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MEMORANDUM CIRCULAR  
NO. 10  
Series of 2004

**SUBJECT: Terms of Reference of Ad Hoc Office on  
Centers and Institutions**

**I. RATIONALE**

A technical assistance on the residential centers and institutions operated by the Department of Social Welfare and Development (DSWD) was conducted by Consultant Joseph Hoffman under the World Bank financing for the Department of Budget and Management and the DSWD in July 2002.

After records review, centers and institutions visit to 22 facilities including 2 non-residential facilities, interviews with center heads and staff of DSWD, NGO and LGU run facilities, the Hoffman's Report was made available in August 2003. Mr. Hoffman in his report came up with 12 key recommendations to improve the operation and management of the centers, 3 of which are long term recommendations.

One salient recommendation of the said Report is the designation of a corporate champion for residential care and to review and possibly implement the recommendations. The job would include monitoring DSWD's residential services and the Department's relations with third party providers of residential care as well as playing a coordinating role in planning and performance evaluation in the area. It is in this context that an Ad Hoc Office was created to carry out and operationalize the Hoffman's recommendations.

**II. OBJECTIVES**

General Objective:

To operationalize the recommendations of the Hoffman Report to World Bank on Technical Assistance on DSWD Centers and Institutions.

Specific Objectives:

1. to come up with situationer on the current status of DSWD centers and institutions both residential and non-residential, to include facilities managed by non-government organizations and local government units
2. to determine which of the Hoffman's recommendation are feasible for immediate implementation
3. to provide technical assistance /recommendations responsive to the institutions/centers' needs in the context of Hoffman's Report

### III. ROLES, FUNCTIONS AND RESPONSIBILITIES

The Ad Hoc Office on Centers and Institutions shall perform the following functions:

1. Review and analyze Hoffman's findings/recommendations vis-à-vis Administrative Order 01, series of 2004 ;
2. In collaboration with the Program Management Bureau, Standards Bureau and Field Offices, visit the centers and institutions operated by the DSWD, NGO's , and LGU's in order to know/ identify actions necessary to the Hoffman's findings ;
3. Identify and recommend additional indicators on centers and institutions to the Standards Bureau based on the Hoffman's report;
4. Coordinate with the Standards Bureau for the enhancement of the standard monitoring tool based on the Hoffman's indicator of effective and efficient center management in addition to Administrative Order 01, Series of 2004;
5. Come up with recommendations to improve center management to include program and evaluation, and monitoring framework and its tools;
6. Monitor actions taken by Field Offices on the findings and recommendations and provide technical assistance relative to Hoffman's model of center management;
7. Recommend areas to the Social Technology Bureau for program development or conceptualization of new models and approaches to be truly responsive to the centers/institutions' needs;
8. Perform other related tasks as assigned by the Secretary or her duly designated representative.

#### IV. STAFF

The Ad Hoc Office shall be headed by a Director IV, assisted by a Social Welfare Officer IV and a Data Entry Machine Operator II/Secretary. The assigned staff will continue to carry out the function of the Ad Hoc Office until the said Office ceases its operation, subject to evaluation. The Ad Hoc Office will turnover its tasks/functions to the Program Management Bureau when its operation ended.

The Ad Hoc Office will be under the direct supervision of the Undersecretary for Operations and Capacity Building Group. It can solicit the assistance of the Program Management Bureau, the Standards Bureau and all other offices necessary to carry out its functions.

#### V. BUDGET

The budget needed in carrying out the function of the Ad Hoc Office such as travelling expenses, supplies, equipment and capability building activities shall be taken from the budget of the Operations and Capability Building Group primarily the Programs and Management Bureau.

#### VI. SAVING CLAUSE

Department orders, memoranda, guidelines, rules and regulations inconsistent with this order are hereby revoked or amended.

Issued this 16<sup>th</sup> day of March, 2004.

  
CORAZON JULIANO- SOLIMAN  
Secretary

