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DEPT. OF SOCIAL WELFARE & DEVT.
IBP ROAD, CONSTITUTION HILLS, Q.C.

Memorandum Circular No. 21
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LEGAL SERVICE
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**Subject: POLICY ON THE PREPARATION AND SUBMISSION
OF COUNTRY PAPERS/REPORTS**

I. Introduction

Country papers or country reports are general information on the situation/condition of specific social welfare and development (SWD) sector/concern. It is based on existing statistical data and documentation of the national policies and specific strategies of the country and the extent of its implementation, which will provide details on the significant developments and notable trends on a specific concern. This is aimed at identifying and addressing the urgent and immediate needs and concerns for eventual preparation of a national program of action.

On an average, the Department has been attending forty (40) international conferences/meetings/symposia/fora etc. per year and acts as the official representative of the country on Social Welfare and Development concerns and other related matters, wherein he/she brings with him/her necessary information such as country paper/report. The Department recognizes that said country paper/report is the official document which will be presented to international conferences/meetings/symposium/fora, etc. Hence, its accuracy, veracity and completeness shall be ensured at all times.

This Memorandum Circular is hereby issued to provide guidelines in the preparation of country papers/reports.

II. Policy Guidelines

The Department directs that all country papers/reports prepared by the concerned management and technical staff from Field Offices and Central Office as the official representative to international conferences/meeting/, symposium/fora, etc. shall be subject to review of the Policy and Plans Bureau prior to its submission/presentation to the sponsoring organization/agency.

For purposes of monitoring and coordination, the Department also directs the Human Resource Management and Development Service (HRMDS) to inform Policy and Plans Bureau (PPB) and the staff selected/identified of the travel that requires submission of country paper or report.

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The Policy and Plans Bureau shall also ensure that the following guidelines shall be observed:

1. Preparation of Country Paper/Report:

- 1.1. The official representative to international conferences, meetings, symposiums, fora and other international gatherings shall be tasked to prepare the said documents. The PPB shall assist the official representative in the preparation of country paper/report;
- 1.2. Country paper/report shall be based on the required format and contains the data as required by the sponsoring organization/agency. In the absence of such format, the country report shall follow the following format and shall contain the following information:
 - a. Existing plans and programs of the Department including national action plans and national sectoral policies and the extent of its implementation;
 - b. Related statistical reports as well issues and challenges, recommendations, and commitments.
 - c. Impact of plans and program implementation at the national level.
- 1.3. Comments/inputs shall be solicited from concerned Office/Bureau/Service /Unit and from concerned government/non-government organizations/agencies if the nature of the report so requires in order for the report to be comprehensive, complete and national in scope. Sources of information or references used shall be properly acknowledged;
- 1.4. Information/data to be included in the paper/report corresponds with that of the official records of the Department. Likewise, the information/data gathered from other government/non-government agencies/organizations shall also come directly from its official records.

2. Review and Approval of the Country Paper/Report

- 2.1. Country paper/report shall be submitted to PPB thirty-days (30) prior to its submission to the sponsoring organization/agency. However, in the event of time constraint, the paper shall be submitted to PPB, five (5) days after the nominee has received her/his notice of acceptance as the official representative from the sponsoring organization/agency. The PPB in turn shall review the paper/report within three (3) working days upon receipt of the document.
- 2.2. If information/ data is deemed sufficient, correct and accurate, the PPB shall endorse the paper/report together with its recommendations (if

any) to the Undersecretary of the concerned Cluster for their review and approval based on the subject of the paper/report.

- 2.3. The concerned cluster shall review the paper/report within three (3) working days upon receipt of the document. After which, the paper/report together with the comments/recommendations/decision (*approved* or *to be revised*) shall be endorsed back to PPB for appropriate action, such as referring the comments/recommendations to the concerned staff and/or informing her/him of the decision made by the concerned cluster or notice to submit the paper/report to the sponsoring agency/organization.

In case there are comments and recommendations, the concerned staff shall revised the documents and integrate such comments and recommendations and submit the revised paper/report to the PPB within three (3) working days after receipt of such notice to ensure that such comments and recommendations have been included in the report.

However, appropriate adjustments on the number of days for review and approval shall be made depending on the deadline set by the sponsoring agency and other concerned government entities.


3. Submission of the Country Paper/Report:

- 3.1. Country paper/report shall be submitted to the sponsoring organization/agency by the concerned Office/Bureau/Service/Unit where the official representative is coming from on or before deadline of submission as indicated;
- 3.2. PPB shall maintain a data file of all country reports/paper prepared by the official representative or technical staff of the Department for reference and data banking. A copy of which shall be provided to Regional Offices upon request.

This Memorandum Circular shall take effect immediately.

Issued this 2nd day of June 2004.


CORAZON JULIANO – SOLIMAN
Secretary

A CERTIFIED COPY:

CARMELOITA F. ZAFRA
Chief, General Services Division
and OIC, Records Unit

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