relating to operations and management control through the independent appraisal of the adequacy and effectiveness of internal controls, and the conduct of management and operations audits.
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Specific Functions	<ol style="list-style-type: none"> 1. Ensure the adequacy of internal control systems for safeguarding the assets and resources of the Department 2. Provide the management with advice and suggest options/alternatives in making sound programmatic, operational and financial decisions, particularly on the management of assets, liabilities and risks 3. Ascertain the reliability and integrity of programmatic, operational and financial information, and the means used to identify, measure, classify and report such information 4. 'Review the extent of compliance with laws, government regulations, management policies and guidelines, as well as the statutory and regulatory requirements of the COA, the Department of Budget and Management (DBM) and other offices 5. Ascertain the extent to which the assets and other resources of the Department are accounted for and safeguarded from losses of all kinds 6. Review and evaluate the soundness, adequacy and application of accounting, financial, and other operating controls, and promote the most effective control at reasonable cost 7. Review operations or programs to ascertain whether the results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned 8. Study the management of current and fixed assets to promote efficiency and economy, as well as to ensure that Department assets are sufficiently covered with security against losses and that contingent liabilities are pro-actively considered 9. Assist management in the review/development/updating of administrative arrangements, structures, operational and management systems 10. Undertake studies/audit on special concerns and perform related tasks/special assignments as may be assigned by the Secretary; and 11. Perform such other functions as may be provided by law.
Key Result Areas	<ol style="list-style-type: none"> 1. Internal Control System 2. Risk Management 3. Good Governance
Divisions	<ol style="list-style-type: none"> 1. Management Audit Division 2. Operations Audit Division 3. Special Audit Division

Management Audit Division

Description	The Management Audit Division is responsible for conducting a separate evaluation of the effectiveness of internal controls adapted in the operating and support services, units/systems to determine whether they achieve the control objectives over a period of time or as of a specific date. It includes the determination of the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations covering specific timeframes.
Specific Function	<ol style="list-style-type: none">1. Conduct management audit of activities and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations2. Review and appraise systems and procedures/process, organizational structure, assets management practices, financial and management records, reports and performance standards of the agencies/units covered3. Verification and analysis of financial and management data to ascertain if attendant management information systems generate data or reports that are complete, accurate and valid4. Ascertain the reliability and integrity of financial and management information and the means used to identify, measure, classify and report such information5. Ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds6. Review and evaluate the soundness, adequacy and application of accounting, financial and management controls and promote the most effective control at reasonable cost; and7. Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities.

Operations Audit Division

Description	The Operations Audit Division is responsible for conducting a separate evaluation of the outcome, output, process and input to determine whether Department's operations, programs and projects are effective, efficient, ethical and economical, including compliance with laws, regulations, managerial policies, accountability measures and contractual obligations.
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Specific Functions	<ol style="list-style-type: none"> 1. Conduct operations and performance audit of activities of the Department and its Offices, Bureaus and Services and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations 2. Review and appraise systems and procedures/processes, organizational structure, operations practices, operations records, reports and performance standards of the agencies/units covered 3. Verify and analyze operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate and valid 4. Ascertain the reliability and integrity of operational information and the means used to identify, measure, classify and report such information 5. Review operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned 6. Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities; and 7. Recommend courses of action on operational deficiencies observed.
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Special Audit Division

Description	The Special Audit Division will be responsible in the conduct of special audits as may be assigned by the Secretary.
Specific Functions	<ol style="list-style-type: none"> 1. Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty 2. Review cases involving misuse of agency property; and 3. Perform special audits or investigations on complaints, but not limited to irregularities, fraudulent acts, misuse of funds, and other violations of laws, rules and regulations.

TECHNICAL ASSISTANCE UNIT (TAU)

Description	TAU is responsible for providing support to the OBSUs in the accessing of grants and technical assistance from the development partners.
Specific Functions	<ol style="list-style-type: none"> 1. Review and analyze project proposals based on identified strategic priorities and monitor implementation of all approved TA activities with the proponent OBSUs and NPMOs.

	<ol style="list-style-type: none"> 2. Establish and maintain strategic alliances with different Development Partners (DPs) and proponent organizations to ensure timely provision of resources to stakeholders. 3. Evaluate completed TA activities and provide policy recommendations to the Department in order to promote mutual accountability for results between DPs and the Government.
Key Result Areas	<ol style="list-style-type: none"> 1. Timely and efficient accessing of resources and TAs 2. Coordinated and harmonized donor funds 3. Activity monitoring and evaluation

OFFICE OF THE ASSISTANT SECRETARY FOR SPECIAL CONCERNS

Description	<p>The OASSC's main responsibility is to carry out the Department's mandate in the rehabilitation and reintegration of recovering drug dependents in line with the national campaign against the drug menace. The Assistant Secretary for Special Concerns also performs other tasks as assigned by the Secretary.</p>
Special Functions	<ol style="list-style-type: none"> 1. Lead and align the Department's existing programs and services for the Yakap Bayan Framework of Interventions for the Recovering Drug Dependents 2. Serve as the focal for security matters on inter-agency committees, boards, and taskforces 3. Act as the Department's focal on the Comprehensive Social Benefits Program for the police and military personnel who were killed/wounded-in- action 4. Encourage youth involvement in the Department's projects
Key Result Areas	<ol style="list-style-type: none"> 1. Institutionalization of sustainable reintegration for rehabilitated drug users and provision of social welfare services to their families and communities 2. Technical assistance to LGUs on the Yakap Bayan Framework 3. Participation in national security dialogues with the social welfare perspectives

**OFFICE OF THE UNDERSECRETARY
FOR SUPPORT PROGRAMS INFRASTRUCTURE MANAGEMENT**

Description	Support Programs involve supervision and oversight function on the construction and repair of all DSWD Regional Infrastructure and Centers and Residential Care Facilities (RI & CRCF) nationwide as well as formulation and adoption of Drug-Free Workplace policies in the Department.
Special Functions	<ol style="list-style-type: none"> 1. To organize and lead the ad hoc program management office in charge in the daily management and implementation of the project; 2. To coordinate with related OBSUs and Field Offices regarding RI & CRCF activities; 3. To provide comprehensive support including technical services along procurement and administration, logistical, and budgeting matters in the RI & CRCF implementation at Field Offices; 4. To finalize work plans and budget for the projects; 5. To represent the Department in the TRIP for FY 2018-2020; 6. To act as Alternate Representative of the Secretary to the Dangerous Drugs Board; and 7. To act as chairperson to the Drug-Free Workplace Committee.
Key Result Areas	<ol style="list-style-type: none"> 1. Improvement and enhancement of all DSWD Regional Infrastructure and Centers and Residential Care Facilities nationwide; 2. Inclusion of other infrastructure projects of the DSWD in the National Expenditure Program of the government for fiscal years 2018-2020; and 3. Formulation of Drug-Free Workplace policies.

**OFFICE OF THE UNDERSECRETARY
FOR SPECIAL CONCERNS**

Description	<p>The Office of the Undersecretary for Special Concerns provides leadership in special concerns that are now identified and those that will in the future be identified by the Department using parameters set forth, and is responsible for ensuring that these special concerns, in coordination with other offices, are promptly and effectively addressed.</p> <p>Special Concerns refer to those Department concerns that, in light of the administration’s new thrusts and priorities, do not clearly fall within the mandate of any of the existing Groups, or those that have not been assigned to any of the undersecretaries or Assistant Secretaries.</p>
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Special Functions	<ol style="list-style-type: none"> 1. To take leadership in studying program designs that would address the social and economic well-being of the near-poor or transitioning families to be identified from Malawakang Kumustahan Program. 2. To take leadership in promoting involvement of People's organizations and civil society organizations, as volunteers during relief and rehabilitation operations nationwide. 3. To take leadership in developing concept-programs related to the protection/promotion of general well-being of children in areas with armed conflict. 4. Take leadership in the conceptualization of an inter-agency council to institutionalize a barangay-level solution that will address problems on street children 5. To take leadership in promoting citizen's education on federalism, it being one of the major thrusts of the President toward social change.
Key Result Areas	<ol style="list-style-type: none"> 1. Malawakang Kumustahan <ol style="list-style-type: none"> 1.1 Have an updated database on socio-economic conditions of the 1.3 million transitioning households or those identified non-poor households by Listahanan 2 1.2 Have a comprehensive, validated and updated profile of the more than 4.4 million household 4Ps beneficiaries 1.3 Have an updated report on the conducted participative discussions through FGD, among program implementers and Pantawid Pamilya households 1.4 Come up with recommendations for improving strategies and interventions to strengthen Pantawid Pamilyang Pilipino Program in addressing the poverty situation of the household beneficiaries. 2. People's organizations' involvement on disaster relief and rehabilitation <ol style="list-style-type: none"> 2.1 Increased and established number of people's organizations who are actively involved as volunteer partners during relief and rehabilitation at the disaster affected areas in regional and provincial levels 2.2 Advocacy on volunteerism for crisis situation 2.3 Inclusion of the roles of people's organization in disaster rehabilitation manual. 3. Promotion of children in conflict areas

	<ul style="list-style-type: none"> 3.1 Conceptual development of programs especially designed for children in areas with armed conflicts, and research on various approaches that may address physical, psychosocial, mental, social, intellectual and economic well-being of children in these areas. 3.2 Creation of a regional inter-agency convergence involved in armed conflict areas
	<ul style="list-style-type: none"> 4. Inter-agency/barangay level solution for street children, trafficked children and homeless families <ul style="list-style-type: none"> 4.1 Viability study of barangay level solution addressing street children, child trafficking and homeless families 4.2 Policy recommendations on the DSWD role in the inter-agency barangay level approach for street children 4.3 Established partnership between the DSWD and the multi-national companies (MNCs) as part of their Corporate Social Responsibilities (CSR), in addressing the livelihood of street children and homeless families 4.4 Increased involvement of barangays in addressing problem of street children, trafficked children and homeless families.
	<ul style="list-style-type: none"> 5. Federalism campaign <ul style="list-style-type: none"> 5.1 Conduct nationwide campaign on federalism 5.2 Orientation and training programs for DSWD field offices on federalism 5.3 Inclusion of information dissemination on federalism during the family development sessions 5.4 Speakers' training activities 5.5 DSWD coordinated Forum to level off on the concept of federalism per region, with initial target of educating the 4Ps beneficiaries from identified 23 poorest provinces in the country.

OFFICE OF THE UNDERSECRETARY FOR LEGISLATIVE LIAISON AFFAIRS AND SPECIAL PRESIDENTIAL DIRECTIVES IN THE MINDANAO REGION

Description	The Office of the undersecretary for Legislative Liaison Affairs and Special Presidential Directives in the Mindanao Region is responsible for mobilizing technical and logistical resources to provide the necessary interventions in the legislative mill and the same time, manage the Department's priorities and sector concerns in both Houses of Congress.
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	And to Mobilize technical and logistical resources within the agency in order to undertake DSWD's mandate in the Mindanao region
Special Functions	<p>As Department Legislative Liaison Officer</p> <ol style="list-style-type: none"> 1. As Department Legislative Liaison Officer 2. Serve as the DSWD's Department Legislative Liaison Officer (DLLO) acting as the direct link of the Presidential Legislative Liaison Office in the DSWD. As DLLO, she shall mobilize technical and logistical resources to provide the necessary interventions in the legislative mill and the same time, manage the Department's priorities and sector concerns in both Houses of Congress. 3. Steward and promote the passage of legislation in the Department's priority legislative agenda 4. Revisit current issuances and operations of the DSWD Legislative Liaison System (LLS) and/or update, recommend amendments thereto, as necessary, in order to further strengthen the DSWD's current LLS. 5. Lead the DSWD's Legislative Bill Review Committee (LBRC), an inter-office body tasked to review, analyze and deliberate on the provisions of bills particularly if these support or oppose the DSWD's mandate and position as an institution. 6. Provide guidance and direction to the officers and staff of the Department Legislative Liaison Unit (DLLU) as the technical secretariat of the DLLO in order to ensure effective, efficient, timely and relevant implementation of appropriate mechanisms to advance the DSWD's legislative agenda and make known the DSWD position in key legislation which may have a direct/indirect effect in the agency's performance of its mandate and/or that which may affect the poor, vulnerable, marginalized and disadvantaged. 7. As Primary Department Official Overseeing the President's 8. Special Presidential Directives in the Mindanao Region 9. Assist the Secretary in establishing key linkages with relevant agencies, inter-office bodies, partners and organizations in identifying and undertaking key points of convergence by the Department in the implementation of the President's Special Presidential Directives in the Mindanao Region 10. Assist the Secretary in DSWD's engagement in the implementation of key special presidential directives in the Mindanao region as defined in the agency's social development agenda. 11. Mobilize technical and logistical resources within the agency in order to undertake DSWD's mandate in the Mindanao region particularly but not limited to how it relates to the development and implementation of the Strategic Framework for Mindanao Peace and

	Development (SFMPD) 2017-2022 and other priority Presidential Directives in the Region;
Key Result Areas	<ol style="list-style-type: none"> 1. Monitoring and Evaluation of DLLO, Participation in crucial congressional hearings. 2. Timely and close coordination with the Senate and the House of Representative with regard to law and bills affecting DSWD 3. Timely coordination with other agencies with regard the implementation of the presidential directives in Mindanao region including Taskforce Bangon Marawi, Attendance and participation in Key meetings. 4. The conduct of other activities requested by the Office of the President.

DEPARTMENT LEGISLATIVE LIAISON SECTION

Description	The Department Legislative Liaison Section provides the needed technical and administrative support to the Department Legislative Liaison Officer in the performance of his/her functions. It also promotes the DSWD Legislative Agenda and other proposed legislative measures identified as urgent by the Executive Department through sustained day-to-day collaboration with the Houses of Congress as well as with other interest groups to generate maximum support for the Agenda.
Specific Functions	<ol style="list-style-type: none"> 1. Preparation and submission of the DSWD priority legislations and official position papers on social welfare and development (SWD) bills. 2. Ensures attendance of concerned official/s to Committee Hearings, Technical Working Group (TWG) Meetings and Legislative Briefings convened by both Houses of Congress 3. Responds to/refers, records and monitors requests and queries of legislators and concerned Committees with regard to social welfare and development (SWD) including those emanating from the budget deliberations. 4. Monitors the enactment of relevant SWD laws and notifies the DSWD Management regarding the formulation of the corresponding Implementing Rules and Regulations, if necessary
Key Result Areas	Legislative Liaising

ANNEX B

GENERAL ADMINISTRATIVE AND SUPPORT SERVICES GROUP (GASSG)

Description

GASSG provides leadership, staff expertise and strategic support in the management of financial resources, physical infrastructures, human resource, legal services, assets, procurement activities and other logistical requirements in a manner that is transparent, accountable, proactive, results oriented, and value-adding to the stewardship of the DSWD's resources.

GASSG shall have two (2) sub-clusters: the Administration Sub-Cluster, which shall be composed of the Administrative Service (AS) and the Human Resource Development Service (HRDS); and, the Finance and Legal Services Sub-Cluster, which shall be composed of the Financial Management Service (FMS), the Procurement Management Service (PMS), and the Legal Service (LS). GASSG shall be headed by an Undersecretary, assisted by an Assistant Secretary per sub-cluster.

Structure

An Organizational Chart of the GASSG is attached as **ANNEX G-2**.

OFFICE OF THE UNDERSECRETARY FOR GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

Description	The Office of the Undersecretary for General Administration and Support Services (OUS-GASS) is responsible for providing advice and assistance to the Office of the Secretary relevant to the operations of the Department, specifically on financial management, procurement, legal services, human resource management, asset management, infrastructure development, and other strategic support services. Thereby, the OUS-GASS takes charge of overall supervision of the following offices under the General Administration and Support Services Group (GASSG): Financial Management Service, Procurement Management Service, Legal Service, Administrative Service, and Human Resource Development Service.
Specific Functions	1. Provide advice on fiscal policy formulation, financial management, procurement management, legal management and assistance, asset management, infrastructure improvement and maintenance, personnel administration, performance management and career development, and other logistic support.

	<ol style="list-style-type: none"> 2. Direct and coordinate the formulation and implementation of policies and systems to ensure values- and strategy-based allocation and utilization of resources. 3. Supervise the preparation of agency budget proposal and work and financial plan, utilization of agency budget, and execution of agency work and financial plan. 4. Monitor undertakings and partnerships for the provision of strategic support services. 5. Take the lead in initiating change and innovation to achieve process excellence and client-friendliness. 6. Manage the work performance of offices under the GASSG.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary 2. Policy Direction 3. Strategic Support Supervision 4. Office Performance Management

Administration Sub-Cluster

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

Description	<p>The Office of the Assistant Secretary for Administration (OAS-A) is responsible for providing advice and assistance to the Office of the Secretary and the Office of the Undersecretary for General Administration and Support Services relevant to the operations of the Department, specifically on human resource management, asset management, infrastructure development, and related strategic support services. Thereby, the OAS-A takes charge of direct supervision of the Administrative Service and the Human Resource Development Service.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Provide advice on property and asset management, records management, infrastructure improvement and maintenance, personnel administration, recruitment, performance management, career development, and other logistic support. 2. Assist in directing and coordinating the formulation and implementation of policies and systems relevant to administrative services and human resource management. 3. Provide inputs in the preparation of agency budget proposal and work and financial plan, utilization of agency budget, and execution of agency work and financial plan.

	<ol style="list-style-type: none"> 4. Assist in monitoring undertakings and partnerships for the provision of related strategic support services. 5. Assist in initiating change and innovation to achieve process excellence and client-friendliness 6. Manage the work performance of the Administrative Service and the Human Resource Development Service.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary and the Undersecretary 2. Policy Direction 3. Strategic Support Supervision 4. Office Performance Management

ADMINISTRATIVE SERVICE (AS)

Description	<p>The Administrative Service is primarily responsible for providing, maintaining and managing logistical requirements to support the Department in the attainment of its vision and mission. It develops policies, and formulates plans and programs related to the provision of logistical services. It is also responsible for providing services related to property management, records management, property and infrastructure maintenance, transportation, communication, utilities, janitorial and security services. It ensures that appropriate management systems and procedures are in place for efficient and effective administrative services.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Develop and recommend policies, programs, and procedures relative to efficient and effective property and asset management, provision of transportation, communication, security and janitorial services, and maintenance of properties and assets. 2. Provide logistical support, strategic services and technical assistance to the Department on administrative concerns. 3. Be responsible for the custodianship of all properties of the Department. 4. Ensure policies, programs, systems and procedures on the efficient and effective records management, provision of transportation, communication, security and janitorial services, maintenance of facilities and assets of the Department are in place and implemented.
Key Result Areas	<ol style="list-style-type: none"> 1. Property Management 2. Asset Management 3. Records and Archives Management 4. Facility Improvement and Maintenance

	5. Transportation, Communication, Utility, Janitorial, and Security Services Supervision and Operation
Divisions	<ol style="list-style-type: none"> 1. General Services Division 2. Property and Asset Management Division 3. Records and Archives Management Division 4. Buildings and Grounds Management Division
<i>General Services Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Develop and recommend policies, programs and procedures for the provision of transportation, communication, security and janitorial services, and maintenance of vehicles of the Department. 2. Ensure that the policies, programs, system and procedures on the provision of transportation, communication, security and janitorial services, and maintenance of vehicles of the Department are in place and implemented. 3. Ensure compliance with safety standards for vehicles, and clean and healthy work environment. 4. Monitor accounts and ensure payment of bills on general services.
<i>Property and Asset Management Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Recommend policies, programs and procedures on the management and disposition of real properties, equipment, semi-expendable properties and waste materials. 2. Maintain an inventory and updated records of all fixed assets and semi-expendable properties of the Central Office. 3. Ensure completeness of documentation, registration and security of all fixed assets acquired through purchase, donations, or other modes of acquisition. 4. Safekeep and update records, documentation of ownership, and insurance of all real properties and fixed assets, as well as movable properties such as motor vehicles and equipment. 5. Advise the management on applicable laws, rules and regulations on assets occupied by informal settlers, and on how to prevent encroachment of DSWD properties. 6. Ensure the documentation and updating of policies, management decisions and agreements regarding the issue of informal settlers in DSWD properties.

	<ol style="list-style-type: none"> 7. Advise the management on the acquisition and disposition of donated property. 8. Be responsible for the custodianship of all properties of the Department. 9. Issue, safeguard and update Memorandum Receipts for equipment, semi-expendable, and non-expendable properties, including Invoice Receipts of Property. 10. Receive and accept all procured properties/equipment amounting to P15,000.00 and above; record such properties/ equipment in the Property Records and Equipment Monitoring Inventory System (PREMIS); prepare Property Acknowledgement Receipt (PAR) or Property Transfer Receipt (PTR); facilitate approval of PAR/PTR by authorized officials; and, issue such properties/equipment with corresponding PAR/PTR to the accountable officers. 11. Be responsible for the inventory and disposition of unserviceable or obsolete properties through sale or transfer to other government agencies. 12. Provide technical assistance to offices, bureaus, services and units (OBSUs) on areas of expertise.
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Records and Archives Management Division

Specific Functions	<ol style="list-style-type: none"> 1. Develop and recommend policies, programs and procedures for the efficient and effective records management. 2. Ensure policies, programs, systems and procedures on the efficient and effective records management of the Department are in place and implemented. 3. Be responsible for the provision of effective records management, including the entire records life cycle such as creation, maintenance and use and disposition, and serve as central receiving unit of all communications of the Department. 4. Ensure the preservation and safekeeping of historical, permanent and vital records of the Department. 5. Provide technical assistance on records management.
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Buildings and Grounds Management Division

Specific Functions	<ol style="list-style-type: none"> 1. Ensure the maintenance and upkeep of buildings, facilities equipment and other physical properties of the Department. 2. Ensure compliance with safety standards of the workplace, and availability of water and power supply.
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	<ol style="list-style-type: none"> 3. Implement infrastructure projects of the Department. 4. Provide technical assistance on maintenance of equipment, buildings, facilities and other structures, as well as on engineering and construction works of the Department.
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HUMAN RESOURCE DEVELOPMENT SERVICE (HRDS)

Description	<p>The Human Resource Development Service is responsible for services related to analyzing the Department's staffing patterns; and recruiting, capacitating, and ensuring the well-being of the Department's personnel towards greater employee productivity and overall organizational effectiveness. It leads the development of policies and systems relative to workforce planning, recruitment, selection and placement, performance management, learning and development, leadership development, employee relations, personnel administration, and competency-based human resources.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Advise management on the development of human resource development (HRD) policies programs, and standards. 2. Implement, review and develop HRD policies and programs for the attainment of organizational goals. 3. Conduct research and development studies relative to human resource planning; human resource needs assessment; recruitment, selection and placement; performance management; talent development; and employee welfare and relations. 4. Maintain pertinent database relative to human resource development, performance management, talent development, and other human resources concerns. 5. Provide technical assistance to support the implementation and enhancement of HRD policies, programs and systems in the Field Offices and OBSUs in the Central Office. 6. Implement, monitor, and enhance policies and systems regarding personnel transactions, benefits and other personnel administration concerns of the Department. 7. Provide Secretariat support to human resources-related committees and technical working groups.
Key Result Areas	<ol style="list-style-type: none"> 1. Workforce Planning 2. Human Resource Needs Assessment 3. Recruitment, Selection and Placement 4. Performance Management 5. Career Management and Development

	<ol style="list-style-type: none"> 6. Employee Welfare and Relations 7. Personnel Administration
Divisions	<ol style="list-style-type: none"> 1. Human Resource Planning and Performance Management Division 2. Learning and Development Division 3. Human Resource Welfare Division 4. Personnel Administration Division
<i>Human Resource Planning and Performance Management Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Develop and implement the merit promotion plan for personnel. 2. Implement, manage, review and enhance the personnel recruitment, selection, and placement policies and systems. 3. Conduct job analyses and manpower needs assessment of OBSUs, and special program/project management offices. 4. Review and enhance staffing structures along competency-based organizational and systems analyses. 5. Implement the Department's Individual Performance Management System.
<i>Learning and Development Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Conduct capability building needs assessments of the Department's officials and employees to identify appropriate learning and development interventions. 2. Develop, implement and evaluate human resource development plans to address performance gaps. 3. Implement alternative capability building interventions appropriate to the needs of the Department's human resources, such as job rotation, job coaching, mentoring, work improvement teams, among others. 4. Coordinate with the Capacity Building Bureau and other OBSUs in the planning and development of capability building programs for the Department's human resources. 5. Implement and monitor DSWD programs on local and foreign scholarship and trainings. 6. Source out other external training, scholarship and capability building programs for the professional development of officials and employees.

	<ol style="list-style-type: none"> 7. Provide assistance to officials and employees relative to their participation in trainings, scholarships, and other personnel development programs. 8. Develop policies on succession management in the Department. 9. Formulate the Department's succession plan, and monitor and evaluate its implementation. 10. Implement learning and development interventions for developing a pool of successors in the Department.
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Human Resource Welfare Division

Specific Functions	<ol style="list-style-type: none"> 1. Develop, implement and enhance Employee Wellness Programs to maintain a healthy, motivated, and professional workforce in the Department. 2. Provide medical and dental services, as well as conduct health related fora and physical activities. 3. Develop and provide counselling services to personnel. 4. Coordinate implementation of ethics, discipline and values promotion activities. 5. Develop, implement and enhance mechanisms for addressing complaints and grievances on the Department's personnel. 6. Provide advice and assistance to the management on matters pertaining to employee conduct, performance, and administrative grievances and appeals. 7. Implement administrative and disciplinary sanctions imposed on erring personnel of the Department. 8. Develop and implement employee rewards and recognition policies.
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Personnel Administration Division

Specific Functions	<ol style="list-style-type: none"> 1. Advise and update management on personnel policy and administration. 2. Establish and implement an integrated personnel program that shall ensure periodic review of classification and remuneration of positions in the Department. 3. Administer policies and rules, monitor and act on all personnel matters relating to attendance, tardiness, leave of absence, retirement, and other personnel records transactions. 4. Administer the classification and compensation plan of DSWD positions and personnel.
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	<ol style="list-style-type: none"> 5. Prepare payroll of personnel for salaries and other compensation and benefits. 6. Facilitate employee contribution to agencies concerned (<i>i.e.</i>, PhilHealth, SSS/GSIS and Pag-IBIG). 7. Manage personnel records and files (<i>e.g.</i>, keep records of appointments and contracts of service of personnel). 8. Generate, maintain and provide human resource information and reports in support of human resource policy development and decision-making of the management, and oversight agencies. 9. Maintain and update the Human Resource Information System. 10. Manage the plantilla of personnel of the Department. 11. Determine and recommend expenditure level of Personnel Services. 12. Facilitate the required authority for personal travel abroad.
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Finance and Legal Services Sub-Cluster

OFFICE OF THE ASSISTANT SECRETARY FOR FINANCE AND LEGAL SERVICES

Description	<p>The Office of the Assistant Secretary for Finance and Legal Services (OAS-FLS) is responsible for providing advice and assistance to the Office of the Secretary and the Office of the Undersecretary for General Administration and Support Services relevant to the operations of the Department, specifically on financial management, procurement management, legal management, and related strategic support services. Thereby, the OAS-FLS takes charge of direct supervision of the Financial Management Service, the Procurement Management Service, and the Legal Service.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Provide advice on fiscal policy formulation, financial management, procurement planning and monitoring, supply management, contract monitoring, and legal management and assistance. 2. Assist in directing and coordinating the formulation and implementation of policies and systems relevant to financial management, procurement management, and legal management. 3. Assist in supervising the preparation of agency budget proposal and work and financial plan, utilization of agency budget, and execution of agency work and financial plan. 4. Assist in monitoring undertakings and partnerships for the provision of related strategic support services.

	<ol style="list-style-type: none"> 5. Assist in initiating change and innovation to achieve process excellence and client-friendliness. 6. Manage the work performance of the Financial Management Service, the Procurement Service, and the Legal Service.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary and Undersecretary 2. Policy Direction 3. Strategic Support Supervision 4. Office Performance Management

FINANCIAL MANAGEMENT SERVICE (FMS)

Description	<p>The Financial Management Service is responsible for preparing and implementing an effective financial plan to support the Department's programs, projects, and activities aimed at achieving its desired organizational outcomes and agency mandate; developing and implementing policies and guidelines for the effective, efficient and economical management of financial resources of the Department; managing financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and statutes, and to support or provide management with relevant information, advice and options in the decision-making process; and, evaluating and analyzing the operating performance of OBSUs of the Department.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Formulate and implement fiscal policies and guidelines of the Department. 2. Review and consolidate the Department budget proposal. 3. Prepare annual financial plans of the Department. 4. Ensure propriety, legality and completeness of claims and financial transactions of the Department. 5. Provide the management and oversight agencies with timely, relevant, and accurate financial management reports. 6. Provide efficient and effective management of cash of the Department to ensure optimal utilization. 7. Provide financial advice and options to enable the management to make sound financial decisions on matters relating to management of assets, liabilities, and risks. 8. Provide OBSUs of the Department with advice and assistance on financial management-related matters.
Key Result Areas	<ol style="list-style-type: none"> 1. Fiscal Policy Formulation 2. Fiscal Management

	3. Technical Assistance on Financial Concerns
Divisions	<ol style="list-style-type: none"> 1. Budget Division 2. Accounting Division 3. Cash Division
<i>Budget Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. In coordination with the Policy Development and Planning Bureau and special program/project management offices, formulate key performance indicators (KPIs) of OBSUs of the Department. 2. Recommend policies and guidelines in the preparation of annual budget estimates and in the execution of the Department budget. 3. Develop and improve budgetary methods and procedures. 4. Provide fund estimates in support of the Department's operations, plans, and programs, projects and, activities. 5. Assist the management in the presentation of the Department's budget estimates before the Department of Budget and Management, legislative bodies and other oversight and administrative agencies. 6. Prepare annual work and financial plans. 7. Certify the availability of allotments. 8. In coordination with OBSUs concerned, allocate and obligate available funds to priority programs, projects, and activities. 9. Issue sub-allotment advice to Field Offices in support of the fund requirements of programs, projects, and activities of OBSUs. 10. In coordination with OBSUs concerned, prepare Operation Performance Analyses (OPA) report indicating variances between actual performance and the set KPIs of OBSUs. 11. Provide technical assistance to OBSUs in the application and utilization of budgetary methods and the budget system, and other related financial concerns. 12. Prepare financial reports for guidance of the management and as required by higher authorities. 13. Perform such other functions as may be provided by law.
<i>Accounting Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Advise the management on financial matters.

	<ol style="list-style-type: none"> 2. Prepare and submit financial reports to the management, oversight agencies, legislative and other administrative bodies, and financial institutions. 3. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management. 4. Ensure propriety, legality and completeness of all claims and financial transactions. 5. Certify the availability of funds. 6. Prepare billings to debtors or notices of liquidation to officials, employees and organizations or agencies with cash advances, suspensions and disallowances. 7. Provide technical assistance to OBSUs of the Department on accounting matters. 8. Certify that loans and grants proceeds are effectively and efficiently managed and utilized. 9. Review and consolidate liquidation reports for booking purposes. 10. Perform such other functions as may be provided by law.
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Cash Division

Specific Functions	<ol style="list-style-type: none"> 1. Prepare monthly cash program. 2. Monitor the cash position of the Department to ensure maintenance of optimal cash balance. 3. Collect, receive and deposit cash and checks. 4. Ensure timely payment of accounts. 5. Prepare and submit cash reports to the management and oversight agencies. 6. Perform such other functions as may be provided by law.
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PROCUREMENT MANAGEMENT SERVICE (PS)

Description	<p>The Procurement Management Service (PMS) is responsible for ensuring the efficient, effective, and timely provision of goods and non-consulting services, contracting for infrastructure projects, and consulting services to support the Department in the attainment of its vision and mission. It shall lead all activities of the Department pertaining to procurement planning, purchasing, and contract management and monitoring.</p>
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<p>Specific Functions</p>	<ol style="list-style-type: none"> 1. Manage and monitor all phases of the procurement process to ensure the provision of goods and non-consulting services, contracting of infrastructure projects, and consulting services to all OBSUs. 2. Ensure compliance with applicable laws, rules and regulations, and other issuances pertaining to procurement policies, procedures and systems. 3. Manage the receipt and issuance of procured supplies, materials and equipment to requesting units. 4. Manage the contracting process for suppliers of goods and non-consulting services, infrastructure projects, and consulting services, including contract preparation, contract review by OBSUs concerned, signing of parties concerned, and completion of documents relative to fund releases pursuant to contract provisions. 5. Coordinate with OBSUs concerned to monitor compliance with the terms and conditions of the procurement contract, the release of payment to suppliers of goods and non-consulting services, infrastructure projects, and consulting services, and explore options for non-performance, including contract termination and imposition of sanctions against erring parties. 6. Create and maintain the price monitoring system and the registry of suppliers, contractors, and consultants. 7. Conduct research and market studies on frequently procured goods and services. 8. Provide technical assistance to OBSUs on areas of expertise. 9. Provide administrative and technical support to the Bids and Awards Committee (BAC).
<p>Key Result Areas</p>	<ol style="list-style-type: none"> 1. Procurement Management and Monitoring 2. Supply Management 3. Contract Management and Monitoring 4. Market Research and Product Standards Development 5. Capacity Building on Procurement and Contract Management
<p>Divisions</p>	<ol style="list-style-type: none"> 1. Procurement Planning and Management Division 2. Bids and Awards Committee (BAC) Secretariat Division 3. Contract Monitoring Division

Procurement Planning and Management Division

Specific Functions

1. Coordinate and monitor all procurement activities of the Department.
2. Provide technical assistance to the end-user OBSUs in the preparation of their Project Procurement Management Plans (PPMPs).
3. Manage and monitor procurement phases, activities, and milestones for proper reporting to relevant agencies when required.
4. Create and maintain a price monitoring list of goods and services regularly procured by the Department.
5. Create and maintain a list of suppliers, contractors, and consultants.

Contract Monitoring Division

Specific Functions

1. Monitor compliance with the terms and conditions of the procurement contract.
2. Coordinate with the FMS and end-user OBSUs for payment of contracts.
3. Initiate review and assessment of performance and recommend sanctions to the Secretary or his duly authorized representative, through the BAC, against erring suppliers, contractors and consultants, including the forfeiture of performance security and blacklisting.
4. Assist in the contract management activities, in coordination with OBSUs concerned, and provide technical support when necessary.
5. Coordinate with the end-user OBSUs and other OBSUs concerned for the inspection, acceptance, and issuance of goods.
6. Manage a warehouse to be used as staging area prior to issuance of procured goods to requesting units, and as storage of stockpile of common-use supplies and equipment.

Bids and Awards Committee (BAC) Secretariat Division

Specific Functions

1. Provide administrative and technical support to the BAC and the Technical Working Group (TWG).
2. Organize and make all necessary arrangements for the BAC and the TWG meetings and conferences.
3. Prepare minutes of meetings and resolutions of the BAC.

	<ol style="list-style-type: none"> 4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Central Office are properly documented. 5. Manage the sale and distribution of Bidding Documents to interested bidders. 6. Advertise and/or post procurement opportunities, including Bidding Documents, Notices of Awards, Contracts and Purchase Orders, and Notices to Proceed. 7. Assist in the management of the procurement process. 8. Assist in the management and monitoring of procurement activities and milestones for proper reporting to relevant agencies when required. 9. Consolidate PPMPs of OBSUs in the Central Office to make them available for review and prepare the Annual Procurement Plan (APP). 10. Act as central channel of communications for the BAC with end users, special program/project management offices, other OBSUs of the agency, other government agencies, providers of goods and non-consulting, infrastructure projects, and consulting services, observers, and the general public.
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LEGAL SERVICE (LS)

Description	The Legal Service is primarily responsible for providing technical assistance and legal support to the Department's various offices, bureaus, services, units and personnel. It assists the Department by handling administrative cases involving Department personnel and certain litigated cases, by providing the Department legal opinions and advice on matters involving its formal mandate and the exercise of its official powers and functions, and by rendering similar and related services.
Specific Functions	<ol style="list-style-type: none"> 1. Handle, and provide technical assistance regarding, administrative and litigated cases. 2. Provide legal opinions, advice and services on matters involving the Department's official mandate and the performance of its authorized powers and functions.
Key Result Areas	<ol style="list-style-type: none"> 1. Legal Management 2. Legal Assistance
Divisions	<ol style="list-style-type: none"> 1. Legal Management Division 2. Legal Assistance Division

Legal Assistance Division

Specific Functions

1. Render legal opinions and advice on proposed policies, guidelines, internal rules, personnel matters, and other matters relating to the official functions of Department offices, bureaus, services, units and personnel.
2. Draft and review contracts, agreements and other legal documents and instruments involving the Department.
3. Comment on relevant draft treaties and bills pending in Congress.
4. Help draft Implementing Rules and Regulations for relevant laws, and other executive issuances.
5. Respond to legal queries from Department clients and other offices.
6. Render other legal services the Department Secretary may request.

Legal Management Division

Specific Functions

1. Assist in fact-finding investigations regarding possible administrative offenses involving Department personnel.
2. Prosecute and hear administrative cases involving Department employees.
3. Coordinate with and assist the Solicitor General or the State Prosecutor in cases involving the Department and Department personnel in their official capacities.
4. In certain instances and with the proper deputation, represent the Department, and Department personnel in their official capacities, in litigated cases.
5. Provide technical assistance to retained and volunteer lawyers handling litigated cases.
6. Render other legal services the Department Secretary may request.

ANNEX C

POLICY AND PLANS GROUP (PPG)

Description

The Policy and Plans Group is responsible for fulfilling the Department's roles on policy and plans development, information communication technology (ICT) service management, research and M&E, national poverty targeting at family level, and liaising with the houses of congress and partners for priority social safety nets, social welfare and development policies.

It also serves as a venue for communicating, advocating, coordinating and collaborating matters along the areas of social protection and social welfare by providing leadership on various inter-office and inter-agency committees, councils, technical working groups at the national, regional (ASEAN) and international levels.

The PPG is composed of the Policy Development and Planning Bureau, National Household Targeting Office (NHTO) and the Information and Communications Technology Management Service (ICTMS).

Key Result Areas

Plan and Policy Development

Research, Monitoring and Evaluation, and Reporting

Social Protection Information Management

Regional and International Coordination

Structure

An Organizational Chart of the PPG is attached as **ANNEX G-3**.

OFFICE OF THE UNDERSECRETARY FOR POLICY AND PLANS

Description	<p>The Office of the Undersecretary for PPG provides overall supervision, policy directions and inputs in the management and operations of key offices under the cluster, namely, Office of the Assistant Secretary for PPG, Policy Development and Planning Bureau, Information and Communication Technology Management Service, National Household Targeting Office and the department Legislative Liaison Division.</p> <p>The Undersecretary, as Head of Office, also provides leadership to various inter-office, inter-agency or multi-stakeholder alliances such as consortium, technical working groups, committees and/or councils, both at</p>
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	the national and regional (ASEAN) level on social welfare and development, as the designated Chair or Alternate Chair of the Secretary.
Specific Functions	<ol style="list-style-type: none"> 1. Oversee the operational activities of the cluster to which the Undersecretary is responsible to the Secretary such as policy formulation/development, planning, research, monitoring and evaluation, standards setting and quality assurance, sustaining cooperation at the regional (ASEAN) and international level, information communication technology (ICT) service management, national poverty targeting at family level and liaising with the Houses of Congress. 2. Establish and maintain information management services and technology solutions to support the Department's social welfare and development strategies. 3. Establish and promote the adoption of a unified targeting system that identifies poor households who shall be prioritized by social protection and welfare programs nationwide. 4. Serves as the clearing house of regional and international coordination and cooperation at the ASEAN, APEC and UN level, including bilateral and multilateral in nature. 5. Performs the function of a Department's Legislative Liaison Officer.
Key Result Areas	<ol style="list-style-type: none"> 1. Plans and Policy Development 2. Mainstreaming of Social Protection 3. Research Development and Monitoring 4. ICT Management 5. Management of national, regional and international commitments 6. Management of the Listahanan

OFFICE OF THE ASSISTANT SECRETARY FOR POLICY AND PLANS

Description	Reporting to the Office of the Undersecretary for Policy and Plans Group (OUSPPG), the primary responsibility of the OASPPG is to assist the OUSPPG in the overall formulation, communication, implementation and evaluation of the Department's policies and plans, including the Department's Legislative Agenda.
Specific Functions	ASPP will be in-charge of overseeing and maintaining the overall alignment of the PDPB's and the SB's day to day operation to the thrust and priorities of the department. Likewise, the ASPP will ensure that the instructions of the Undersecretary of PPG are immediately implemented.

Key Result Areas	<ol style="list-style-type: none"> 1. Policy and Plans Development 2. Research and Development 3. Monitoring and Evaluation 4. Licensing and Accreditation 5. Compliance to Regional and International Commitments
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**OFFICE OF THE ASSISTANT SECRETARY
FOR INFORMATION MANAGEMENT AND HOUSEHOLD TARGETING SYSTEM**

Description	<p>In general, the Office of the Assistant Secretary for Information Management and Household Targeting System (OASIMHTS) is responsible for providing overall support and assistance to the Undersecretary for PPG, specifically, on setting direction and guidance to the offices under the cluster.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Oversees the activities of the cluster specifically in identifying issues, gaps, and opportunities in the day-to-day operations of the PPG OBSUs. 2. Serves as the clearing house and recommending approval of all PPG documents for action of the Undersecretary. 3. Provides advice and counsel to the Undersecretary of PPG on matters related to the cluster. 4. Performs other functions or related tasks as may be assigned by the Undersecretary of PPG. <p>Specific projects under the OASIMHTS include:</p> <p>Project Management</p> <p>The training on Project Management aims to aid the DSWD employees in managing and executing the programs, and projects, and harmonization efforts of the Department through the tools used in Project Management, specifically, the utilization of a systematized process from its project planning, design, identification of activities, implementation, monitoring and evaluation, and project completion</p> <p>Social Laboratory</p> <p>The DSWD Social Laboratory Project (SL) is a component of the Data Warehouse Project which is run by the Information Management Bureau and funded by the Australian Government through its Department of Foreign Affairs & Trade (DFAT). It is a platform and tool of research to be established within the PPG cluster which primarily shifts from the <i>traditional planning-based approach</i> to the <i>dynamic, prototyping-based approach</i>. SL is a tool that proposes to help in executive decision-making based on raw data which is generated, gathered, organized, and filtered through an</p>

	information management protocol, compiled into a knowledge product, and tagged as acceptable and used by a community of practice.
Key Result Areas	<ol style="list-style-type: none"> 1. Plan and Policy Development 2. Research, Monitoring and Evaluation, and Reporting 3. Social Protection Information Management 4. Regional and International Coordination

POLICY DEVELOPMENT AND PLANNING BUREAU (PDPB)

Description	The PDPB provides leadership in the development of policies and plans of the Department and of the social welfare and development sector. To ensure that plans and policies are evidence-based, the Bureau also leads the conduct of researches, and the monitoring and evaluation of plans and policies to influence management decisions. At the regional and international level, the bureau supports the leadership role of the department in ASEAN, APEC and UN for matters concerning social welfare and development.
Specific Functions	<ol style="list-style-type: none"> 1. Leads in the formulation and updating of the department's plans and policies 2. Monitors, evaluates and reports plan and policy implementation 3. Undertakes researches and evaluation studies for evidence-based decision-making 4. Monitors compliance to regional and international commitments
Key Result Areas	<ol style="list-style-type: none"> 1. Plan and Policy Development 2. Results-based Monitoring, Evaluation and Reporting 3. Technical Support and Technical Assistance Services to OBSUs, LGUs, and other stakeholders 4. Leadership on ASEAN, APEC, UN along social welfare and development
Divisions	<ol style="list-style-type: none"> 1. Planning Division (PD) 2. Policy and Research Division (PRD) 3. Monitoring and Evaluation Division (MED) 4. External Affairs Division (EAD)

Planning Division

Specific Functions	<ol style="list-style-type: none"> 1. Leads in the formulation and updating of the Department's annual and medium-term plans (<i>i.e.</i>, strategic plan, annual thrusts and priorities, sectoral plans, annual work and financial plan) and ensure their alignment with national plans and international commitments. 2. Monitors and reports status of implementation of the Department's Annual Plan (Thrusts and Priorities), sectoral Plans and Agency Performance Commitments. 3. Develops and updates planning and reporting process of the Department. 4. Provides technical assistance on planning and reporting.
Key Result Areas	<ol style="list-style-type: none"> 1. Annual and medium-term organizational and sectoral plan development 2. DSWD Annual and sectoral Plans monitoring and reporting 3. Agency performance reporting to oversight agencies

Policy and Research Division

Specific Functions	<ol style="list-style-type: none"> 1. Leads in the development of SWD policies. 2. Monitors the implementation of the Department's policies as mandated by various laws, as well as the Department's and SWD sectors' compliance to existing laws and policy issuances. 3. Develops and monitors the Department's strategic medium term research agenda. 4. Develops and reviews research proposals, and initiates their conduct for decision and policy making. 5. Provides technical support to inter-agency committees [<i>e.g.</i>, National Coordinating and Monitoring Board (NCMB), Special Review Committee-Solo Parents, SDC-Sub-Committee on Social Protection]. 6. Provides technical assistance along policy and research.
Key Result Areas	<ol style="list-style-type: none"> 1. SWD Policies Formulation 2. Research development and implementation 3. Research results dissemination and utilization 4. Social Welfare and Development laws monitoring

Monitoring and Evaluation Division

Specific Functions	<ol style="list-style-type: none"> 1. Monitors and assesses organizational performance along DSWD Strategic Plan Results Framework 2. Conducts in-house evaluation and/or manages third-party evaluation studies of DSWD programs, projects, and services for evidence-based decision making 3. Assist the Management in managing performance for results. 4. Disseminates M&E findings for planning and policy development 5. Provides technical assistance to CO OBSUs, FOs and Attached Agencies on results-based monitoring evaluation 6. Serves as the secretariat of the composite M&E Team of the Department
Key Result Areas	<ol style="list-style-type: none"> 1. Organizational performance monitoring and assessment (along DSWD Strategic Plan Results Framework) 2. Program/project/service evaluation 3. M&E findings dissemination 4. Technical assistance provision along results-based monitoring and evaluation

External Affairs Division

Specific Functions	<ol style="list-style-type: none"> 1. Monitors compliance of regional (<i>i.e.</i>, ASEAN Declarations, Plans of Actions and Strategic Frameworks, and Guidelines) and international commitments through Inter-Office/Inter-Bureau and Inter-Agency coordination 2. Provides inputs to position papers and regional (<i>e.g.</i>, ASEAN and APEC outcome documents) and international documents (<i>e.g.</i>, revalida) 3. Provides technical assistance in the preparation of Country Statements, Country Papers/Reports and Country Presentation on regional and international issues along social welfare and development 4. Facilitates submission of project proposals for SEAN, APEC and other donors for funding 5. Provide technical support to: <ol style="list-style-type: none"> a. Philippine SOCA Leader relative to the ASEAN Socio-Cultural Community (ASCC) plans and meetings; and
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	b. SOMSWD Focal Point relative to the implementation of the SOMSWD Strategic Framework:
Key Result Areas	<ol style="list-style-type: none"> 1. Regional and International Cooperation Strengthening 2. Regional and International Relations Development

STANDARDS BUREAU (SB)

Description	The Standards Bureau is responsible for fulfilling the regulatory and quality assurance roles of the Department along development of quality assurance measures in the management of social welfare and development agencies (SWDAs) and in the implementation of programs and services for the poor, vulnerable, and marginalized. It shall set standards along registration, licensing of NGOs and accreditation of service providers and SWDAs implementing social welfare and development programs and services.
Specific Functions	<ol style="list-style-type: none"> 1. Formulate, develop, and/or revise policies and guidelines pertaining to SWD standards implementation along registration and licensing of SWDAs; accreditation of service providers and the programs and services of SWDAs; and regulation of regional and national fund campaign and duty free entry of foreign donations and handling of complaints. 2. Register auxiliary agencies engaged in social welfare and development programs and services operating in more than one region. 3. License social welfare agencies (SWAs) operating in more than one region 4. Accredite social welfare programs and services and service providers 5. Accredite CSO that would be engaged by Government Agencies (Gas) to implement or co-implement projects and programs using government or public funds. 6. Facilitate duty-free entry of foreign donations of qualified SWDAs 7. Manage complaints and information on cases of violations against registered/licensed SWDAs; accredited service providers and SWDAs' programs and services. 8. Monitor and provide technical assistance and resource augmentation to Field Offices and intermediaries to ensure sustainability of quality service delivery. 9. Manage information and maintain data bank of registered, licensed SWDAs, accredited service providers, CSOs and SWDAs programs and services and other relevant information to standards development, compliance, and monitoring.

Key Result Areas	<ol style="list-style-type: none"> 1. Registration, Licensing and Accreditation of Social Welfare and Development Agencies (SWDAs) 2. Accreditation of Service Providers (SPs) 3. Accreditation of CSOs that would engage with Gas to implement or co-implement projects and programs using government or public funds. 4. Standards development, compliance monitoring and enforcement . 5. Monitoring and evaluation of Field Offices' implementation of regulatory services 6. Regulation of National Fund Drives 7. Facilitation of Duty-Free Entry of Foreign Donations to SWDAs with valid RLAs.
Divisions	<ol style="list-style-type: none"> 1. Standards Development Division 2. Standards Compliance Division 3. Standards Monitoring Division
<i>Standards Development Division</i>	
Description	<p>The Standards Development Division (SDD) shall be responsible for setting standards on the implementation of social welfare and development programs and services for defined beneficiaries; formulate guidelines for the registration, licensing and accreditation of SWDAs and other service providers.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Formulate and enhance policies, guidelines, tools, and instruments for registration, licensing and accreditation of service providers, SWD agencies and organizations. 2. Review and formulate policies and guidelines relative to public solicitations, fund drives, and duty-free entry of foreign donations. 3. Provides technical assistance to promote compliance with SWD standards. 4. Develop and pilot-test strategies relative to standards development and enrichment for quality service delivery of social protection programs and services 5. Develop IEC materials and other forms of advocacy strategies to promote the approved standards, tools, and protocols. 6. Advocate legislative agenda relative to the regulation of SWDAs and SWD service providers

	7. Manage information and maintain data bank relative to standards development including documentation of good practices/strategies in promoting standards compliance.
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Standards Compliance Division

Description	The Standards Compliance Division (SCD) shall be responsible for processing and assessing application of organizations along registration, licensing, and accreditation of service providers, SWD agencies implementing SWD programs and services and accessing benefits accruing to licenses and accredited service providers and SWD agencies, assessment of application for National Fund Raising Campaign and Duty Free Entry of Foreign Donations. It is also responsible in the assessment and processing of applications of implementing and beneficiary CSOs for accreditation to access public funds.
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Specific Functions	<ol style="list-style-type: none"> 1. Conduct assessment and recommend issuance of corresponding certificates for the registration and licensing of SWDAs and accreditation of service providers 2. Act on referrals from various agencies, organizations relative to registration, licensing, accreditation, and other related concerns. 3. Recommend policy measures in addressing gaps in the implementation of policies concerning registration, licensing, and accreditation of service providers and SWDAs programs and services. 4. Manage and address complaints and information on appealed cases on violations allegedly committed by SWDAs. 5. Execution of the set procedures, systems and processes in accordance to the approved ISO Quality Procedures and Quality Management System Manual. 6. Manage information and maintain an updated data bank of registered, licensed, and accredited SWDAs and service providers, as well as those issued with public solicitation permit both regional, national level and those regularly posted at the DSWD website. 7. Implement DSWD's guidelines on the accreditation of implementing and Civil Society Organizations (CSOs) to access public funds.
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Standards Monitoring Division

Description	The Standards Monitoring Division (SMD) shall be responsible for monitoring sustained compliance or registered, licenses and accredited SWDAs and service providers. It also serves as the basis for appropriate action to enable SWDAs to sustain the minimum standards in the delivery
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	of quality social welfare and development programs and services to the poor, marginalized, disadvantaged and vulnerable sectors of the society.
Functions	<ol style="list-style-type: none"> 1. Monitor the regulatory services of the region for check and balance and technical assistance purposes. 2. Conduct spot checks to registered, licensed, and registered SWDAs with issued registration, license, and accreditation. 3. Conduct surveillance of unregistered and unlicensed SWDAs and unauthorized public solicitation fund drives. 4. Monitor agencies and organizations issued with public solicitation permit. 5. Monitor the issued duty-free endorsement and distribution of the items to its intended beneficiaries. 6. Manage and monitor ABSNET and their contributions to the regulatory services of the Department and identify and provide technical assistance needed.

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

Descriptions	<p>The ICTMS is the Department's primary provider of information management, communication services and technology solutions, thereby, supporting the Department's social welfare and development strategies.</p> <p>It is responsible in determining and recommending necessary, cost effective infrastructures and systems that enhance the Department's competency for information and communications technology (ICT) governance.</p> <p>The ICTMS serves as the service manager for the Department-wide ICT systems and infrastructure through a mainstreamed approach. It fosters the efficient and effective use of ICT in the department. It provides advice, tools, information and services to help OBSUs and FOs use ICT to improve administration and service delivery.</p> <p>It aligns its organization to an internationally recognized best practice framework, following a service-oriented information technology organizational structure model.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Responsible for end-to-end business solution design, development and implementation. It is responsible for the development and facilitation of information systems to include Systems Analysis, Design and Development/Enhancement, and IT Project Management. 2. Performs methodological data processing, integration, system integration, or enterprise application integration. It must be

	<p>organized as a shared service of DSWD and an inherent entity within ICTMS.</p> <ol style="list-style-type: none"> 3. Infrastructure Management is the ICT core service that lays the foundation of information management services. It manages and secures the network, computing and datacenter infrastructure and the ancillary services that support its operation. 4. Responsible in managing the enterprise-wide network connectivity, providing computing support, and maintaining applications in the production environment 5. Directs the development, installation and maintenance of information systems security controls confidentiality, integrity and availability of information. Monitors compliance to ISMS certifiable to ISO 27001.
Key Result Areas	<ol style="list-style-type: none"> 1. ICT Business Solutions and Services Development 2. Data Management 3. Infrastructure Management 4. Network and Technical Service Support 5. ICT Security Management
Divisions	<ol style="list-style-type: none"> 1. Business Solutions and Services Development Division 2. Database Management Division 3. Infrastructure Management Division 4. Network and Technical Service Support Division ** Cybersecurity Group
<i>Business Solutions and Services Development Division</i>	
Descriptions	<p>Responsible for end-to-end business solution design, development and implementation. It is responsible for the development and facilitation of information systems to include Systems analysis, design and development/Enhancement, deployment and IT Project Management.</p> <p>The BSSDCD will be composed of two [2] functional sections:</p> <ol style="list-style-type: none"> 1. Special Projects [4Ps] section which is responsible for the systems development, enhancement and management of Pantawid Familyang Pilipino Program 2. Other Core Programs and Strategic Support Section which is responsible for the systems development, enhancement and management of other core programs and strategic support information system.

Specific Functions	<ol style="list-style-type: none"> 1. Conduct business process review and analysis for information system requirements of the Department 2. Develop system design capturing 100% of business requirements 3. Develop and enhance business solutions and services 4. Conduct quality assurance, testing and debugging of information systems developed and/or enhanced 5. Conduct users training and deployment of information systems in coordination with business sections 6. Conduct project management and facilitation for outsource information systems project.
Key Result Areas	<ol style="list-style-type: none"> 1. Business Process Review and Analysis 2. System Design, Development and Enhancement 3. System Deployment 4. Project Management and Facilitation
<i>Data Management Division</i>	
Descriptions	<p>The Data Management Division performs methodological data processing, data integration, and enterprise application integration.</p> <p>The Data Management Division is composed of three sections: 1) the Database Management Section, 2) the Data Warehouse Management Section, and 3) the Geographic Information Management Section.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Lead and support enterprise integration (data, system, and process) in coordination with the concerned OBSUs 2. Manage the Data Warehouse by integrating operational data of the different programs and services of the Department 3. Presents information coming from the Data Warehouse using Geographic Information System (GIS) and other technology, for analysis, planning and monitoring
Key Result Areas	<ol style="list-style-type: none"> 1. Data Architecture 2. Data Integration and Integrity 3. Business Intelligence 4. Data Mapping

Infrastructure Management Division

Descriptions	<p>The Infrastructure Management Division is responsible for managing the DSWD Enterprise infrastructure that lays the foundation of information management services. It manages the compute infrastructure as well as the datacenter including ancillary services that support its operation.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Responsible for planning and managing the development of operation of ICT infrastructures <ol style="list-style-type: none"> a. System and Application Administration <ul style="list-style-type: none"> • Web Application and Hosting Management • Application system and services b. Server Infrastructure and Datacenter Management <ul style="list-style-type: none"> • Server and Storage management • Datacenter Management and operations • Backup and archiving facilities c. Communication and collaboration Administration <ul style="list-style-type: none"> • Analog and VOIP Communication Services • Collaboration and conferencing services 2. Provides technical assistance in resolving infrastructure related issues and access to ICT assets and resources
Key Result Areas	<ol style="list-style-type: none"> 1. Responsive Computing facilities 2. Responsive and highly available ICT facilities 3. Responsive, highly available, and redundant servers and devices 4. Highly available and redundant ICT communications

Network and Technical Service Support Division

Descriptions	<p>The Network and Technical Service Support Division is responsible in managing the enterprise-wide network connectivity, providing computing support, and maintaining applications in the production environment.</p> <p>The NTSSD shall be composed of the following functional sections:</p> <ol style="list-style-type: none"> 1. Network Management Section 2. Technical Service Support Section 3. Application Support Section
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Specific Functions	<ol style="list-style-type: none"> 1. Responsible for planning, designing, and managing the Local Area Network and Wide Area Network of DSWD Offices namely DSWD Central Office, DSWD Field Offices, DSWD Centers and Institutions, DSWD Provincial SWADs, and DRCs. 2. Maintain and provide first level support for deployed applications 3. Provide help desk services which include installation, sharing, and troubleshooting of computing devices. 4. Assess and prepare technical assistance report on specifications and recommendations for ICT equipment, parts, peripherals and services based on ICT standards.
Key Result Areas	<ol style="list-style-type: none"> 1. Network Management 2. Technical Service Support 3. Deployed Application Support
Cyber Security Group	
Descriptions	The Cyber Security Group directs the development, installation and maintenance of systems security controls to ensure confidentiality, integrity, and availability of information.
Functions	<ol style="list-style-type: none"> 1. Recommends guidelines and policies on installing and monitoring security controls for infrastructure and applications 2. Collaborates with the concerned OBSUs on the development, installation and maintenance of approved security controls 3. Promotes Cyber Security Awareness in the Department 4. Ensures compliance to security controls 5. Protects the website and other ICT systems from external threat
Key Result Areas	ICT Cyber Security

NATIONAL HOUSEHOLD TARGETING OFFICE (NHTO)

Description	The NHTO ensures the development and adoption of relevant unified criteria that identifies poor households who would be beneficiaries of social protection programs. It aims to improve access and utility to/of the national database of poor households of various social protection stakeholders.
Specific Functions	<ol style="list-style-type: none"> 1. Promote the adoption of the National Household Targeting System for Poverty Reduction (NHTO-PR) as the sole source of beneficiaries for social protection programs

	<ol style="list-style-type: none"> 2. Maintain the database of poor household or Listahanan 3. Conduct household assessments once every 4 years to update the database 4. Undertake special validation to update the database as a result of disasters or special circumstances as instructed.
Key Result Areas	<ol style="list-style-type: none"> 1. Database Management of Poor Households 2. Household Targeting System Management 3. Data Sharing
Divisions	<ol style="list-style-type: none"> 1. Information Technology Division 2. Operations Division

Information Technology Division (ITD)

Description	<p>The division takes charge in the [1] establishment and implementation of IT policies based on the mandate and requirements of the Listahanan project; [2] development of information systems and systems analysis; [3] database administration and management; [4] data processing through data generation and name matching; and [5] provision of technical assistance and support to field offices.</p>
Specific Functions	<p>Resource Administration Section</p> <ul style="list-style-type: none"> • Performs IT resource planning for the Listahanan • Management and maintenance of Listahanan infrastructure • Management, maintenance and deployment of Listahanan information systems and database <p>Systems Development Section</p> <ul style="list-style-type: none"> • Gathering and analysis of business requirements, and development of system design for the Listahanan • Implement information systems of the Listahanan based on appropriate software development lifecycle; Execute change management for existing information systems of the Listahanan • Conduct of capacity building activities for the staff of National Household Targeting Section of DSWD Field Offices <p>Quality Management Section</p> <ul style="list-style-type: none"> • Develops and designs the appropriate solutions through quality control and assurance plans, protocols and policies for the Listahanan • Performs testing, analysis of quality control and assurance requirements of the Listahanan

	<p>Data Processing Section</p> <ul style="list-style-type: none"> • Performs data management and integration of the Listahanan database • Performs data processing for facilitating Listahanan data sharing requests
<p>Operations Division (OD)</p>	
<p>Specific Functions</p>	<p>Statistics Section</p> <ul style="list-style-type: none"> • Develop and evaluate methodologies and procedures in identifying poor households • Generate pertinent statistical data and other poverty related reports that would assist various stakeholders in the implementation of social protection programs • Develop validation routines to enhance data integrity and accuracy <p>Planning and Monitoring Section</p> <ul style="list-style-type: none"> • Formulates, reviews and/or enhances policies and procedures of NHTS-PR • Prepares for the conduct of nationwide assessment, special validation and other related activities • Monitors accomplishments of the Regional offices relative to the implementation of Listahanan field activities • Consolidates and prepares reports on the status of the Project; and • Provides technical assistance to Regional Office <p>Capacity Building and Advocacy Section</p> <ul style="list-style-type: none"> • Conducts trainings of Field Office staff on the conduct of household assessment • Establishes and maintains liaison and networking with data users • Conducts advocacy and social marketing activities at the national level • Provides orientation and technical assistance on the sharing of Listahanan data to CO OBS and external stakeholders • Monitors utilization of Listahanan from data-users

ANNEX D

PROTECTIVE OPERATIONS AND PROGRAMS GROUP (PROTECTIVE - OPG)

Protective Programs are the strategic functional grouping of OBSUs that are responsible for the development and implementation of the social welfare programs and services that directly contribute to the following organizational outcomes:

1. Rights of the poor and vulnerable sectors promoted and protected
2. Immediate relief and early recovery of disaster victims/survivors ensured
3. Delivery of social welfare and development (SWD) programs by local government units (LGUs), through local social welfare and development offices (LSWDOs), improved

The protective programs serve the Department's primary clients—the poor and vulnerable groups and communities so that they are provided the necessary safety nets and safeguards against social exclusion and further impoverishment and are provided with opportunities to improve their resiliency and improve their welfare. The increased frequency, ferocity, and reach of disasters greatly affecting the vulnerable sectors are addressed through the disaster response functions and role of the Department.

Structure

An Organizational Chart of the PROT is attached as **ANNEX G-4**.

OFFICE OF THE UNDERSECRETARY FOR PROTECTIVE OPERATIONS AND PROGRAMS

Description	Provide leadership in the development and management of social protection programs and services in coordination and collaboration with other DSWD cluster groups, Attached Agencies, and other concerned offices and organizations.
Specific Functions	<ol style="list-style-type: none">1. Manage, monitor and evaluate the effective implementation of social protection programs thru appropriate strategies.2. Monitor and provide technical assistance to Field Offices, international social services offices and Attached Agencies.3. Provide technical assistance and resource augmentation to local government units, attached agencies, government agencies and partner non-government organizations.4. Lead in the development and pilot-testing of SWD social technology programs and strategies.

	<ol style="list-style-type: none"> 5. Undertake planning, budgeting and monitoring processes for OPG-Protective. 6. Institutionalize a standard performance system of the bureaus/offices under the OPG-Protective in coordination with the appropriate offices for the Department's performance management. 7. Monitor and provide technical assistance to intermediaries on child placement programs. 8. Manage the implementation of tasks assigned to DSWD in the adoption process.
Key Result Areas	<ol style="list-style-type: none"> 1. Management, monitoring and evaluation of programs implementation 2. Provision of technical assistance and resource augmentation assistance

**OFFICE OF THE ASSISTANT SECRETARY
FOR PROTECTIVE OPERATIONS AND PROGRAMS**

Description	Provide support to the OUSOPG-Protective Programs in leading the development and management of social protection programs and services in coordination and collaboration with other DSWD cluster groups, Attached Agencies, and other concerned organizations
Specific Functions	<ol style="list-style-type: none"> 1. Assist the OUSOPG-Protective Programs to manage, monitor and evaluate the effective implementation of social protection programs thru appropriate strategies 2. Monitor and provide technical assistance to Bureaus, Field Offices, International Social Services Office abroad and Attached agencies along protective programs and services 3. Act as alternate to the OUSOPG-Protective Programs in inter-agency committees where the DSWD sits as Chair 4. Act as alternate to the OUSOPG-Protective Programs in representing the Department in inter-agency committees, councils, forum, meetings, legislative hearings and other similar activities 5. Assist the OUSOPG-Protective Programs to ensure cluster compliance to policies 6. Provide technical assistance in the planning budgeting and monitoring processes for OPG-Protective Programs 7. Provide support to the OUSOPG-Protective Programs in institutionalizing a standard guidelines, and directives OPG-Protective Programs performance system of the bureau/offices

	<p>under the OPG-Protective in coordination with the appropriate office for the Department's performance management</p> <p>8. Provide recommendations to the Secretary, through the OUSOPG Protective Programs, as to policy formulation, identification of thrusts and priorities, and setting of directions</p>
Key Result Areas	<p>1. Management, monitoring and evaluation of programs implementation</p> <p>2. Provision of technical assistance and resource augmentation assistance</p>

OFFICE OF THE ASSISTANT SECRETARY FOR SPECIAL WOMEN'S AND CHILDREN'S CONCERNS

Description	<p>The Office of the Assistant Secretary for Special Women's and Children's Concerns is responsible for establishing and strengthening DSWD's inter-agency links with inter-agency councils of IACACP and IACVAWC including its partners and stakeholders in addressing the special concerns of women and children. It is also the DSWD's arm responsible in handling cases of sexual harassment filed against any employee of the office. The Office also performs other tasks as assigned by the Secretary.</p>
Special Functions	<ol style="list-style-type: none"> 1. Assist the Secretary in leading the Inter-Agency Council Against Child Pornography (IACACP) created by virtue of Republic Act No. 9775, also known as the Anti-Child Pornography Act of 2009, as its Alternate Chairperson 2. Serve as the Secretary's Alternate and assist him/her in performing the DSWD's vital role in the Inter-Agency Council on Violence Against Women and Their Children (IACVAWC) in its role in the implementation of Republic Act No 9262 or the Anti-Violence Against Women and Children Act 3. Serve as Chair of the DSWD's Committee on Decorum and Investigation (CODI) handling Sexual Harassment Cases in the DSWD. 4. Provide guidance and direction to the Members of the DSWD Technical Secretariat handling the IACACP, IACVAWC, and the DSWD CODI in order to ensure effective, efficient, timely and relevant implementation of the laws and relevant policies governing said bodies. 5. Mobilize technical and logistical resources of the DSWD and/or engage relevant offices, bureaus, service and units and other officials, as appropriate, in the performance of her duties and responsibilities. 6. Perform other roles and responsibilities as may be assigned by the Secretary.

Key Result Areas	<ol style="list-style-type: none"> 1. Technical assistance to inter-agency councils, partners and stakeholders 2. Communications and Resolutions of Inter-Agency Councils 3. Investigation reports on sexual harassment cases
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PROTECTIVE SERVICES BUREAU (PSB)

Description	<p>The Protective Services Bureau (PSB) shall ensure achievement of responsive and efficient implementation of social welfare and development (SWD) programs, projects and services for the vulnerable and marginalized sectors through the monitoring, provision of technical assistance, augmentation of resources, improved coordination, planning activities and program and policy recommendations relevant to the operations of centers and other social welfare development agencies.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Supervises and monitors the operations and implementation of protective programs and projects for the disadvantaged children, youth, women, person with disabilities, older persons, and families 2. Provides technical assistance to the DSWD run-facilities and ensure accomplishment of plans and utilization of funds 3. Evaluates and enhances systems and processes to ensure effective and efficient protective programs and projects implementation 4. Develops mechanisms to establish and maintain networks and alliances at the national level to support the implementation of SWD programs and projects in the regions 5. Maintains and analyzes statistical data and information for regular reporting and planning that may serve as bases to recommend new programs, projects and policies; and 6. Shall be the secretariat to the NIC and NCWSG.
Key Result Areas	<ol style="list-style-type: none"> 1. Supervision and monitoring of protective programs and projects. 2. Case management monitoring and review 3. Networking and linkages to SWD partner agencies 4. Technical assistance and resource augmentation 5. Centers of excellence 6. Fast movement of cases of children/placement of children for adoption or foster care.
Divisions	<ol style="list-style-type: none"> 1. Social Welfare Attaché Office 2. Child Placement Division 3. Center Development Division

Social Welfare Attaché Office

Specific Functions	<ol style="list-style-type: none">1. To provide timely and appropriate social welfare services to distressed, trafficked, and undocumented OFs.2. Manage and sustain the deployment of SWAtt in countries where there are OFWs in crisis and vulnerable sectors3. Establish International Social Service Offices (ISSOs) at posts4. Supervise, monitor and provide direction/technical assistance to SWAtt to ensure the effective and efficient implementation of SWD programs and services in addressing the needs of the target clientele of Social Welfare Attaches’5. Prepare and monitor the annual WFP to support the implementation of the International Social Welfare Services for Filipino Nationals (ISWSFN)6. Develop or enhance operational guidelines and other technical materials for the use of the Social Welfare Attaches’7. Formulate policies, programs to support the implementation of ISSOs8. Continuous coordination with inter-agency network.
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Child Placement Division

Specific Functions	<ol style="list-style-type: none">1. Provides technical assistance to the Adoption Resource and Referral Section (ARRS), DSWD Field Offices on the requirements and processing of issuance of certification declaring a child legally available for adoption and domestic/inter-country adoption law process in accordance with the existence laws, rules and regulations, jurisprudence and administrative issuances.2. Monitors the number of abandoned, neglected, foundling and surrendered children in Reception and Study Center (RSCC) and child caring agencies (CCAs) and provide technical assistance to social workers to facilitate the issuance of certification declaring the child legally available for adoption (CDCLAA).3. Nationwide review of dossier and case summary preparation, recommending the issuance of CDCLAA to the Secretary.4. Monitors the existence, number, and flow of children legally available to adoption (or issued with CDCLAA) and approved local prospective adoptive parent(s) (PAPs) to facilitate timely matching of PAPs applicants and children legally available for adoption.
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	<ol style="list-style-type: none"> 5. Nationwide review of dossier and case summary preparation, recommending the issuance of inter-country adoption (ICA) clearance. 6. Serves as Secretariat to the local matching conferences. 7. Maintain regular coordination, linkages and partnership with ICAB, child caring/placing agencies, Court Social Workers, DepEd, DOH and DILG, including LGUs involved in adoption program. 8. Provides technical assistance to Field Offices, LGUs and other stakeholders along case management towards providing the child a permanent placement. 9. Assists in organizing the adoption support group by the Field Office to provide parent and family life education sessions and referrals for specialized services, through the Field Office. 10. Maintains a nationwide advocacy, program and services information and educational campaign on domestic adoption. 11. Do policy researches in collaboration with the Inter-country Adoption Board, CCAs/ CPAs, and other concerned agencies.
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Center Development Division

<p>Specific Functions</p>	<ol style="list-style-type: none"> 1. Monitors and provides technical assistance in all aspect of case management, assess and analyses the center operation based on the data gathered from the Field Offices, and provide corresponding recommendations 2. Reviews and evaluates programs and service implementation and endorses recommendations to concerned offices or bureaus for the enhancement of the existing programs and services in the centers and residential and non-residential care programs/services and facilities 3. Assesses the need of the Field Offices and recommends allocation of program funds and monitor its utilization against their allocation 4. Manages database on centers and residential care facilities and provide technical assistance to Field Offices in the documentation of good practices 5. Assesses the centers and residential care facilities compliance to standard requirements through the assessment of the National Inspectorate Committee along areas of Administration and Organization, Program Management, Case Management, Helping Strategies/Services/Interventions and Physical Structure and Safety as basis for action of duty bearers and stakeholders towards achieving "center of excellence"
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	<ol style="list-style-type: none"> 6. Act as secretariat to National Inspectorate Committee (NIC) and provide secretariat services to ensure implementation of agreements and follow-up activities 7. Acts/responds to requests and referrals of BSUs and other agencies 8. Assesses the current state of DSWD centers and residential care facilities as basis to recommend improvements and maintaining facilities towards becoming centers of excellence. 9. Provides advisory services and technical assistance to the FOs in preparing project proposals for the repairs /improvement of the existing structures 10. Coordinates with concerned offices on the projects for repairs/ improvement/ constructions in terms of assessment, designing, planning, implementation of works and monitoring towards a holistic and responsive delivery of quality center based and residential care services;
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COMMUNITY PROGRAMS AND SERVICES BUREAU (CPSB)

Description	The Community Programs and Services Bureau (CPSB) shall supervise, monitor, implement, and provide technical assistance, and resource augmentation for the efficient implementation of retained and devolved social welfare and development programs and services for individuals, families, groups, and communities to ensure protection of the poor, vulnerable and disadvantaged.
Specific Functions	<ol style="list-style-type: none"> 1. Supervise and monitor the programs/projects and provide technical assistance and resource augmentation related to disadvantaged children, youth, women, persons with disabilities, older persons, families, other special groups and community in crisis situations 2. Develop institutional mechanisms to establish and maintain networks/ alliances at national level to support the implementation of AICS in coordination with the Field Offices.
Key Result Areas	<ol style="list-style-type: none"> 1. Technical Assistance and Resource Augmentation (TARA) 2. Monitoring and Evaluation of Sectoral Programs and Services 3. Provision of timely and immediate assistance through CIUs
Divisions	<ol style="list-style-type: none"> 1. Sectoral Programs Division 2. Crisis Intervention Division

Sectoral Programs Division

Specific Functions	<ol style="list-style-type: none"> 1. Monitor and provide technical assistance to Field Offices and intermediaries relative to the implementation of retained and devolved programs/services especially those which receive resource augmentation from the Department. 2. Review and formulate with policy recommendations as bases for the STB's enhancement of existing community based programs/services. 3. Study and assess the need of the Field Offices and recommend allocation of program funds and augmentation support for LGUs and other intermediaries. 4. Serve as secretariat to inter-agency committee on the sector where the DSWD is the chair. 5. Maintain database on the different sectors and provided technical inputs to field offices in the documentation of best practices along community based programs and services.
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Crisis Intervention

Specific Functions	<ol style="list-style-type: none"> 1. Provide Technical Assistance and Resource Augmentation to DSWD Field Offices and partners. 2. Provide integrated services such as provision of direct financial and material assistance and other services, such as financial assistance (Burial, Medical, Transportation and Educational), food and non-food, to individuals and families in crisis or difficult situation.
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SOCIAL WELFARE INSTITUTIONAL DEVELOPMENT BUREAU (SWIDB)

Description	Capacity Building Bureau (formerly SWIDB) is responsible for enhancing the competencies of staff and partners (intermediaries and stakeholders) of DSWD in performing and achieving its goals as lead in the social welfare and social protection sector.
Specific Functions	<ol style="list-style-type: none"> 1. Conducts CBB needs assessment and develop appropriate interventions based on competency requirements of the DSWD staff and stakeholders (intermediaries and partners). 2. Update and maintain database for qualified service providers, learning networks, pool of resource persons and training venues for CBB requirements.

	<ol style="list-style-type: none"> 3. Maintain core groups of specialists to respond to the CBB requirements relative to major 'sectoral program concerns of the Department. 4. Manage and maintain the Knowledge Exchange Center (KEC) as a facility for knowledge exchange and Interaction; and 5. Provide technical assistance relative to capability building and knowledge management to DSWD staff and partners (intermediaries and stakeholders)
Key Result Areas	<ol style="list-style-type: none"> 1. Responsive capability building program for DSWD staff and partners (intermediaries and stakeholders) 2. Functional Knowledge Management System 3. Management of the Knowledge Exchange Center (KEC) 4. Technical Assistance relative to capability building and knowledge management.
Divisions	<ol style="list-style-type: none"> 1. Capacity Building Division 2. Knowledge Management Division
<i>Capacity Building Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Conduct needs assessment for the development and implementation of capability building interventions for DSWD staff and partners 2. Update and maintain the database for qualified service providers, pool of resource persons and training venues for the procurement of outsourced capability building service providers. 3. Provide technical assistance relative to capability building of DSWD staff and partners.
<i>Knowledge Management Division</i>	
Specific Functions	<ol style="list-style-type: none"> 1. Develop the DSWD knowledge management strategies, policies, and framework. 2. Establish systems, mechanisms, and procedures for the packaging of knowledge products 3. Operate and maintain the Knowledge Exchange Center as the virtual facility of the DSWD Knowledge Management System 4. Create linkages and networks with other related knowledge management initiatives in the country, the ASEAN and the Asia-Pacific region

ANNEX E

PROMOTIVE OPERATIONS AND PROGRAMS GROUP (PROMOTIVE - OPG)

The OPG-Promotive Programs are the strategic grouping of the flagship social protection programs of the Department that provide investment to human capital through conditional cash transfer, community-driven development, and sustainable livelihood. These include the National Program Management Offices (NPMOs) of Pantawid Pamilyang Pilipino Program (Pantawid Pamilya), Sustainable Livelihood Program (SLP), and KALAHI-CIDSS. It also consists of the National Convergence Technical Support Unit that ensures the implementation and operationalization of the Convergence Strategy.

Structure

An Organizational Chart of the PROM is attached as **ANNEX G-5**.

General Functions	<ol style="list-style-type: none">1. Provide leadership in the development and management of social protection programs and services and in operationalizing the convergence strategy of the Department in coordination and collaboration with other DSWD cluster groups, attached agencies and other concerned offices/organizations2. Facilitate the convergence effort of the Department in coordination and collaboration with other DSWD clusters, line agencies and other concerned offices/organizations.
Specific Functions	<ol style="list-style-type: none">1. Manage, monitor and evaluate the effective implementation of social protection programs through convergence, team approach and other appropriate strategies2. Oversee and supervise the operations of the NPMOs and Offices/Units through the installation and maintenance of effective systems and work processes within the cluster3. Adopt and operationalize the Department's convergence strategy in coordination and collaboration with other DSWD cluster groups, attached agencies, and other concerned offices/organizations4. Provide technical assistance and resource augmentation to Field Offices, local government units, attached agencies, other government agencies and partner non-government organizations5. Undertake planning, budgeting and monitoring processes for OPG-Promotive Programs6. Institutionalize a standard performance system of offices under the OPG-Promotive Programs in coordination with appropriate offices for the Department's performance management

Key Result Areas	<ol style="list-style-type: none"> 1. Management, monitoring and evaluation of program implementation 2. Provision of technical assistance and resource augmentation 3. Convergence Strategy management
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**OFFICE OF THE UNDERSECRETARY
FOR PROMOTIVE OPERATIONS AND PROGRAMS**

Description	The Office of the Undersecretary for OPG-Promotive Programs is responsible in the overall management and implementation of the programs and services under its cluster.
Specific Functions	<ol style="list-style-type: none"> 1. Provides strategic directions and technical guidance to NPMOs in the implementation of the programs and services under the OPG-Promotive Cluster 2. Oversees operational activities and coordinates the programs and projects under the cluster 3. Promotes and establishes linkages/networks in support of the SWD programs 4. Cascades the Secretary's directives and ensures and monitors compliance by the NPMO and offices/units 5. Advises the Secretary in the formulation of Department policies 6. Performs duties and functions as delegated by the Secretary
Key Result Areas	<ol style="list-style-type: none"> 1. Strategic direction/technical advice provision 2. Coaching and mentoring 3. Management/facilitation of work processes 4. Partnership building /promotion/advocacy/networking

**OFFICE OF THE ASSISTANT SECRETARY
FOR PROMOTIVE OPERATIONS AND PROGRAMS**

Description	The Office of the Assistant Secretary for OPG-Promotive Programs assists the Undersecretary for OPG-Promotive Programs in the overall management and implementation of the programs and services under its cluster.
Specific Functions	<ol style="list-style-type: none"> 1. Assists the Undersecretary for OPG-Promotive Programs in overseeing the operations and coordination of the programs and projects under the cluster

	<ol style="list-style-type: none"> 2. Cascades the management directives and ensures and monitors compliance by the NPMO and offices/units 3. Advises the Undersecretary for OPG-Promotive Programs and the Secretary in the formulation of Department policies 4. Promotes and establishes linkages/networks in support of the SWD programs 5. Performs duties and functions as delegated by the Secretary
Key Result Areas	<ol style="list-style-type: none"> 1. Strategic direction/technical advice provision 2. Coaching and mentoring 3. Management/administration/facilitation of work processes 4. Partnership building /promotion/advocacy/networking

SUSTAINABLE LIVELIHOOD PROGRAM

Description	The Sustainable Livelihood Program-PMO is responsible in managing the implementation of sustainable livelihood programs and projects and shall lead the Department's efforts in establishing linkages and networks for potential partners.
Specific Functions	<ol style="list-style-type: none"> 1. Manage, monitor and evaluate the implementation of sustainable livelihood programs and projects. 2. Identify issues and gaps in the program implementation and makes the necessary policy recommendations to PPG based on results of program monitoring and evaluation. 3. Initiate and lead the efforts to network and link with other potential partners for sustainable livelihood program. 4. Develop the Sustainable Livelihood Plan, including budgeting and programming of the sustainable livelihood program implementation. 5. Coordinate with the DSWD Finance Service and other concerned offices regarding the 'financial aspect of sustainable livelihood programs. 6. Review and enhance operational guidelines/policy of sustainable livelihood programs and projects. 7. Manage livelihood-related concerns and special activities such as trade fairs and exhibits. 8. Attend inter-bureau and inter-agency meetings related to sustainable livelihood programs. 9. Provide technical assistance to FOs relative to the sustainable livelihood program implementation.

	<ol style="list-style-type: none"> 10. Act on livelihood referrals from other offices/agencies and walk-in clients. 11. Maintain database on the sustainable livelihood programs.
Key Result Areas	<ol style="list-style-type: none"> 1. Technical Assistance Provision 2. Program Development 3. Partnership Building 4. Monitoring & Evaluation 5. Funds Administration 6. Advocacy & Promotion
Divisions	<ol style="list-style-type: none"> 1. Technical Support Division 2. Operation Division

KALAHI-CIDSS

Description	The office is responsible for the overall management of the KALAHI-CIDSS project and other projects implemented using the community driven development approach.
Specific Functions	<ol style="list-style-type: none"> 1. Oversees the preparation of annual strategic thrusts and directions for implementation 2. Prepare the operations manual and sub-manuals/field guides that define the implementation procedures and standards 3. Oversees the preparation of annual work and financial plan at the national and regional levels 4. Provides technical assistance to the Regional Program Management Office to ensure that sub-national implementation is consistent with national policies 5. Analyzes policy and operational issues as well as provide options for resolutions that require national-level decisions 6. Monitors the implementation of the Program in accordance with approved annual work and financial plan/s and in compliance with the Operations Manual and sub-manuals 7. Prepares national progress reports and other monitoring reports for submission to the National Program Director, Human Development and Poverty Reduction Cluster, National Steering Committee, national oversight agencies, and donor agencies of the program as defined in the M&E sub-manual 8. Oversees the preparation and implementation of national-level social marketing, knowledge management and training plans

	<ol style="list-style-type: none"> 9. Provides technical and administrative secretariat support to the NSC and TWG 10. Undertakes and coordinate analytical work 11. Participates in convergence work internally and externally; and 12. Coordinates with external stakeholders including development partners
Key Result Areas	<ol style="list-style-type: none"> 1. Improved financial, organizational and program management systems 2. Ensuring participation, transparency, accountability, and inclusiveness in conduct of CEAC Activities 3. Improved barangay-level access to Basic Social Services in implementing municipalities 4. Help 1,000 disaster-vulnerable KALAHI-CIDSS-NCDDP communities develop disaster risk-informed Barangay Action Plans (BAP) and lobby for their integration in local development plans and budget 5. Restore livelihoods in Yolanda affected areas by supporting priority livelihood-related CDD projects 6. Number of implementing municipalities making progress in having CDD elements institutionalized in local development planning and management
Divisions	<ol style="list-style-type: none"> 1. Technical Support Services Division 2. Operations Division

PANTAWID PAMILYANG PILIPINO PROGRAM

Description	<p>The National Project Management Office (NPMO) of Pantawid Pamilyang Pilipino Program executes all plans, policies, tasks and activities in the implementation of Pantawid Pamilyang Pilipino Program. The NPMO is headed by a National Project Director (DSWD Secretary) who is assisted by a Deputy Project Director for Operations (Undersecretary of OPG) and a Deputy Project Director for Finance (Undersecretary of GASSG).</p> <p>The Deputy Project Director for Operations is being assisted by a National Program Manager and two Deputy Program Managers who coordinate the day-to-day operations of the program primarily data generation and processing for the payment of conditional cash grants and provision of technical assistance to Regional Program Management Offices which take charge of program implementation</p> <p>The Deputy Project Director for Finance is being assisted by a Director III which heads the Unified Financial Management Unit (UFMU). The UFMU takes charge of the financial aspect of the program from</p>
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	<p>budgeting, payroll generation and processing, downloading of funds to authorized government depository bank (AGDB), liquidation, preparation and submission of financial-related reports</p> <p>The seventeen (17) Regional Program Management Offices which supervise the day-to-day operations and implementation of the Program is headed by a Regional Program Manager (Regional Director) and assisted by the Deputy Regional Program Manager (Assistant Regional Director). Regional Program Managers are assisted by the Regional Program Coordinator who coordinates the activities of the Provincial Operations Offices which in turn provide technical assistance and supervision to the field implementors, mainly Municipal/ City Links and Social Welfare Assistants.</p>
<p>Specific Functions</p>	<ol style="list-style-type: none"> 1. Register eligible households to Pantawid Pamilyang Pilipino Program, the list of which was secured from the National Household Targeting Office (NHTO) 2. Facilitate regular updating of Pantawid Pamilya household data through the DSWD City and Municipal Links 3. Generate data on the verified compliance of Pantawid households to program conditions 4. Prepare the Notice of Approved Payroll Action (NAPA) or the final list of households to be paid their CCT grants to be submitted to the Finance Management System (FMS) for payroll processing 5. Provide technical assistance to Pantawid Pamilya Field implementers in coordination with the Regional Program management Offices 6. Prepare the required narrative and accomplishment reports on and submit these to appropriate national government offices and other stakeholders 7. Facilitate requests for information and data on Pantawid Pamilyang Pilipino Program subject to existing data sharing protocol 8. Perform other functions as may be assigned by the National Project Director;
<p>Key Result Areas</p>	<ol style="list-style-type: none"> 1. Monitoring and Evaluation 2. Partnership Development 3. Risk Management and Quality Assurance 4. Beneficiary Data Management 5. Compliance Verification 6. Grievance Resolution 7. Advocacy and Social Marketing 8. Management of Family Development Sessions

	<ol style="list-style-type: none"> 9. Administrative Support 10. Capability Building 11. MCCT Implementation 12. Gender and Development
Divisions	<ol style="list-style-type: none"> 1. Beneficiary Data Management Division (BDMD) 2. Compliance Verification Division (CVD) 3. Grievance Redress Division (GRD) 4. Modified CCT Division (MCCTD) 5. Institutional Partnership Division (IPD) 6. Social Marketing Division (SMD) 7. Gender and Development Division (GADD) 8. Planning, Monitoring and Evaluation Division (PMED) 9. Capacity Building Division (CBD) 10. Family Development Division (FDD) 11. Administrative Support Division (ASD) 12. Risk Management and Quality Assurance Division (RMQAD)

NATIONAL CONVERGENCE TECHNICAL SUPPORT UNIT

Description	<p>The National Convergence Technical Support Unit (NCTSU) is instituted to provide technical and administrative support to the Office of the Undersecretary for Promotive Programs particularly in the development and operationalization of the Convergence Strategy</p>
Specific Functions	<ol style="list-style-type: none"> 1. Review and assess convergence policies for effective complementation of internal and external social welfare and development programs 2. Develop policies to improve operationalization of convergence strategy for poor households 3. Develop strategies and framework for partnership building with external stakeholders 4. Develop guidelines on the implementation of convergence initiatives and models 5. Document and package convergence initiatives and models for mainstreaming and replication

	<ol style="list-style-type: none"> 6. Share knowledge resources (reports, results of studies and evaluation, and documentation of best practices) for policy development and program enhancement 7. Advocate for holistic understanding of the convergence strategy within the Department and with external partners. 8. Provide strategic policy directions and technical assistance to the Field Offices through the Regional Convergence Technical Support Unit (RCTSU) relative to the operationalization of the convergence strategy 9. Enhance capacities of the City/Municipal Action Team (CMAT) and other key stakeholders to promote the institutionalization/mainstreaming of local poverty solutions 10. Monitor and evaluate the implementation of the convergence strategy 11. Provide technical & secretariat support in the management of convergence projects (<i>e.g.</i>, SPSI, BUB, PAMANA, Graduation Model) 12. Participate in inter-agency meetings/dialogues on key socio-economic issues (<i>e.g.</i>, hunger mitigation, mining) 13. Others as may be assigned by the Undersecretary for Promotive Programs
Key Result Areas	<ol style="list-style-type: none"> 1. Policy Review and Development 2. Knowledge Products Development 3. Capacity Building for CMAT and Key Stakeholders 4. Technical Assistance Provision 5. Monitoring and Evaluation
Divisions	<ol style="list-style-type: none"> 1. Planning, Monitoring and Evaluation Section 2. Partnership, Capacity Building and Community Organizing Section 3. Convergence Projects and Innovations Management Section

ANNEX F

DISASTER RESPONSE MANAGEMENT GROUP (DMG)

Description

The DMG provides leadership, staff expertise and support in the management/administration of financial resources, facilities/warehouses and the physical infrastructure, personnel administration, legal management and assistance, supplies and other logistical management of procurement activities, including the production of Family Food Packs (FFPs) and donation facilitation in a manner that is transparent, accountable, proactive, results oriented, and value adding to the stewardship of DSWD resources.

Structure

An Organizational Chart of the DMG is attached as **ANNEX G-6**.

OFFICE OF THE UNDERSECRETARY FOR DISASTER MANAGEMENT

Description	The Office of the Undersecretary for Disaster Response Management (DRM) shall assist the Secretary in leading the implementation of disaster response programs, activities, and projects (PAPs) of the Department and the National Response Clusters of NDRRMC.
Specific Functions	<ol style="list-style-type: none">1. Execute and implement executive policy standards, regulations, and work plans established by the clusters and offices.2. Resolve issues/gaps affecting the overall implementation of programs and services, and recommends strategies to address these.3. Oversee Emergency Response Preparedness resources, services, and facilities are available in all agencies of the Response Clusters.4. Chair the clusters on FNIs, CCCM, and IDP Protection.5. Provide technical assistance in CCCM, FNIs and IDP Protection to the FOs and LGUs affected by disasters.6. Serve as coach monitor of DReAMB.
Key Result Areas	<ol style="list-style-type: none">1. Policy Development and Planning2. Operations Oversight and Management3. Funds Management

OFFICE OF THE ASSISTANT SECRETARY FOR DISASTER MANAGEMENT

Description	The Office of the Assistant for Disaster Response Management (DRM) shall assist the Undersecretary in leading the implementation of disaster response programs, activities, and projects (PAPs) of the Department and the National Response Clusters of NDRRMC.
Specific Functions	<p>The Assistant Secretary for DRM shall serve as the Action Officer of DSWD's internal disaster response operations and activation of the NDRRMC Disaster Response Clusters Operations Center. Specifically, the Undersecretary for DRM shall be responsible to:</p> <ol style="list-style-type: none"> 1. Monitor and ensure submission of required reports by oversight agencies/committees. 2. Oversee Emergency Response Preparedness resources, services, and facilities are available in the Central and Field Offices and the National Response and Logistics Management Service (NRLMS). 3. Ensure that emergency food, non-food items and logistics resources are available and prepositioned in all DSWD Field Offices and strategic locations. 4. Assist in the provision of technical assistance in CCCM, FNIs and IDP Protection to the FOs and LGUs affected by disasters. 5. Oversee the Department's donation management functions during and after disasters. 6. Serve as coach monitor of NRLMS.
Key Result Areas	<ol style="list-style-type: none"> 1. Operations Monitoring and Evaluation 2. Policy Development and Planning 3. Funds Management

DISASTER RESPONSE MANAGEMENT BUREAU

General Function	The Disaster Response Management Bureau (DREAMB) leads the development, implementation, and coordination of DSWD's disaster response management programs, projects and services for the victims of disasters.
Specific Functions	<ol style="list-style-type: none"> 1. Develop policies and plans to support the implementation of all programs that assist victims of disasters and calamities. 2. Provide Technical Assistance and Resource Augmentation to all DSWD Offices in the implementation of all related disaster response programs, projects and services.

	<ol style="list-style-type: none"> 3. Implement a disaster response information management system that provides information for decision support to disaster response operations. 4. Provide leadership in the coordination and collaboration of all clusters in the NDRRMC Response Pillar. 5. Implement support systems to sustain and continually improve the departmental disaster response.
Key Result Areas	<ol style="list-style-type: none"> 1. Technical Assistance and Resource Augmentation to DSWD Offices 2. DR policy development 3. Disaster Response Information Management 4. Response Pillar Coordination 5. Disaster Response Operation Support
Divisions	<ol style="list-style-type: none"> 1. Preparedness for Response Division 2. Disaster Response Operations Management Division 3. Early Recovery Services Division 4. Disaster Response Operations Monitoring and Information Center Division 5. Disaster Operations Support Division
<i>Preparedness for Response Division</i>	
General Function	Lead the planning, coordinating, implementing and monitoring of all disaster preparedness for response efforts. It shall also conduct capacity building for the DSWD Field Office staff along disaster response management.
Specific Functions	<ol style="list-style-type: none"> 1. Lead in the development and implementation of Preparedness for Response Policies and Plans 2. Ensure preparedness of all DSWD Responders 3. Coordination with NDRRMC's Emergency Response Preparedness 4. Provide technical assistance on preparedness to all intermediaries 5. Develop partnerships on technical assistance and surge capacity
<i>Disaster Response Operations Management Division</i>	
General Function	Lead in the management and performance of all disaster response operations.

Specific Functions	<ol style="list-style-type: none"> 1. Develop and implement the National Disaster Response Plans in coordination with NDRRMC's Response Pillar 2. Coordinate the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) immediately after a disaster 3. Serve as NDRRMC Disaster Response Pillar Secretariat 4. Provision of cluster thematic services during and after disasters
<i>Early Recovery Services Division</i>	
General Function	Lead the planning, coordinating, implementing and monitoring of all early recovery efforts after a disaster.
Specific Function	<ol style="list-style-type: none"> 1. Develop, implement and monitor early recovery policy, plans and projects in coordination with NDRRMC's Recovery and Rehabilitation Pillar 2. Participate in the conduct of Post Damage Needs Assessment (PDNA) immediately after a disaster 3. Provide TARA to FOs and intermediaries in the implementation of early recovery projects 4. Establish partnerships with early recovery governance stakeholders in the implementation of projects 5. Coordinate with other bureaus, servicers and offices in the continuance of early recovery services needing rehabilitation
<i>Disaster Response Operations Monitoring and Information Center</i>	
General Function	Leads in the management of Disaster Response Information and Emergency Operations Center.
Specific Functions	<ol style="list-style-type: none"> 1. Manage the DSWD Disaster Response Information System and 24/7 Emergency Operations Center 2. Develop and implement policies and plans on Disaster Response Information Management 3. Provide Technical Assistance and Resource Augmentation to Field Offices in the management of Disaster Response Information 4. Manage complaints and coordinate resolution of grievances with concerned DSWD Offices

Disaster Operations Support Division

General Function	<p>Provide support to operations services of all divisions in the following areas:</p> <ul style="list-style-type: none"> • Planning, Monitoring and Evaluation of Disaster Response Programs and Services • Human Resource Management • Procurement and Logistics Management • Records Management • Financial Management
Specific Functions	<ol style="list-style-type: none"> 1. Provide inputs on guidelines, policies and procedures relative to the financial management and other Disaster Response Programs 2. Lead the planning, programing and budgeting for the Bureau. 3. Lead the monitoring and evaluation process of the Bureau. 4. Provide Technical Assistance and Resource Augmentation on operational support services to the Bureau and Field Offices. 5. Coordination with other OBSUs and other agencies on resource provisioning. 6. Facilitate Procurement of goods and services 7. Prepare financial management reports as required. 8. Provide administrative support to all divisions.

NATIONAL RESPONSE AND LOGISTICS MANAGEMENT SERVICE

General Function	<p>The National Response and Logistics Management Service (NRLMS) shall be responsible in facilitating, receiving, warehousing, processing, production/packing/repacking and releasing donated and procured food and non-food items including the Family Food Packs (FFPs) as allocated by the Disaster Response Management Bureau (DREAMB), and in supervision and management of volunteers assisting in the NRLMS and other production hubs that may be established during disaster relief operations.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Review and implement policies, guidelines, systems and processes in facilitating, receiving, warehousing, processing, production/packing/repacking and releasing procured and donated goods received by the Department from public and private parties situated locally or abroad.

	<ol style="list-style-type: none"> 2. Institute mechanisms to ensure transparency and efficiency of procedures in the receipt, inventory, valuation, utilization, and reporting of procured and donated items. 3. Manage the facilitation, receipt, warehousing, processing, production/packing/repacking and releasing of procured and donated goods as allocated by DREAMB; and 4. In coordination with concerned units, implement and ensure the proper documentation, inventory, valuation, utilization, and reporting of procured and donated goods to the Department. 5. Monitor/supervise the deployment of volunteers during disaster relief operations 6. Explore partnerships with different government and non-government organizations for the betterment of resource and relief operations of the Department.
Key Result Areas	<ol style="list-style-type: none"> 1. Logistics and Warehouse Management 2. Production Management 3. Donation Facilitation, Monitoring and Management (Donation Facilitation and Monitoring) 4. Volunteers Deployment (Volunteers Management and Training) 5. Quality Control and Assurance
Divisions	<ol style="list-style-type: none"> 1. Logistics Management Division (LMD) 2. Production Management Division (PMD)
Logistics Management Division (LMD)	
Specific Functions	<ol style="list-style-type: none"> 1. Implement, review and continually improve policies, guidelines, systems and processes relative to the maintenance, operations, and management of the DSWD warehouses. 2. Review and implement policies, guidelines, systems and processes in facilitating, receiving, warehousing, processing and releasing procured and donated goods received by the Department from public and private parties situated locally or abroad. 3. Establish and continually improve Standard Operating Procedures (SOPs) for the management of procured and donated goods applicable for: regular season, new normal scenario and both. These SOPs shall encompass facilitating, receiving, warehousing, processing and releasing goods as allocated by DREAMB. 4. Institute mechanisms to ensure transparency and efficiency of procedures in the receipt, inventory, valuation, utilization, and reporting of procured and donated items

	<ol style="list-style-type: none"> 6. Assign competent personnel that shall assist in the donation facilitation in the “one-stop-shop” that shall be established by the government in times of disasters/calamities. 7. Manage the receipt, warehousing, processing and releasing of procured and donated goods as allocated by DREAMB. 8. In coordination with concerned units, ensure the proper documentation, inventory, valuation, utilization, and reporting of procured and donated goods to the Department. 9. Submit a weekly report on the inventory of stockpile of relief commodities to DREAMB. 10. Analyze all reports and documentations pertaining to inventory and movement of goods, and recommend appropriate actions and policy improvements thereof. 11. Implement the relief allocation plan submitted by DREAMB on a timely manner. 12. Provide and/or explore logistics support from other government agencies and partners in the transport of relief resources to disaster-affected areas or designated delivery sites consistent with the relief allocation plan; and 11. Other related functions.
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Production Management Division (PMD)

Specific Functions	<ol style="list-style-type: none"> 1. Establish and continually improve Standard Operating Procedures (SOPs) for the management of production/packing/repacking of Family Food Packs (FFPs) applicable for: regular season, new normal scenario and both. 2. Manage/monitor the production/packing/repacking of relief goods and ensure set quality and quantity targets of FFPs are met at all times, and ensure proper reporting and documentation of produced FFPs, raw materials and wastages/damaged items. 3. Manage the deployment and supervision of volunteers during the production/packing/repacking of relief items in NROC and other production/repacking hubs that may be established/identified as extension of NRLMS. 4. Monitor the compliance of the DSWD Field Offices on the required number and type of relief items for stockpiling and prepositioning at any given time. 5. Institute and implement mechanisms to ensure transparency and efficiency of procedures relating to the production/packing/repacking of goods.
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	<ol style="list-style-type: none"><li data-bbox="322 161 1193 276">6. Monitor, generate, consolidate and submit reports relating to the production/packing/repacking of goods for transparency and accountability.<li data-bbox="322 276 1193 352">7. Inspect and monitor conditions and expiration of FFPs housed at NROC, to ensure quality of stockpiled FFPs at all times.<li data-bbox="322 352 1193 466">8. Analyze all reports and documentations pertaining to inventory and movement of FFPs, and recommend appropriate actions and policy improvements thereof.<li data-bbox="322 466 1193 618">9. Provide and/or explore logistics and manpower support from different government and non-government organizations for the betterment of resource and relief operations of the Department, in coordination with the concerned offices of the Department.<li data-bbox="322 618 1193 694">10. Provide technical assistance to Field Offices on processing and production/packing/repacking of FFPs.<li data-bbox="322 694 1193 746">11. Perform other related functions.
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Secretary

OAS
OSEC Group

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OAS
Special Concerns

OUS
Support Programs
Infrastructure Mgt.

OUS
Special Concerns

OUS
LLA and SPDMR

Office of
the Secretary
Proper

Social
Technology
Bureau

Social
Marketing
Service

Internal
Audit
Service

8888 Action
Center

Technical
Assistance
Unit

Family & Women
Technology Dept

Children & Youth
Technology Dept

("Other Sectors")
Technology Dept

Social Technology
Rollout

Public Affairs
Advocacy

Media Production

Communication Dept
& Research

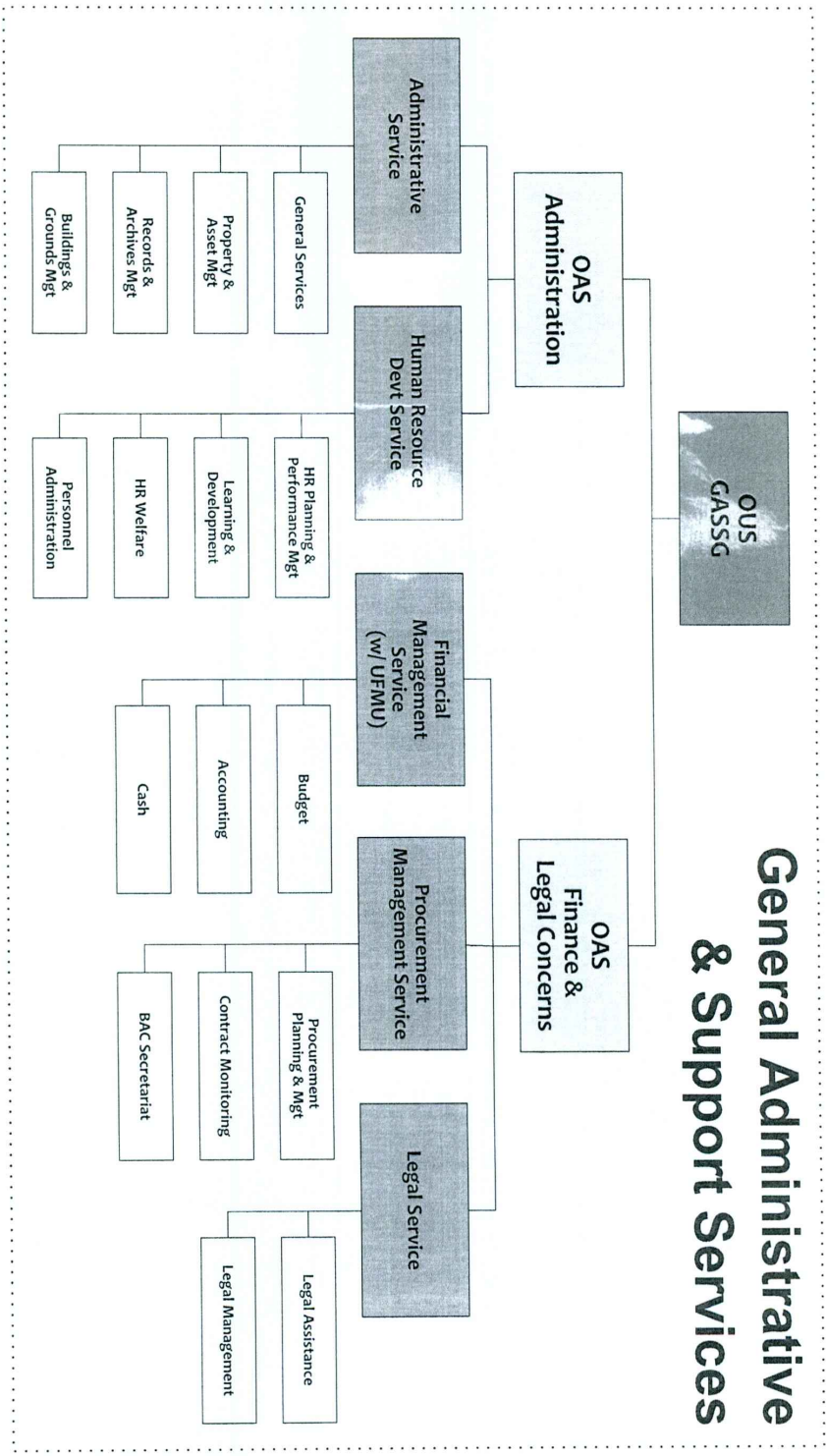
Management Audit

Operations Audit

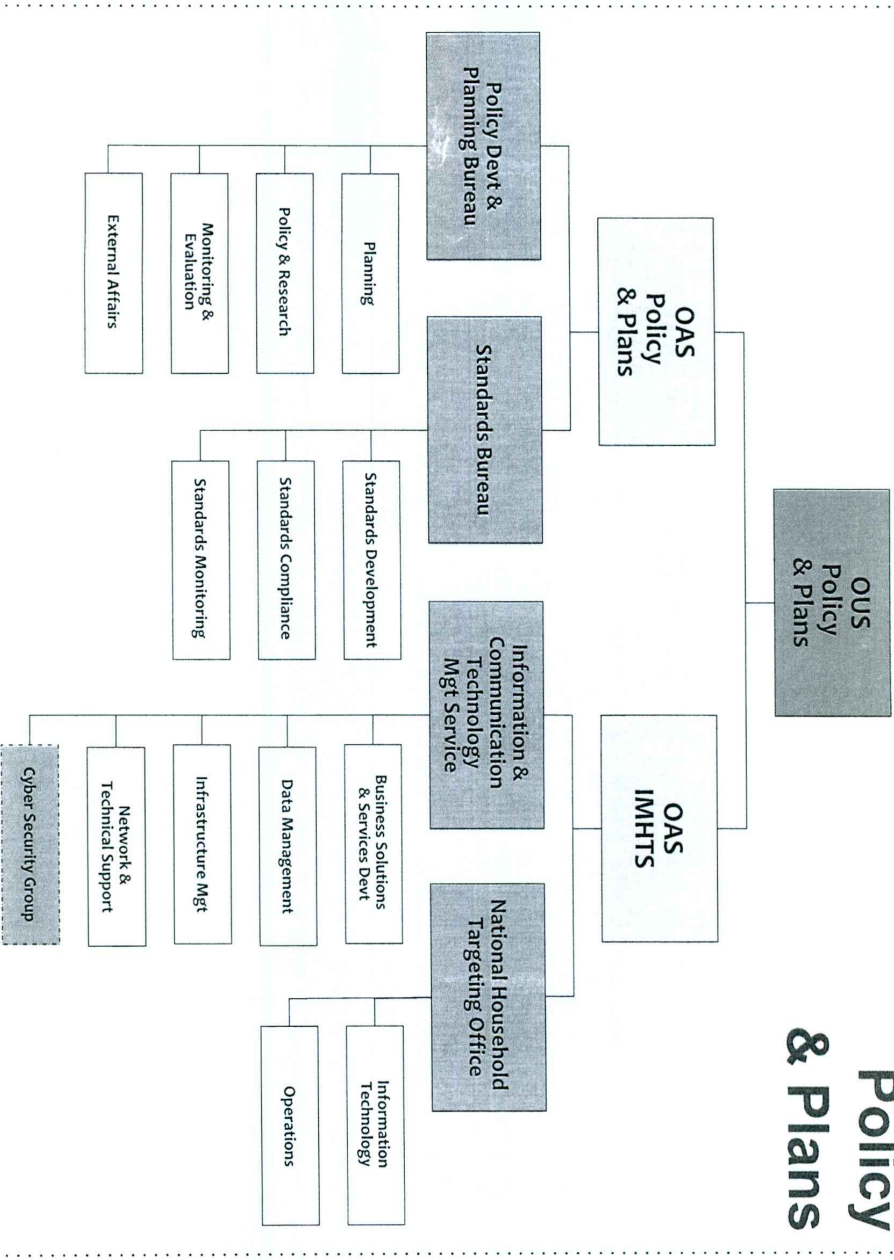
Special Audit

Dept. Legislative
Liaison Section

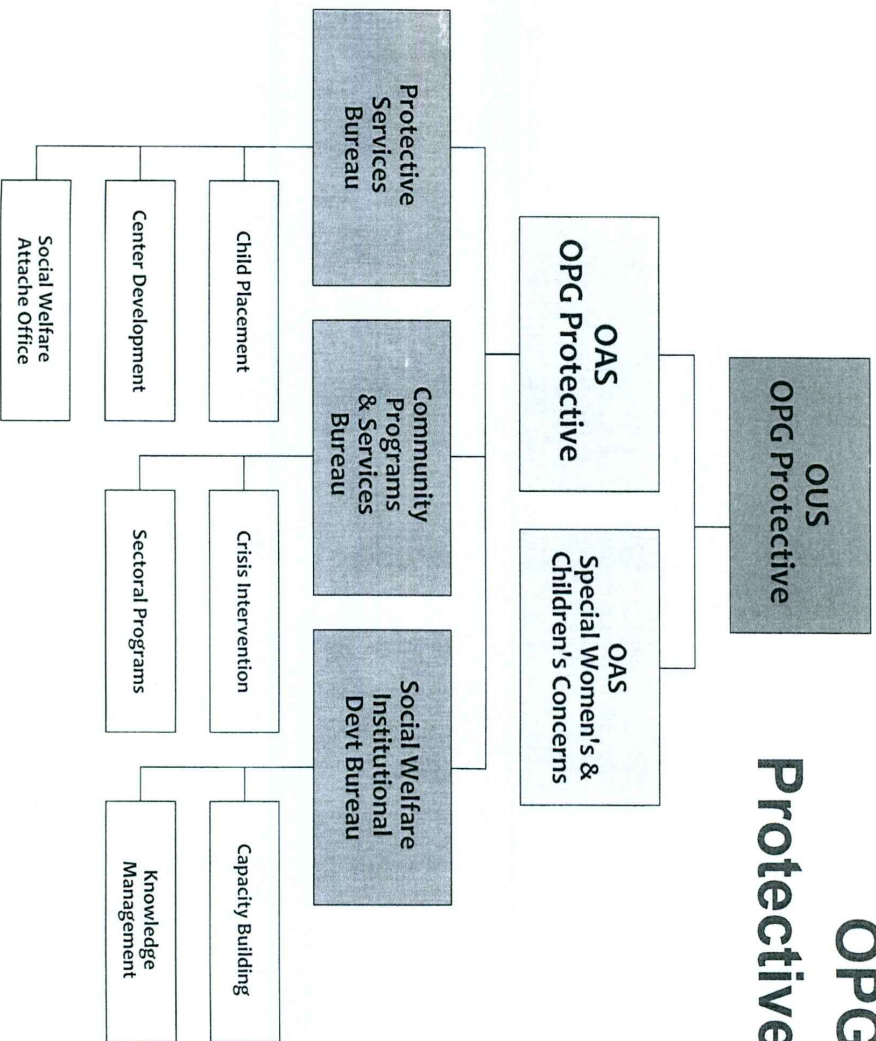
General Administrative & Support Services



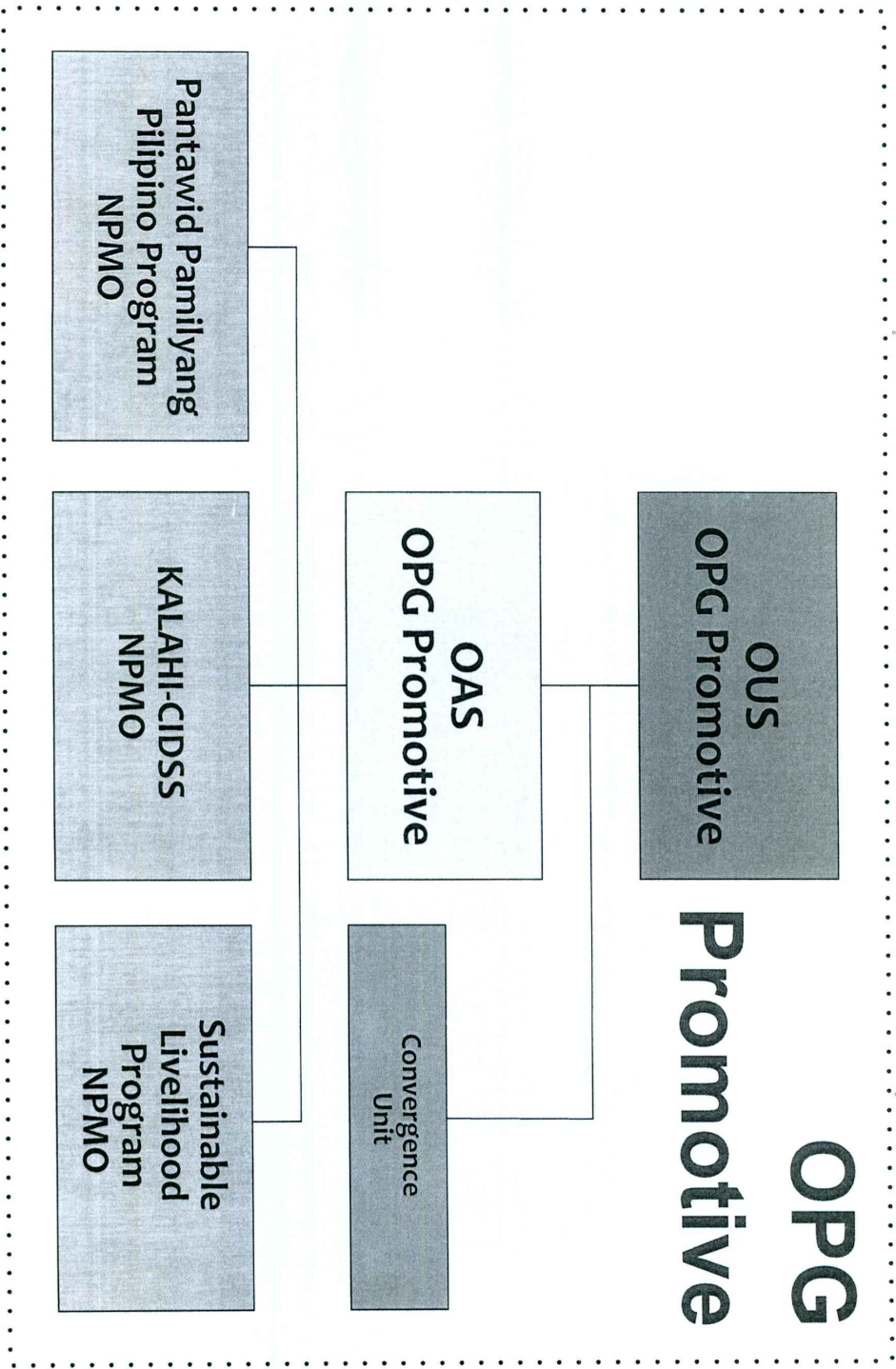
Policy & Plans



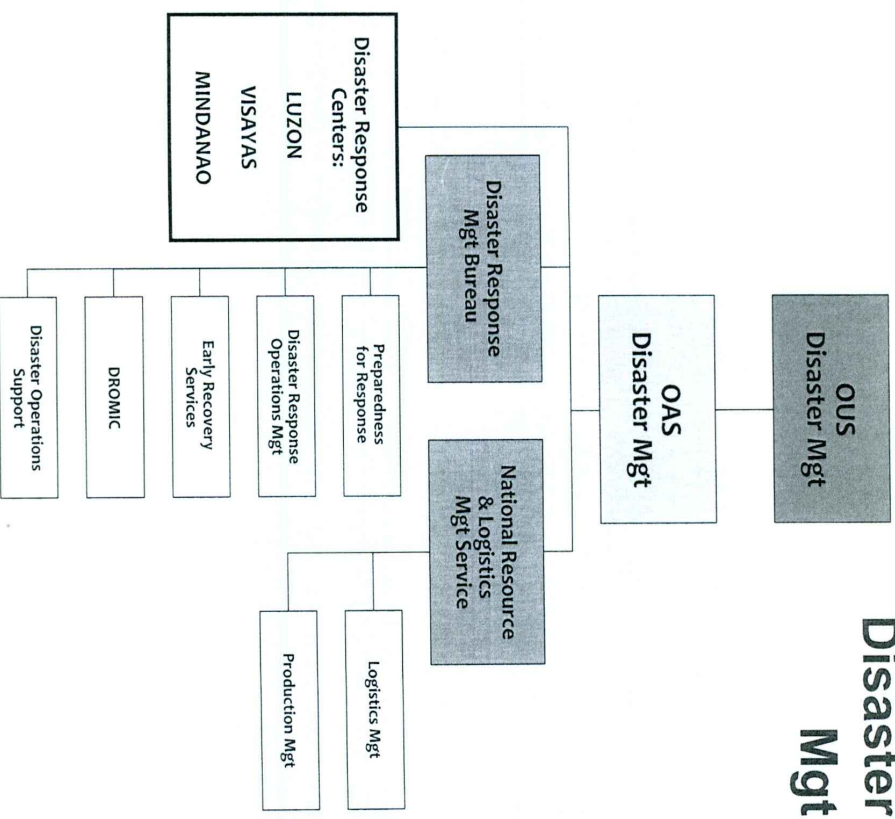
OPG Protective



OPG Promotive

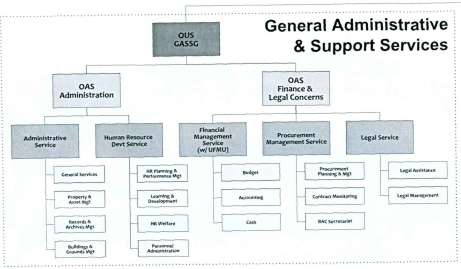


Disaster Mgt

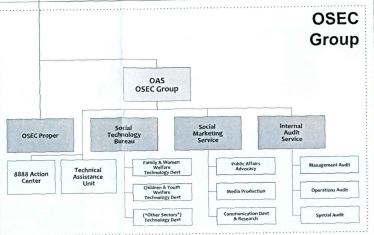


Secretary

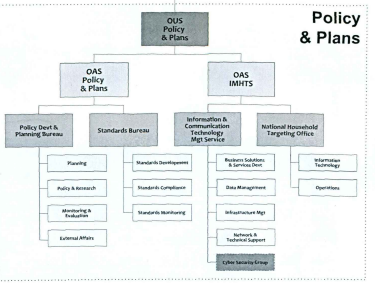
General Administrative & Support Services



OSEC Group

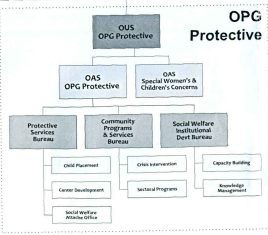


Policy & Plans

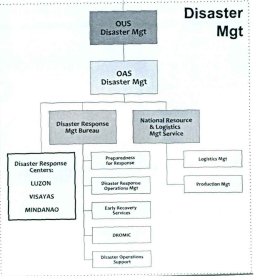


Dept Legislative Liaison Section

OPG Protective



Disaster Mgt



OPG Promotive

