



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

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Subject : ENHANCED TERMS OF REFERENCE (TOR) FOR THE CONDUCT OF THE NATIONAL
MANAGEMENT DEVELOPMENT CONFERENCE (NMDC)

I. RATIONALE

As the country's lead agency in social protection¹ and social welfare and development (SWD) the Department has to carry out its mandate to protect and promote the rights and welfare of the poor, vulnerable and disadvantaged sectors of the society. With the continuing challenge to the department as it has been top rated among government offices consistently and with the accompanying expectations, organizational and management development strategies has to take place.

Institutional Development thru Organizational development (OD) is the course of action through which the Department continuously builds on and strengthens its capability in order to effectively and efficiently fulfills its vision, mission and goal. Accordingly, OD heightens organizational competency in the performance of the Department's steering and rowing roles.

The Management Development (MD) is another strategy complementing OD. It aims to improve the competency of officials to manage SWD operations, taking into account critical skills in planning, organizing, leading, controlling, and coordinating resources. Hence, MD increases leadership competency.

On the other hand, the issuance of DSWD re-clustering aims to: (1) further strengthen the Department's operations, and (2) increase the efficiency and synchronicity of the different OBSUs in the achievement of DSWD's vision, mission, and reform agenda.

The conduct of National Management Development Conference (NMDC) has been adopted as an avenue for the development of organizational and leadership competencies. It serves as a venue for the Department for the Department to discuss and to decide on very important areas of its operations.

¹ Social Protection constitutes policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people's capacity to manage risks (SDC Resolution No. 1 Series of 2007).

II. LEGAL BASIS

1. Social Development Committee Resolution No. 1 Series of 2007, Adopting a Philippine Definition of Social Protection
2. Memorandum Circular No. 7 Series of 2008, Enhanced Terms of Reference for the Conduct of the DSWD National Management Development Conference
3. Memorandum Circular No. 5 Series of 2011 , Amendment to MC No. 7 Series of 2008 on the Composition of NMDC Secretariat
4. MC No. 1 series of 2012 on Re-clustering of Offices, Bureaus, Services and Units at the DSWD Central Office.

III. NATURE

The NMDC serves as a national forum for discussion, consultation, consensus building and decision making on policies, plans, issues and resources pertaining to the operations of the Department. It is also a setting for the upgrading of knowledge as well as for the sharing of experiences and best practices on the implementation of policies, programs, projects and activities among managers.

The conduct of the NMDC provides an opportunity for top and middle level managers to present openly, discuss mutually and resolve collectively emergent SWD issues or concerns. The recommendations agreements and/or decisions emanating from the conference shall be operationalized through the crafting and issuance of appropriate policies or guidelines to be initiated by unit/s concerned.

IV. NMDC Outputs

The expected outputs of the NMDC are policies, position papers, agreements and directives which shall be carried out by the concerned DSWD offices.

V. GENERAL POLICIES

Founded on the nature and purposes of its creation, the NMDC shall have the following general policies:

- A. Policy agenda for the conduct of the conference shall be formulated for the conduct of the NMDC. All proposed policy agenda by OBS shall have cleared and approved by the Cluster Head.
- B. For the Field Offices, proposed agenda shall be recommended by the Coach Monitors who are identified as the Assistant Secretaries for Luzon and Visayas and Mindanao duly noted by the Head of Operations and Programs Group, shall have cleared and approved by the OSEC Cluster Head.
- C. Final NMDC Policy Agenda shall be approved by the EXECOM and will be circulated to NMDC participants two (2) weeks before the conference.
- D. Participants of the conference shall ensure their attendance, observe decorum and active participation in the discussions;
- E. In the conference, participants shall maintain a consultative and collegial interaction during deliberations. Exchange of views shall be encouraged at all times;

- F. Based on the agenda of the conference, officials concerned and their respective units shall prepare discussion papers and relevant supporting documents for presentation and distribution;
- G. When deemed timely and appropriate, certain matters agreed or decided upon shall be translated into policy statements or directions by the Secretary
- H. As directed by the Secretary and/or the designated Executive Officer of the conference, adhoc committees or task forces shall be organized to act on emergent issues or concerns and other activities requiring collaborative effort;
- I. Pertinent decisions, policies or agreements, policy statements or directions by the Secretary reached and recommendations made during the conference shall be forwarded to the MANCOM for action by concerned offices and for follow through activities as concurred by the EXECOM.
- J. MANCOM member shall provide status reports on the agreements as collated by the NMDC Secretariat for EXECOM's reference and/or appropriate action.

VI. NMDC PROGRAM CONTENT

In view of the objective of the NMDC, the following program flow shall serve as a guide for the conduct of the NMDC:

1. Conference Proper

The conference proper to be presided over by the Secretary and/or the designated Executive Officer will include items/concerns to be discussed per approved NMDC Agenda. Concerned offices shall be identified to follow/ perform agreements reached during the NMDC.

2. Sharpening the Saw

These activities are designed to preserve and enhance capabilities of NMDC Participants. A facilitator and resource person/s may be hired to implement activities such as capacity building, new skills development, stress management and other activities which will promote balanced program to managers.

3. Learning Visit

Learning visit is a guided tour to regional attractions and structures with social welfare development (SWD) programs and services. It is an opportunity for the participants to appreciate local destination and SWD programs and services offered by local government units.

This learning visit will be organized by the DSWD host region. Proposed learning visit shall be submitted to the Executive Officer for approval.

VII. COMPOSITION

A. NMDC PARTICIPANTS

The NMDC shall be participated in by the following officials of the Department:
Secretary

Undersecretaries
Assistant Secretaries
Bureau Directors
Service Directors
Regional Directors
Head of National Project Management' Offices
Head of Attached Agencies
Head Executive Assistant
ARRM Secretary and Assistant Secretary

Under certain conditions and when authorized, a representative, whose rank is not lower than a division chief, can attend the NMDC on behalf of the official who may be on approved leave, authorized travel or delegated with special assignment by the Secretary.

In the case of additional participants from DSWD offices, a formal request addressed to the Executive Officer shall be submitted by the requesting party, subject to the approval of the Secretary at least two weeks before the actual NMDC.

Participation of the Director III / Assistant Regional Directors / Deputy Managers of NPMOS in the NMDC will only be allowed: (1) if the Head of Office is not available; (2) if they will serve as resource persons in the conference; or (3) when directed by the Secretary.

B. THE NMDC PRESIDING OFFICER

The Secretary, as the highest official of the Department, shall preside over the conference or in his/her absence, the designated Executive Officer.

In the absence of the Secretary, the Executive Officer shall refer to the EXECOM, for final decision, the agreements or recommendations and matters raised during the conference which will critically affect the Department's operation.

C. THE NMDC EXECUTIVE OFFICER

The Head of the Policy and Plans Group shall be the NMDC Executive Officer who shall have the following responsibilities:

1. Monitor and supervise the conduct of the NMDC.
2. Coordinate with the Secretary and/or heads of other Clusters (Office of the Secretary Group, Operations and Programs Group, Institutional Development Group and General Administration and Support Services Group) to facilitate arrangements for conference related matters of high importance and urgency;
3. Supervise the tasks, activities and desired outputs of the NMDC Secretariat;
4. Transmit and monitor execution of all decisions, agreements, recommendations and follow-through activities resulting from the conference, based on the set manner and timelines.

D. THE NMDC SECRETARIAT

1. Composition

The NMDC Secretariat shall be headed by the Assistant Bureau Director of the Policy Development and Planning Bureau. Its members are:

- 1.1 PDPB Policy and Research Division Chief
- 1.2 One (1) PDPB staff from PRD
- 1.3 One (1) Executive Assistant or representative from the Policy and Plans Group
- 1.4 One (1) Executive Assistant or representative from the Operations and Programs Group
- 1.5 One (1) Executive Assistant or representative from the General Administration and Support Services Group
- 1.6 One (1) Executive Assistant or representative from the Institutional Development Group
- 1.7 One (1) Executive Assistant or representative from the Office of the Secretary Group

2. Responsibilities

2.1 The Policy Development and Planning Bureau shall:

- 2.1.1 Prepare the project proposal for the conduct of the NMDC proper, with details on, funding requirements and source;
- 2.1.2 Prepare the logistics and technical documents for the NMDC;
- 2.1.3 Coordinate with the NMDC Host Field Office for the logistical preparations;
- 2.1.4 Finalize the NMDC Policy Agenda;
- 2.1.5 Organize technical secretariat meetings in as preparation for the conduct of the NMDC;
- 2.1.6 Monitor and prepare reports on actions taken and the status of implementation of agreements or decisions and follow through activities;
- 2.1.7 Circulate the final agenda to the NMDC members at least one (1) week before the schedule of the conference;
- 2.1.8 Provide the NMDC agreements not later than 15 days after the conference;
- 2.1.9 Provide the over-all documentation of the NMDC to the participants one (1) month after the conduct of the NMDC.
- 2.1.10 Transmit to MANCOM pertinent decisions, policies or agreements, policy statements or directions reached and recommendations made during the conference for action by concerned offices and for follow through activities as concurred by the EXECOM.
- 2.1.11 Request MANCOM for the status of reports on the summary of agreements.

2.2 NMDC Secretariat shall:

- 2.2.1 Collect, review or deliberate suggested topics as proposed agenda per approval of the head of each cluster respectively in consultation with other officials concerned;
- 2.2.2 Follow-up presentations of respective clusters/members for the NMDC;
- 2.2.3 Record/document discussions, cull out emergent policy issues or concerns and prepare summary of recommendation, agreements, and/or decisions for distribution at the end of the conference;

- 2.2.4 Provide the NMDC agreements 15 days after the conference to NMDC participants.
 - 2.2.5 Provide the documentation per cluster to the Over-All NMDC Secretariat one week after the conduct of the NMDC;
 - 2.2.6 Follow-up status reports on action taken and the status of the implementation of agreements and directives during the previous NMDC;
- 2.3 To support the NMDC Secretariat, the Host Region will be responsible for the following:
- 2.3.1 Procure the service provider for the venue;
 - 2.3.2 Organize the program for the opening ceremonies, fellowship night, learning visit, and tribute for retirees;
 - 2.3.3 Confirm the attendance of the NMDC participants by collating flight details/ date and time of arrival in the venue;
 - 2.3.4 Prepare necessary documents, i.e attendance, certificate of appearance, certificate of board and lodging, liquidation;
 - 2.3.5 Prepare logistical requirements, i.e materials and equipment, room arrangements, kits and supplies;
 - 2.3.6 Coordinate the set-up of the venue.

VIII. PROTOCOLS

Protocols are hereby set on the following components and activities in the conduct of the National Management Development Conference for compliance by or guidance of participants:

A. Pre-Conference

1. Agenda

- 1.1 All participants of the NMDC shall be enjoined to identify or suggest policy agenda items, approved and cleared by Heads of Clusters one month before the conduct of the conference.
- 1.2 In identifying and suggesting topics for discussion, the participants are encouraged to focus on policies on programs, organization, administrative, SWD trends emerging issues and concerns for discussion or resolution, as well as those on the review and setting up of thrusts and priorities of the Department.
- 1.3 The submission of agenda items to the NMDC Secretariat shall be done one (1) month before the schedule of the conference. The draft agenda shall be forwarded to MANCOM and EXECOM for comments and concurrence.
- 1.4 Final policy agenda shall be approved by the EXECOM two (2) weeks before the conduct of the NMDC.

2. PRESENTER/DISCUSSANT

There shall be presenters/discussants of agenda items to be taken up in the NMDC as may be designated by the cluster heads. The responsibilities of presenters/discussants are as follows:

- 2.1 Prepare visual presentation;
- 2.2 Reproduce and package presentation documents and other reference materials for distribution for those who failed to submit the presentation to the secretariat ten (10) days before the NMDC;
- 2.3 Coordinate with the NMDC Secretariat for the presentation flow;
- 2.4 Carry out relevant tasks; and
- 2.5 Email the presentation to the NMDC Secretariat for dissemination to the NMDC participants.

3. PRESENTATION/ DISCUSSION DOCUMENTS

Documents prepared (i.e. outlines, summaries, guide notes, or talking points) corresponding to the agenda items for presentation and/or discussion should be submitted to the Secretariat 10 days before the scheduled conference. The same documents shall be circulated to the participants, allowing them to have sufficient time to peruse and prepare their inputs.

Other reference materials for distribution should be submitted within five (5) working days before the schedule of the conference.

B. During the Conference

1. Presentation and Discussion

Sufficient time shall be allotted to those items for discussion and deliberation. Expected outputs of resolutions/policies shall include timeline and assigned office to perform the resolution.

2. Evaluation

Participants shall fill out an evaluation form for consolidation of the Secretariat for consideration in the conduct of the next NMDC. Feedback that may concern the cluster will be shared to the host region.

C. Post –Conference/ Follow Through

1. Feedback

Participants shall provide feedback to their respective offices after the circulation of the NMDC Agreements which is 15 days after the conference.

2. Monitoring and / Updating

MANCOM will be the venue for monitoring of agreements reached during the NMDC.

IX. Hiring of Facilitators/ Resource Persons

Facilitators / resource persons may be hired to implement the capability building activities, development of new management trends and skills training and acquiring new management trends and skills. The documentation of said activity will be part of his/her deliverables.

X. Frequency, Schedule and Venue of Meetings

The NMDC shall be held twice a year: midyear and year-end. The midyear and year-end conferences are slated in May or June and November or December respectively.

The NMDC Participants shall decide on the venue and final schedule of conferences.

XI. Source of Funds

The Department shall allocate funds for the costs of requirements or expenditures in the NMDC, under the budget of the Policy Development and Planning Bureau.

XII. Effectivity

This Memorandum Circular takes effect immediately, amends Administrative Order No. 121 series 2008, and revokes other issuance contrary hereto.

Issued in Quezon City this 24th day of May 2013.


CORAZON JULIANO SOLIMAN
Secretary

