

Administrative Order No. 04  
Series of 2020

## Amendment to Administrative Order No. 03, Series of 2014 Entitled Guidelines and Protocols for DSWD Issuances

### I. RATIONALE

Administrative Order No. 03, series of 2014 entitled *Guidelines and Protocol for DSWD Issuances* (AO 2014-03) was issued to rationalize the preparation of administrative issuances, and provide uniform policies and procedures for effective coordination and dissemination of administrative issuances. AO 2014-03 provides for the procedures and the institutional arrangements concerning administrative issuances, among others.

Administrative Order No. 001, series of 2019 entitled *Management Reorganization of the DSWD Central Office* was issued in order to clarify lines of accountability among Offices, Bureaus, Services, Units (OBSUs), among others. Meanwhile, the Administrative Order No. 03, series of 2019 entitled *Amendment to the 2019 Management Reorganization of the DSWD Central Office and Administrative Order No. 04, series of 2019 entitled General Administration and Support Services Group's OBSUS Description and Key Results Area* were issued to highlight the mandates of the offices under the General Administration and Support Services Group (GASSG). Among those offices are the Legal Service and the Administrative Service.

The mandate of the Legal Service is the provision of legal assistance and support to the DSWD's various OBSUs and personnel by handling administrative and litigated cases involving the DSWD or DSWD personnel, providing legal opinions and advice on matters involving the DSWD mandate and the exercise of its official powers and functions, and rendering related services.

The mandate of the Administrative Service is the provision of services related to property management, records managements, property and infrastructure maintenances, transportation, communication, utilities and janitorial and security services, among others. One of its key results areas is records and archives management.

The mandate of the Social Marketing Service is the undertaking of advocacy, social marketing, and networking activities to promote social change and to nurture the DSWD's relationships with its publics and stakeholders. One of its key results areas is the public relations, advocacy and social marketing.

Upon review of AO 2014-03, there are functions that are not within the mandate of the Legal Service, but with the Social Marketing Service and with the Administrative Service – particularly with the Records and Archives Management Division. Thus, this amendment.

## II. AMENDMENTS

The following provisions of the Administrative Order No. 03, series of 2014 is hereby amended to read as follows:

## VI. CLASSIFICATION

Administrative Issuances shall be classified as follows:

(xxx)

**Special Orders (SOs)** are directed at, and give instructions to, particular officials and employees on specific matters, such as assignment, detail and transfer of personnel, attendance in trainings, seminars and conferences, authority to travel, and the like. These are usually of limited application and may be entitled as follows:

- Authority
- Designation
- Re-assignment
- Revocation
- Amendment
- Confirmation

## VII. CONTENTS

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3. *Numbering.* Administrative issuances shall indicate the year in which they are issued (the “series”), and shall be consecutively numbered, starting with the first of each class issued for the year being numbered as “01”.

## VIII. PROCEDURES

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7. *Recording.* The Records and Archives Management Division (RAMD) in the Central Office and the Records and Archives Management Section in the Field Offices shall then:

- 7.1 Number the administrative issuance.
- 7.2 Log the administrative issuances to the RAMD established system.
- 7.3 Keep all the originals for safekeeping.
- 7.4 Make a digital copy of the newly approved administrative issuance, and provide the same to the SMS for uploading to the DSWD website.



7.5. Provide a Certified True Copy (CTC) of the AO or MC to the proponent

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8. *Dissemination.* The RAMD shall then:

8.1 Post copies of the MC or AO (but not an SO) in conspicuous places within the premises of the CO.

8.2 Disseminate a CTC of the AO and/or MC to the proponent and transmit digital copies to the Department's email advisory.

10. *Publication.* The RAMD shall:

10.1 File a certified true copy of the MC in the University of the Philippines Law Center, particularly with the Office of the National Administrative Registrar (ONAR).

10.2 Deposit a certified true copy of the MC with the National Printing Office (NPO) for publication to the Official Gazette at the expense of the Proponent.

11. *Announcement.* When applicable and advisable, the SMS shall:

11.1 Publicize the MC or AO (but not an SO) on the Department's website and through press release.

11.2 Update the digital INDEX of administrative issuances upon receipt of a digital copy of the MC or AO from the RAMD.

11.3 Upload onto the Department's website the digital copy of the MC or AO (but not an SO) and the updated INDEX.

## **IX. INSTITUTIONAL ARRANGEMENTS**

1. The RAMD shall be the official repository of originals and digital copies of all administrative issuances.

1.1 The RAMD shall keep, maintain and update a COMPILATION of digital copies of all administrative issuances.

1.2 The RAMD shall provide a digital copy of newly approved MCs/AOs to the Social Marketing Service (SMS) for uploading at the DSWD website.

2. The SMS shall keep, maintain and update a digital INDEX of all administrative issuances, except for Special Orders, through the DSWD website.
3. The SMS shall ensure that the COMPILATION and the INDEX are uploaded to the Department's website and made accessible to the public.

All other provisions of the Administrative Order No. 03, series of 2014 not affected by this amendment remain in full force and effect.

This A.O. shall take effect immediately after issuance. All other Department issuances inconsistent herewith are deemed amended or revoked accordingly.

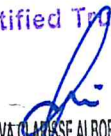
Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2020 in Quezon City.

  
**ROLANDO JOSELITO D. BAUTISTA**

Secretary

Date: MAY 15 2020

Certified True Copy:

  
**CHILOVA CLARISSA ALBORNOZ-BARRACA**  
Administrative Officer III  
Records & Archives Mgt. Division

28 MAY 2020