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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 02

Series of 2012

**SUBJECT : AMENDMENTS TO M.C. NO. 16, SERIES OF 2004
REVISED TERMS OF REFERENCE OF THE DSWD
MANAGEMENT COMMITTEE**

In the exigency of service and pursuant to the consensus made during the Management Committee (MANCOM) meeting on 14 February 2012, the following provisions of Memorandum Circular No. 16, Series of 2004 or the Revised Terms of Reference of the DSWD Management Committee are hereby amended:

Section VI. QUORUM AND SANCTIONS

1. An attendance of more than half the members on record, who are not on official business or leave of absence, shall constitute a quorum for a meeting. Provided, that those members who are on official business or on leave shall provide a proof of such before the next MANCOM meeting. Provided, further, that the actual members present in a meeting shall not be less than one-third of the total number of MANCOM members on record.

This order shall take effect immediately.

Issued this 20th day of February 2012 in Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

