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DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

Memorandum Circular No. 07
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SUBJECT: TERMS OF REFERENCE OF THE GRASSROOTS PARTICIPATORY BUDGETING PROCESS TECHNICAL WORKING GROUP

In the course of the implementation of the Grassroots Participatory Budgeting Process (GPBP) formerly known as Bottom-up Planning and Budgeting (GPB), the core binding reference of a successful planning and implementation of the projects is a clear definition of roles and functions of the created technical working group in the Department. Thus the following was prescribed as part of the undertakings of the team.

The OPG thru Assistant Secretary Camilo G. Gudmalin, as Chair of the Technical Working Group, shall convene the internal GPB technical working group quarterly or as necessary and shall be responsible in leading the team in all decision making that needs to be done. He shall represent the Secretary in the GPB ExeCom inter-agency meeting as necessary.

The Bureaus / Units Roles and Functions

OBSUs	ROLES AND FUNCTIONS
Planning and Development Programs Bureau (PDPB)	<p>The PDPB through its Director or assigned focal person:</p> <p>Shall finalize the list of projects released by the DBM. This shall be the basis of the direct implementing arms of the Department in their planning and other implementation activities.</p> <p>Shall prepare the technical requirements or relevant documents needed by the Finance Management System (FMS) and Office of the Secretary for the budget hearing, external meetings and public releases.</p> <p>Shall ensure that the finalized list of projects was farmed out and furnished to all respective OBSUs.</p> <p>Shall monitor and submit the quarterly report or any requested updates to OSEC and other oversight committees such DBM, DILG and NAPC.</p> <p>Shall attend, coordinate and secure copy of official documentation of minutes during the Inter-Agency GPB Meeting (NPRAT), every after the assembly, to be used as tangible basis in planning and implementation processes of the respective OBSUs.</p>
Convergence Management Office (CMO)	<p>The CMO through its Director or assigned focal person:</p> <p>Shall ensure that the Field Offices are well informed on their particular roles in screening and approval of projects by issuing the memorandum indicating the menu of programs of the Department.</p>

	<p>Shall facilitate the regular conduct of Internal TWG meeting and represent the Department in the inter-agency meeting, as necessary.</p> <p>Shall coordinate and provide technical assistance to the GPB Focals of KALAHY CIDSS (NCDDP) and SLP to integrate any new approaches and or agreements reached during inter-agency meeting.</p> <p>Shall monitor, collate and submit the quarterly report and updates on the GPB implementation of KALAHY CIDSS (NCDDP), SLP, PSB and DRRROO to PDPB</p> <p>Shall coordinate and provide technical assistance to the Regional GPB Focals, as necessary, in high consideration of convergence efforts.</p> <p>Shall convene the team, as necessary, to discuss and address operational issues and concerns that need team's decisions.</p>
<p>Finance Management System (FMS)</p>	<p>The FMS through its Director or assigned focal person:</p> <p>Shall coordinate with the PDPB about all necessary data on GPB for technical budget hearing and updates.</p> <p>Shall communicate, lead and provide technical assistance on financial concerns to their concerned team within their Unit as well as Field Offices' counterpart, as necessary in consideration of financial planning.</p> <p>Shall check and monitor all GPB processes related to budget allocation disbursements and utilizations in all levels.</p> <p>Shall submit quarterly report to CMO and other related updates as necessary.</p> <p>Shall coordinate all financial related concerns to DBM's counterpart for guidance and resolutions and inform the concerned OBSUs of the agreement reached.</p>
<p>Kapit-Bisig Laban sa Kahirapan- Comprehensive Integrated Delivery of Social Service (KALAHY-CIDSS) / National Community Driven Development (NCDD)</p> <p>Sustainable Livelihood Program (SLP)</p> <p>Protective Services Bureau (PSB) and Disaster Risk Reductions and Response Operations</p>	<p>The KALAHY-CIDSS/NCDD, SLP, PSB and DRRROO through its Director or assigned focal person:</p> <p>Shall provide technical specifications of the project, description of the proposed management/coordination arrangements of all their projects including its detailed indicative implementation schedule to the CMO as basis of tracking and recording.</p> <p>Shall ensure that their counterparts in the Field Offices are well informed of their particular roles in LPRAP workshop preparation – from ground working and identification of priority projects to endorsement of the prioritized LPRAP to RPRAT.</p> <p>Shall monitor and ensure that implementation of all GPB projects lodged under their respective OBSUs are all implemented by the field staff according to the approved guidelines and timeline.</p> <p>Shall closely coordinate with their Financial Assistant and ensure that facilitation of fund transfers (CMF), disbursements and utilizations of</p>

Office (DRRROO)	<p>GPB funds lodged to their respective OBSUs are within the timeline and purpose.</p> <p>Shall ensure that all agreements reached during TWG meeting affecting operational processes are disseminated to all other team members within the Offices and Bureau and likewise included in the provision of technical assistance to the field offices.</p> <p>Shall submit quarterly reports or any updates to the CMO for onward submission to PDPB and Office of the Secretary.</p> <p>Shall address particular issues and concerns related to operations and implementation of their approved subjects.</p>
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All member of the Technical Working Group (TWG) shall provide inputs and comments to all technical documents about GPB implementation within the given timeline. This includes the sanitation of the list of the approved GPB projects.

All member of the TWG shall formulate a harmonized and general work and disbursement plans, as planning reference of their counterparts in the field offices.

All member of the TWG shall formulate respective policies and guidelines base on the emerging issues and concerns in the implementation of the sub-projects.

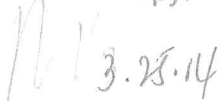
All member of the TWG shall attend and represent their office during the internal TWG and inter-agency meetings, as necessary.

This Circular takes effect immediately and let copies be disseminated to all concerned Offices, Bureaus, Services and Units at the DSWD Central Office.

Issued on Quezon City, this 25th day of December 2014.


CORAZON JULIANO SOLIMAN
 Secretary

Certified Copy:


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 Officer In-Charge
 Records Unit