

Administrative Order No. 17
Series of 2021

**ENHANCED TERMS OF REFERENCE OF THE DSWD MANAGEMENT COMMITTEE
(MANCOM)**

I. PURPOSE

The Management Committee (MANCOM) of the Department of Social Welfare and Development (DSWD) is a consultative mechanism to institute closely coordinated work across bureaus and service units. It functions as a collegial body that provides complete staff work for the Executive Committee and the Secretary towards instituting systematic and effective provision of support services for the key mandate on policy making and operations of the agency.

It provides for a cross unit communication set-up whose purpose is to undertake a complete review and integration of input for proposed guidelines, position papers, policies, issuances and other policy instruments. It is also a forum for identifying a problem and issue, as well as levelling or resolving conflicting issues, building consensus, and coming up with policy recommendations on matters needing the intervention and consultations that include, among others, issues and concerns that could not be resolved at various levels of the organizational or functional structure, and sentiments and views of the rank-and-file that were endorsed to the MANCOM.

The MANCOM shall act as an independent body representing middle management of DSWD.

II. GUIDING PRINCIPLES

1. **Consultation and collegial relations.** In its deliberations and discussions, the MANCOM shall primarily maintain consultative and collegial interaction and encourage frank and open exchange of views.
2. **Steadfastness in decision-making.** During the conduct of its regular meetings, the MANCOM shall discuss, decide, and act upon all issues and matters brought to it, except those that require further study.
3. **Confidentiality and proper regard of documents.** Documents brought to the MANCOM marked "for discussion only", "draft only" or "restricted copies" shall be treated accordingly.
4. **Continuity of discussion and deliberations.** To facilitate and ensure a continuous discussion of issues as well as review and deliberation of policies, guidelines, issuances, policy papers and the like, the MANCOM shall set a timeline for all activities to be undertaken.
5. **Quality-checking of outputs.** In accordance with the DSWD Reform Agenda, the MANCOM shall ensure that all policies, guidelines and other issuances submitted for



deliberation and endorsement to the EXECOM are strategic, evidence-based and result-oriented.

6. **Enhanced Participation.** The MANCOM Chairperson and secretariat shall creatively develop and formulate various approaches to encourage and improve the active participation of members during discussions, meetings, and other decision-making related activities.
7. **Ensured Representation.** All offices, bureaus and services shall be well-represented in the MANCOM particularly during meetings and in all related activities that require decision-making.
8. **Consensus Building.** In the submission and deliberation of policy proposals, the MANCOM shall seek maximum participation among relevant stakeholders in order to arrive at more comprehensive and inclusive policy decisions.
9. **Impartiality and Neutrality in all dealings.** All of the members of the MANCOM shall, at all times, conduct their tasks and responsibilities in cold neutrality; treating matters presented before it fairly and objectively.

III. TASKS AND RESPONSIBILITIES

The duties and responsibilities of MANCOM shall be as follows:

1. Propose or recommend new internal policies or measures, and enhance and/or revise existing policies or measures.
2. Solicit, monitor, and integrate comments and input on draft policies, guidelines, position papers, issuances, and other documents circulated among all MANCOM members, deliberate on the same, and recommend or submit a unified position and/or recommendation on the same to the EXECOM for review and approval. It is especially important for the MANCOM to flag inconsistencies, contradictions, and potential gaps or loopholes on both existing and proposed policies and practices of the agency.
3. Create necessary inter-office *ad hoc* committees or task forces and other types of collaborative work groups to undertake preparatory work and act on converging issues and concerns, and come up with an integrated draft output to be presented to the EXECOM.
4. Provide complete staff work for the EXECOM in developing, implementing, monitoring and improving issuances, policies, guidelines for the Department.
5. Seek consultation from resource persons and references within and outside the Department when appropriate and necessary, to enrich the thinking and decision making of MANCOM on matters pertaining to existing and emerging trends, technologies, and other concerns related to issues being acted upon by the MANCOM and the EXECOM.



IV. COMPOSITION AND ROLES

1. The following shall comprise the MANCOM:
 - a. Directors and Assistant Directors of Bureaus
 - b. Directors and Assistant Directors of Services and of Offices
 - c. Heads and Deputies of Project Management Offices (PMOs)
 - d. Head Executive Assistant of the Office of the Secretary
 - e. Heads or Executive Directors of Attached Agencies
 - f. Other Officials Directed by the Secretary

Heads and Executive Directors of Attached and Supervised Agencies are not expected to attend a MANCOM meeting if the agenda does not include any items that directly concern their agencies.

2. Members shall ensure proper and prompt dissemination, reporting and communication of appropriate information and decisions emanating from MANCOM sessions and work to specifically targeted individuals or subgroups within their own respective bureaus and service units like Division Chiefs and their staff. This will provide a double - loop communication about important areas of concern and priorities that require action from their OBS. Members in turn shall also bring the concerns of their staff to the MANCOM.
3. The MANCOM Chairperson
 - a. The MANCOM Chairperson shall be unanimously elected from among the members to represent the clusters on a rotational basis.
 - b. The elected Chairperson shall serve a term of one (1) year.
 - c. The Chairperson shall preside over MANCOM meetings.
 - d. The Chairperson shall be the signatory of all documents passed by the MANCOM for endorsement to the EXECOM.
 - e. The EXECOM may, if necessary, invite the Chairperson to attend its meetings, during which the Chairperson shall serve as the MANCOM representative.

4. The MANCOM Vice-Chairperson

The PDPB shall be the permanent Vice-Chairperson who shall carry out the functions of the Chairperson in his/her absence. The Vice-Chairperson shall perform other tasks and special assignments as may be assigned or delegated.

5. The MANCOM Secretariat

- a. The PDPB shall serve as the permanent Secretariat. For coordination purposes, technical staff from the Office of the MANCOM Chairperson shall also be assigned to provide secretariat support.
- b. The PDPB shall:
 - i. Prepare the agenda of the meetings in coordination with the Chairperson and in consultation with all MANCOM members.



- ii. Prepare highlights/minutes of meetings, issue notices and other pertinent document/s, and thereafter distribute the same to MANCOM members **at least three (3) days** before the next scheduled meeting.
- iii. Provide for administrative requirements during meetings.
- iv. Translate all agreements reached by the MANCOM into policies for submission to, and approval by, the EXECOM.
- v. Monitor and prepare reports, including semestral reports, on actions taken and status of implementation of assigned tasks. The Secretariat shall adopt the Summary of Agreements (SOA) format in the monitoring of agreements and follow through of business arising in the previous meeting. It shall also prepare other reports as required.
- vi. Prepare a project proposal to fund the expenses relative to the holding of MANCOM meetings, and for monitoring the use of such funds.
- vii. Act as the repository of documents pertinent to all meetings conducted.
- viii. Coordinate regularly with the EXECOM Secretariat to monitor the status of endorsed documents and other concerns.

c. The Technical Staff from the Office of the MANCOM Chairperson shall:

- i. Coordinate with the PDPB in the preparation of the agenda, schedule and other concerns.
- ii. Receive all communication submitted by the Secretariat for the MANCOM Chairperson's signature/approval and to monitor and update its status.
- iii. Assist in the confirmation of attendance of the MANCOM members in the meetings.
- iv. Provide administrative/logistical support during meetings.

d. The Technical Staff from the Offices/Bureaus/Services (one representative each office) of the MANCOM Chairperson's Cluster Group shall:

- i. Coordinate with the PDPB and MANCOM Chairperson's office in the preparation of meetings and provision of administrative/logistical support during meetings.
- ii. Provide assistance in the confirmation of attendance of the MANCOM members in the meetings, in disseminating pertinent



information among MANCOM members and in delivering special projects or other related activities of the MANCOM.

V. MEETINGS

1. The MANCOM shall meet regularly twice a month. At the start of every year, the MANCOM Chairperson, together with the MANCOM Secretariat, shall prepare a schedule of all MANCOM regular meetings for that year. In case of cancellations, the Chairperson will convene and call meetings to ensure that the total of two (2) meetings per month will be achieved.
2. The Chairperson may call special meetings as the need arises.
3. Aside from the regular meetings, there shall also be semi-annual Joint EXECOM-MANCOM Meetings, to be held at least two (2) weeks before each National Management Development Conference (NMDC), to resolve, in a collegial and consultative manner, conflicting views or long-unsettled issues needing EXECOM interventions.
4. The Secretariat shall furnish the members of a notice for the venue and time of meeting, attaching therewith the agenda and presentation materials, **at least three (3) days** prior to the scheduled meeting.
5. An attendance of over fifty percent (50%) of all available members shall constitute a quorum for a meeting provided that the actual members present shall not be less than one-third of the total number MANCOM members on record. "Available members" are those who are neither on approved leave nor on official travel. Unless their attendance is required for a particular meeting, Heads or Executive Directors of Attached and Supervised Agencies shall not count as "available members". Members who are on approved leave or on official travel during a meeting shall submit proof of such before the next meeting.
6. If a member cannot attend a meeting, an alternate not lower than a Division Chief may attend. Alternates cannot not vote during meetings and shall not be counted for the purpose of determining a quorum. Members shall adequately brief and prepare alternates for the meeting.
7. The Secretariat shall serve as the official timekeeper for meetings.
8. Expenses for MANCOM meetings shall be charged against the Department budget for that purpose. However, members making a presentation before the MANCOM shall bear the cost of reproducing their materials.

VI. PROCEDURE FOR POLICY PROPOSALS

The following procedure shall be observed for any proposed policy, guideline, issuance, position paper, agreement or the like (a "Document") needing MANCOM comments or input:



A. Regular Process of Documents

1. The proponent shall conduct consultation among stakeholders as demanded by the nature of the document.
2. The proponent shall have the document cleared and approved within the Proponent's Cluster.

The Proponent shall ensure that the document is compliant with the DSWD Handbook of Style and AO No. 03, series of 2014 prior to its clearance and approval within the Proponent's Cluster.

3. Upon approval by the Proponent's Cluster, the Proponent shall circulate copies of the Document among all OBS, including NPMOs and Field Offices, to solicit comments thereon within a reasonable time.

Per Memorandum Circular No. 6 s 2010, the proponent shall ensure that the concerned core group of specialists of the OBS and Field Offices are consciously given opportunities to provide their comments and input to the proposed document.

4. The Proponent shall consider all comments received, prepare a Matrix of these comments and the corresponding actions thereon, and revise the document accordingly.
5. The Proponent shall then submit the revised document together with the matrix of comments endorsed by the Cluster Head to the MANCOM Chairperson to request for the inclusion of the final draft of said document in the agenda for deliberation in the next meeting.
6. The MANCOM may create a work group (Technical Working Group (TWG) et.al.) to study the document and ensure that issues have been properly identified and analyzed, and that recommended solutions, processes or policies have been subjected to rigorous expert review.
7. To minimize paper consumption and maximize electronic communication, presentation and other materials shall be sent electronically to MANCOM Secretariat by the Proponent office **at least five (5) working days** before the meeting and shall be routed to the MANCOM members.
8. During the meeting, the Proponent must personally make the presentation, aided by staff as needed. The Proponent shall have thirty (30) minutes to present the proposed/revised document inclusive of the Q & A but can be extended to a maximum of fifteen (15) minutes, if needed.
9. During the meeting, the MANCOM as a collegial body shall reach consensus in all issues surrounding the document. Motion shall either be:



- (a) An outright approval of the document;
- (b) Approval via ad referendum based on the revised document as deliberated by MANCOM.

The Proponent shall enhance the document containing the integrated comments/input that were gathered during the MANCOM Meeting and shall submit to the MANCOM Chair **within five (5) working days** after the meeting.

The enhanced document shall be re-routed to the members with the referendum form (Annex A) together with the matrix of comments (Annex B) **within three (3) working days** for signature/approval of endorsing MANCOM member;

If no reply is received from a MANCOM member after the lapse of the period given, it will mean concurrence to the enhanced document. In case there are adverse comments/input, the enhanced document will be scheduled for deliberation in the next MANCOM meeting.

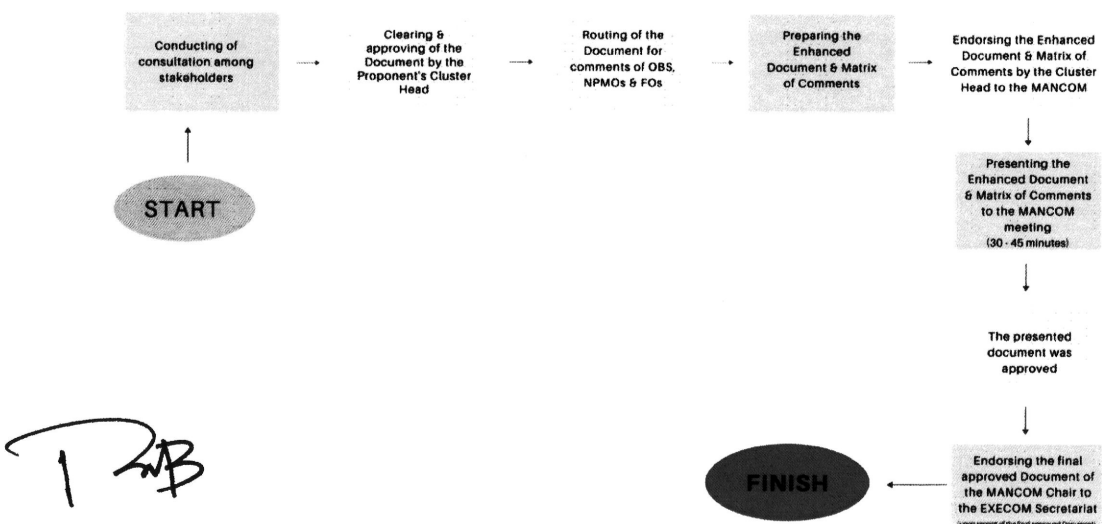
Approval of the document via ad referendum requires at least a simple majority vote (50% of the members plus 1).

- (c) An agreement may be reached to have the document enhanced and presented again in the next meeting.

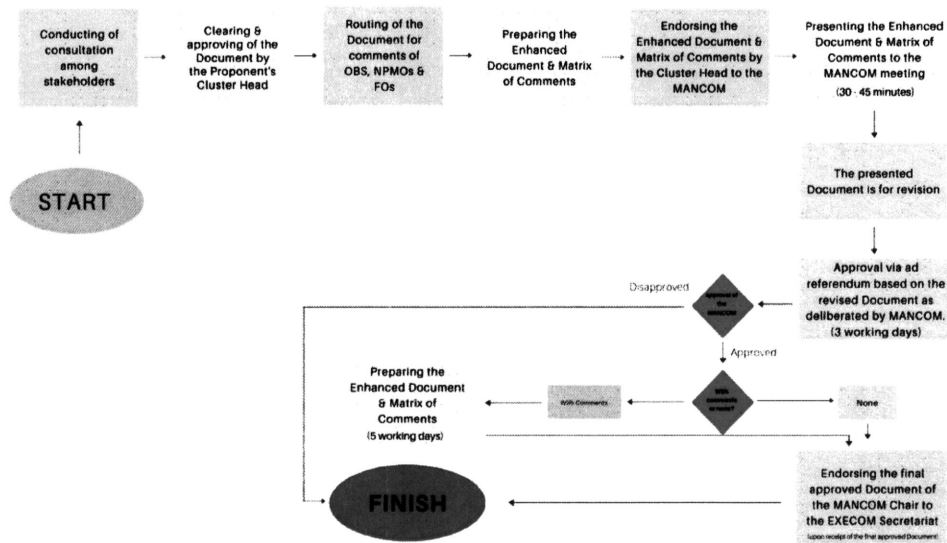
The proponent shall enhance the document integrating comments/input gathered during the MANCOM meeting for presentation in the next meeting.

10. Upon receipt of the final approved document, the Chairperson shall endorse it to the EXECOM through the EXECOM Secretariat for review and approval, copy-furnishing the Proponent's MANCOM member and cluster head.

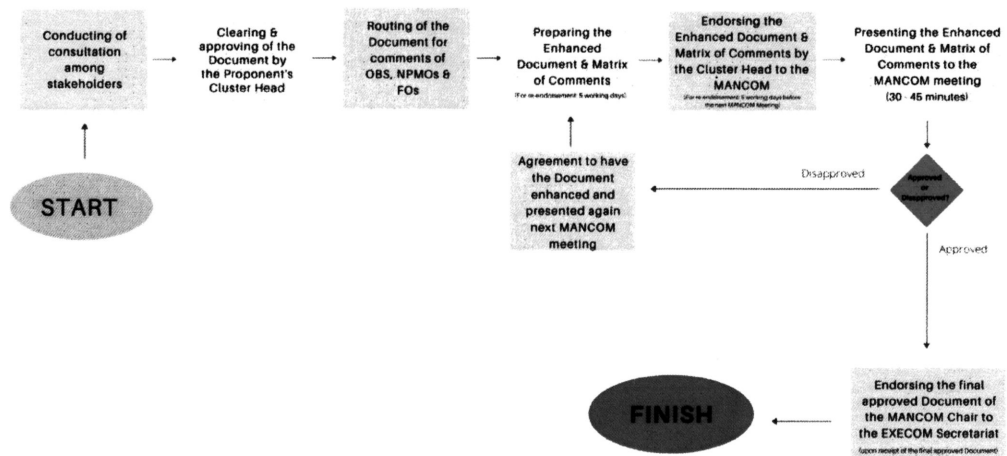
a. Illustration No. 1. Process Flow of the Document : Approved during the MANCOM Meeting



b. Illustration No. 2. Process Flow of the Document : Approved via Ad Referendum



c. Illustration No. 3. Process Flow of the Document : For Discussion of the Enhanced Document next MANCOM Meeting



B. Immediate Process of Urgent Documents

1. The proponent shall conduct consultation among stakeholders as required by the nature of the document.
2. The proponent shall have the document cleared and approved within the Proponent's Cluster.

The Proponent shall ensure that the document is compliant with the DSWD Handbook of Style and AO No. 03, series of 2014 prior to its clearance and approval within the Proponent's Cluster.

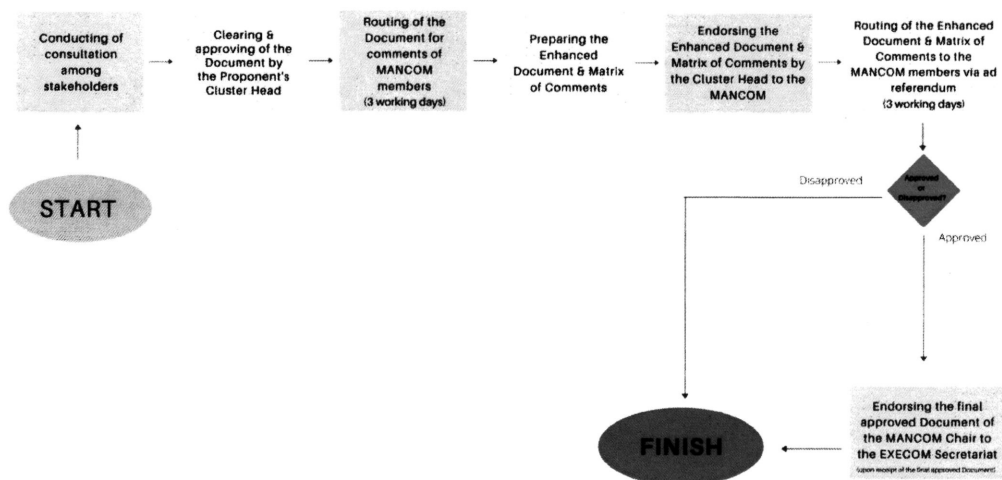
3. Submission of an official directive from the Secretary in the form of a memorandum shall be provided to the MANCOM Secretariat.
4. In the absence of the Matrix of Comments of the document, the document shall be routed for comments/input of the MANCOM members for **at least three (3) working days**.
5. After the document is enhanced and a matrix of comments is prepared, it will then be re-routed for approval by the MANCOM members via ad referendum for at least three (3) working days.

If no reply is received from a MANCOM member after the lapse of the period given, it will mean concurrence to the enhanced document.

Approval of the document via ad referendum requires at least a simple majority vote (50% of the members plus 1).

6. Upon receipt of the final approved document, the Chairperson shall endorse it to the EXECOM through the EXECOM Secretariat for review and approval, copy-furnishing the Proponent's MANCOM member and cluster head.


Illustration No. 4. Process Flow of the Document : Immediate Processing of Urgent Document

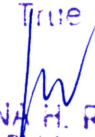


J nB

VII. EFFECTIVITY

This Administrative Order shall take effect upon approval and shall continue to be in force until it is revoked or rescinded. All previous Department issuances inconsistent herewith are deemed repealed or amended accordingly.


ROLANDO JOSELITO D. BAUTISTA
Secretary
Date: OCT 06 2021

Cert. True Copy

08 OCT 2021
MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

MANAGEMENT COMMITTEE (MANCOM)

REFERENDUM FORM

(Name of Guideline for Approval)
(Date of Referendum)

I, **(FULL NAME)**, from the Office of **(NAME OF OFFICE)**, herein submits my *Approval / Disapproval* of the above mentioned guidelines.

___ **Approved.** The document is complete and sufficient.

___ **Disapproved.** The document lacks indispensable contents / provisions and needs further revisions.

Signature

Date

Note: Kindly submit the accomplished Ad Referendum Form **on or before (Date and time, Month, Year, Day of the Week)**, copy furnished (_____). *Failure to submit this form within the set deadline will mean **concurrence** to the document.*

MATRIX OF COMMENTS

(Name of the Document)
 (Proponent)

A. COMMENTS/INPUTS FROM OBS & FOs (period covered in routing the document)				
FROM (OFFICE)	ITEM	PROVISION	COMMENTS/INPUTS	ACTIONS TAKEN BY THE PROONENT OFFICE
B. COMMENTS/INPUTS RECEIVED DURING THE MANCOM MEETING (date of the MANCOM meeting)				
C. COMMENTS RECEIVED VIA REFERENDUM (period covered of the referendum)				