DSWD
Department of Social Welfare and Development

ADMINISTRATIVE ORDER
No. 01
Series of 2018

FUNCTIONAL STRUCTURE OF THE DSWD FIELD OFFICES

Over the years, the DSWD's operations have expanded, the DSWD's budget has dramatically increased, the DSWD has taken an increasingly significant role in disaster management, and the DSWD's social protection initiatives have become increasingly complex.

To address these, there is a need to strengthen the organizational structure of the DSWD Central Office and the DSWD Field Offices.

OBJECTIVES

(1) further strengthen the Department's operations and support offices,

(2) make the Department more responsive to the needs of its clients,

(3) increase the efficiency, effectiveness, and synchronicity of the different Offices, Bureaus, Services and Units (OBSUs) in achieving the DSWD vision, mission, and reform agenda,

(4) clarify lines of accountability among OBSUs and Officials, and

(5) serve as an interim set-up while the Department is completing the proposal for the creation of offices and additional items needed to fulfill our mandate.

LEGAL BASES

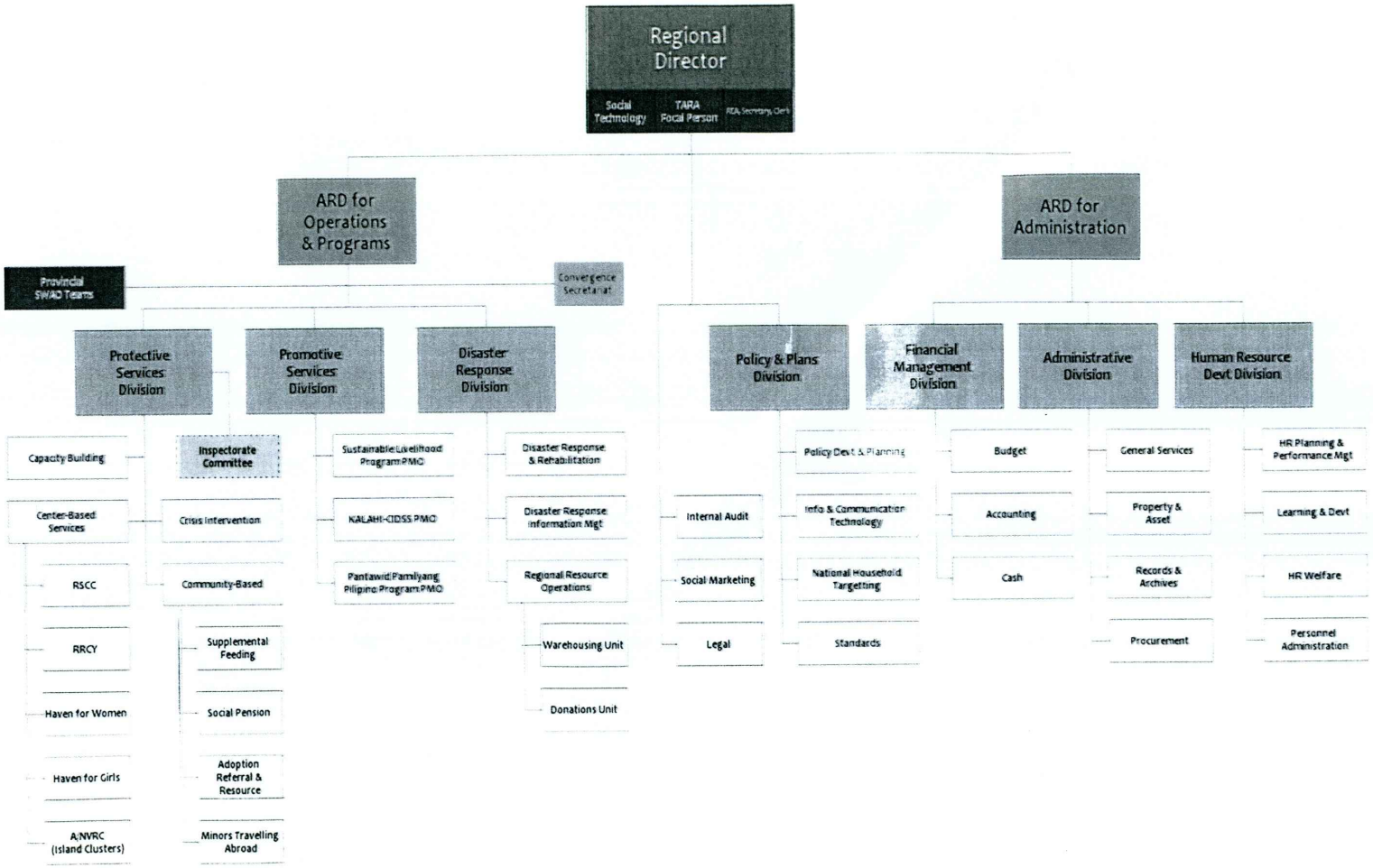
- **Executive Order No. 396** (January 3, 1951), which created the Social Welfare Administration (SWA) to improve the living conditions of Filipinos, both in the cities and rural areas, who are in dire circumstances
- **Republic Act No. 5416** (May 15, 1968), the Social Welfare Act of 1968, which upgraded the SWA into a department-level agency, the Department of Social Welfare (DSW).
- **Presidential Decree No. 994** (September 18, 1976), which renamed the DSW to the Department of Social Services and Development (DSSD).
- **Presidential Decree No. 1397** (June 2, 1978), which converted the DSSD to the Ministry of Social Services and Development (MSSD) as required by the shift in the form of government from presidential to parliamentary.

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- **Executive Order No. 123** (January 30, 1987), which provided for another name change and organizational structuring of the MSSD, which was renamed the Department of Social Welfare and Development (DSWD).
- **Executive Order No. 292** (July 25, 1987), the Administrative Code of 1987, which embodied changes in administrative structures and procedures designed to serve the people, including vesting the Secretary with the authority and responsibility for the exercise of the mandate of the Department and for the discharge of its powers and functions, including its supervision and control.
- **Republic Act No. 7160** (October 10, 1991), the Local Government Code of 1991, which devolved the delivery of social services – except the maintenance and operations of centers and institutions – from the DSWD to local government units (LGUs).
- **Executive Order No. 15** (August 20, 1998), which redirected the functions and operations of the DSWD from a direct service deliverer to a technical assistance provider as a result of the devolution of basic services
- **Executive Order No. 221** (June 30, 2003), an amendment to EO No. 15, which redirected the functions and operations of DSWD.

THE NEW STRUCTURE

The Field Office is headed by one (1) Regional Director. He or she is assisted by two (2) Assistant Regional Directors. One for Operations and one for Administration. There is a total of seven (7) divisions at the Field Offices, namely:

1. Policy and Plans Division
2. Promotive Services Division
3. Protective Services Division
4. Disaster Response Management Division
5. Financial Management Division
6. Administrative Division
7. Human Resource Management Division


Regional Director
Social Technology
TARA Focal Person
RDA Secretary, Clerk
ARD for Operations & Programs
ARD for Administration
Provincial SWAD Teams
Convergence Secretariat
Protective Services Division
Promotive Services Division
Disaster Response Division
Policy & Plans Division
Financial Management Division
Administrative Division
Human Resource Devt Division
Capacity Building
Inspectorate Committee
Center-Based Services
Crisis Intervention
RSCC
Community-Based
RRCY
Supplemental Feeding
Haven for Women
Social Pension
Haven for Girls
Adoption Referral & Resource
A/NVRC (Island Clusters)
Minors Travelling Abroad
Sustainable Livelihood Program PMO
KALAHI-CIDSS PMO
Pantawid Pamilyang Pilipino Program PMO
Disaster Response & Rehabilitation
Disaster Response Information Mgt
Regional Resource Operations
Warehousing Unit
Donations Unit
Internal Audit
Social Marketing
Legal
Policy Devt & Planning
Info & Communication Technology
National Household Targetting
Standards
Budget
Accounting
Cash
General Services
Property & Asset
Records & Archives
Procurement
HR Planning & Performance Mgt
Learning & Devt
HR Welfare
Personnel Administration

Attached are the details of the new structure of the DSWD Field Offices.

ANNEX A	Office of the Regional Director
ANNEX B	Office of the Assistant Regional Director for Operations and Programs
ANNEX C	Office of the Assistant Regional Director for General Administration and Support Services

EFFECTIVITY AND TRANSITORY PROVISIONS

The new organizational structure described herein shall take effect thirty (60) days from this issuance. However, all actions necessary to effect the transition from the previous organizational structure to the new organizational structure shall commence immediately upon this issuance.

Consultation and Information Dissemination. All Regional Directors, with the assistance of the Assistant Regional Directors, and Division Chiefs are hereby directed to conduct consultative and information dissemination activities to help promote understanding and support of this Administrative Order among the units and personnel within their respective Field Offices. Special attention shall be given to divisions, sections, and units where personnel movements may be effected pursuant to the re-defined mandates and functional arrangements of the Field Office, as defined hereunder.

Field Office Structures and Systems. Appropriate adjustments shall be made on the structures and systems of the Field Offices to ensure harmonization with the re-clustering at the Central Office pursuant to this Administrative Order. All Regional Directors are hereby directed to provide adequate support to their Field Offices to effectively manage changes at the regions within their respective areas of responsibility.

REPEALING CLAUSE

This Administrative Order shall supersede all previous issuances inconsistent herewith, including but not limited to M.C. Nos. 1, 6, 20 and 25, series of 2012; M.C. Nos. 2, 8, 10, 15 and 18 series of 2014; M.C. No. 1 series of 2015; A.O. No. 11, series of 2014; S.O. No. 1, series of 2013; S.O. No. 3904 series of 2014; and A.O. Nos. 2 and 16, series of 2015.

8 January 2018, Quezon City, Metro Manila.

EMMANUEL A. LEYCO
Officer-in-Charge

Certified True Copy:

1.10.18
MYRNA H. REYES
Records & Archives Mgt. Section

ANNEX A

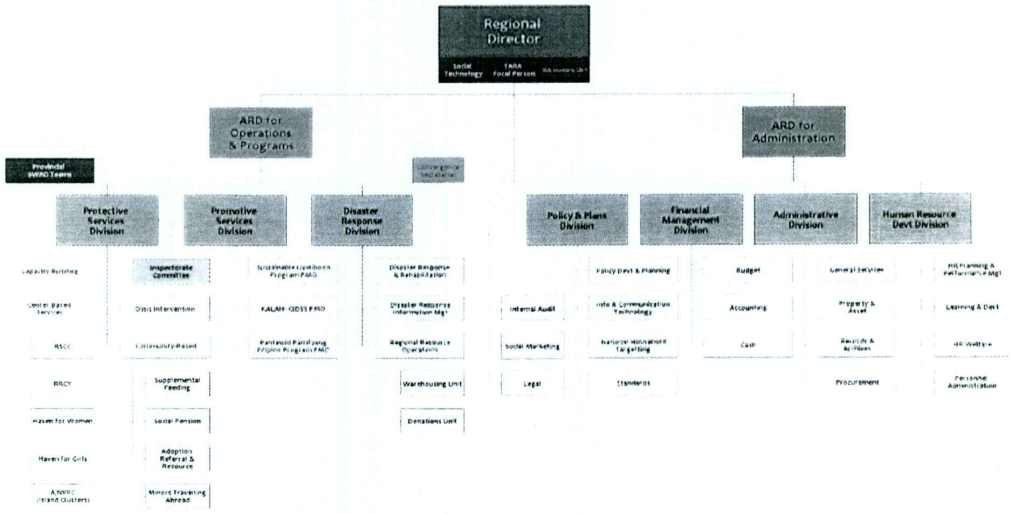
OFFICE OF THE REGIONAL DIRECTOR

Description

The Regional Director has the authority and the responsibility for the exercise of the mandate of the Department and the discharge of its powers and functions, and thus shall exercise supervision and control of the region; she shall be on the lead in the executive determination of policy plans, in the direction, coordination, and supervision of administrative, technical / operational, and developmental activities of the region in the most economically effective management of resources and cost effective utilization of fund.

The Office of the Regional Director (ORD) consists of the Regional Director and the Assistant Regional Directors, together with personnel in their immediate offices; while the ORD proper is composed of the Regional Director and her direct staff; along with the one-man team Internal Audit Unit (IAU), the Regional Information Officer of the Social Marketing Unit (SMU), and the Legal Counsel of the Legal Unit.

Structure



INTERNAL AUDIT UNIT

Description	To assist the Management on its compliance to the five (5) general objectives of the internal control: safeguarding of assets; checking of accuracy and reliability of accounting data; ensuring economical, efficient and effective operations; compliance with laws and regulations; and adherence to managerial policies.

Specific Functions	1. Review the Management's extent of compliance with laws, government regulations, management policies and guidelines as well as the statutory and regulatory requirements of the Commission on Audit (COA), the Department of Budget and Management (DBM), and other offices; 2. Reviews the adequacy of internal control systems for safeguarding the assets and resources of the FO to determine if they are accounted for and safeguarded from losses of all kinds; 3. Ascertain the reliability and integrity of programmatic, operational, and financial information and the means used to identify, measure, classify, and report such information; 4. Review and evaluate the soundness, adequacy, and application of accounting, financial, and other operating controls and promote the most effective control at reasonable cost; 5. Monitor compliance to COA's Management Letter (ML), Audit Observation Memoranda (AOM), Notice of Suspension (NS), and Notice of Disallowance (ND); 6. Conduct cash count and / or monitoring of cash advances / transfer of funds and liquidations by employees and LGUs / NGOs / POs; 7. Conduct validation / monitoring / spot check on different programs and services implemented at the FO; 8. Provide technical assistance to employees and other intermediaries along internal control; and 9. Performs functions as Secretariat and Member of assigned committees.
Key Result Areas	1. Semestral Management Audit / Internal Audit Report on selected Units / Divisions (as proposed by the MAA or as directed by the MANCOM) 2. Semestral Reports on Management Actions on COAs Management Letter 3. Periodic Monitoring Report on COAs Notice of Disallowances / Notice of Suspensions and Audit Observations Memorandums 4. Quarterly Status Report on Internal Audit Service' National Audit Agenda 5. Periodic Validation Report / Case Summary Report on Grievances filed to the Field Office 6. Periodic Minutes of the Meeting and Updates of Regional Management and Development Conference 7. Periodic Validation Reports on the Liquidation Submitted by the NGOs

	8. Periodic Reports on Drafts / Guidelines / Position Papers Commented and Reviewed 9. Quarterly Reports on the Regional Integrity Management Implementation 10. Performance of other tasks as Directed by the Regional Director and Assistant Regional Director

SOCIAL MARKETING UNIT

Description	To undertake advocacy, social marketing, publicity, and networking activities which embody the vision, mission, and goal of the Department to promote social change and to nurture relationships of DSWD with its publics and stakeholders
Specific Functions	1. To formulate and implement the DSWD's communication and advocacy plans and policies; 2. To design and implement feedback mechanism to enable the Field office to effectively communicate its key messages to the public; 3. To develop, produce, and disseminate IEC materials to communicate the DSWD's key messages to the public; 4. To provide technical assistance to DSWD units in their media relations, advocacy, social marketing, and networking activities.
Key Result Areas	1. Public Relations, Advocacy, and Social Marketing 2. Information, Education, and Communication (IEC) Materials Development and Production 3. Communication Development and Research

LEGAL UNIT

Description	The Legal Unit is primarily responsible for providing technical assistance and legal support to Regional Director. It assists the Regional Director by handling administrative cases involving Department personnel and certain litigated cases, by providing the Department legal opinions and advice on matters involving its formal mandate and the exercise of its official powers and functions, and by rendering similar and related services.
Specific Functions	1. Handle, and provide technical assistance regarding, administrative and litigated cases. 2. Provide legal opinions, advice and services on matters involving the Department's official mandate and the performance of its authorized powers and functions.

Key Result Areas	1. Legal Management 2. Legal Assistance

POLICY AND PLANS DIVISION

Description	To provide leadership in the formulation, monitoring, and evaluation of policies and plans of the Department and of the social protection sector along social welfare and development and social safety nets; coordinate and facilitate inter-office, inter-bureau, and inter-agency meetings and other bilateral agreements relative to the monitoring of compliance to regional and international commitments / instruments in line with social protection particularly on social welfare and social safety nets; coordinate the development and promotion of the Department's policy reform and legislative agenda and in conducting basic and policy researches; and provide leadership and / or secretariat support to various technical working groups (TWGs) and interoffice bodies within and outside the Department.
Specific Functions	1. To provide technical assistance in the formulation and development of Regional Plans; 2. To monitor the implementation of regional plans and prepare periodic reports; 3. To provide technical support to inter-agency and inter-office committees; 4. To monitor the implementation of the Department's policies as mandated by various laws, as well as the Department's and SWD Sectors' compliance to existing laws and policy issuances at the Regional level; 5. To formulate and lead in the development of Regional Thrusts and Priorities; 6. To provide comments / inputs to proposed guidelines and policies; 7. To conduct of FO-initiated researches; 8. To prepare monitoring reports on the implementation of the Department's policy and research agenda at the regional level; 9. To serve as Secretariat to RD-TWG; 10. To provide technical support to inter-agency and inter-office committees 11. To lead in the development and dissemination of Regional Results Framework, M&E Plan, Risk Treatment Plan, and Assessment Reports;

	12. To provide technical assistance in managing performance for results; and 13. To serve as Secretariat of the RCMET responsible for technical support, coordination and information sharing on M&E.
Key Result Areas	1. Plan Formulation and Development 2. Plan Implementation Monitoring and Reporting 3. SWD Laws Development and Policy Monitoring 4. Research Development, Implementation, and Monitoring 5. Results-Based Planning, Monitoring, and Evaluation
Sections	1. Policy Development and Planning Section 2. National Household Targeting Section 3. Information and Communications Technology Section 4. Standards Section

Policy Development and Planning Section

Description	To provide leadership in the formulation, monitoring, and evaluation of policies and plans of the Department and of the social protection sector along social welfare and development and social safety nets; coordinate and facilitate inter-office, inter-bureau, and inter-agency meetings and other bilateral agreements relative to the monitoring of compliance to regional and international commitments / instruments in line with social protection particularly on social welfare and social safety nets; coordinate the development and promotion of the Department's policy reform and legislative agenda and in conducting basic and policy researches; and provide leadership and / or secretariat support to various technical working groups (TWGs) and interoffice bodies within and outside the Department.
Specific Functions	1. To provide technical assistance in the formulation and development of Regional Plans; 2. To monitor the implementation of regional plans and prepare periodic reports; 3. To provide technical support to inter-agency and inter-office committees; 4. To monitor the implementation of the Department's policies as mandated by various laws, as well as the Department's and SWD Sectors' compliance to existing laws and policy issuances at the Regional level;

	5. To formulate and lead in the development of Regional Thrusts and Priorities; 6. To provide comments / inputs to proposed guidelines and policies; 7. To conduct of FO-initiated researches; 8. To prepare monitoring reports on the implementation of the Department's policy and research agenda at the regional level; 9. To serve as Secretariat to RD-TWG; 10. To provide technical support to inter-agency and inter-office committees; 11. To lead in the development and dissemination of Regional Results Framework, M&E Plan, Risk Treatment Plan, and Assessment Reports; 12. To provide technical assistance in managing performance for results; and 13. To serve as Secretariat of the RCMET responsible for technical support, coordination and information sharing on M&E.
Key Result Areas	1. Plan Formulation and Development 2. Plan Implementation Monitoring and Reporting 3. SWD Laws Development and Policy Monitoring 4. Research Development, Implementation, and Monitoring 5. Results-Based Planning, Monitoring, and Evaluation
Units	1. Planning Unit 2. Policy and Research Unit 3. Monitoring and Evaluation Unit
National Household Targeting Section	
Description	The National Household Targeting System for Poverty Reduction or Listahanan is a management information system that identifies who and where the poor are in the whole Central Visayas. The system guarantees the generation and establishment of a socio-economic database of poor households and gives human face behind the statistics.
Specific Functions	1. Update the database of poor in every four years; 2. Develop and maintain a database of poor households that is generated on uniform objective and transparent methodology; and

	3. Facilitate the sharing of a high-quality database (statistical or master list) to public and private social protection stakeholders according to the guidance of the Data Privacy Act.
Key Result Areas	1. Household Assessment and Validation 2. Database Management 3. Data Sharing in accordance with the Data Privacy Act 4. Technical Assistance on Data Sharing
Information and Communications Technology Section	
Description	To be responsible in determining and recommending necessary, cost effective infrastructures and systems that enhance the FO's competency for ICT governance; to serve as the service manager for the ICT systems and infrastructure through a mainstreamed approach; to serves and works across divisions, units / sections, programs and services, centers and institutions of the Field Office to sustain the productive application of ICTs to social protection and social welfare and development programs, projects, administration and services; and to fosters the efficient and effective use of ICT by the Field Office by providing advice, tools, information and services to help in the use of ICT to improve administration and service delivery – often referred to as e-government.
Specific Functions	1. Provide technical assistance to the various units of Field Office in the regular operations and maintenance of ICT systems and equipment; and 2. Monitor the implementation of the ICTM systems and procedures of various units of Field Office.
Key Result Areas	1. ICT Network Management 2. ICT Applications Management 3. ICT Infrastructure Management 4. ICT Service Management 5. ICT Data Management 6. ICT Security Management 7. ICT Administration
Standards Section	
Description	The Standards Unit is responsible for implementing the regulatory and quality assurance roles of the Standards Bureau at the Field Office level.

Specific Functions	1. Implement the standards on registration, licensing, and accreditation of Social Welfare and Development Agencies (SWDAs) and service providers; 2. Provide technical assistance to the client SWDAs for standards compliance purposes; 3. Monitor compliance of Registered, Licensed, and Accredited (RLA) SWDAs and service providers to the set standards on community-based and center-based programs and services; 4. Implement policies, provide technical assistance, and monitor the compliance of the RLAs and service providers granted authority to conduct fund drives; 5. Facilitate duty-free entry of foreign donations to SWDAs and Service Providers endorsed for duty-free entry and monitor distribution and utilization of the same at the Field Office level; 6. Provide updated inputs for the on-line data base system of SWDAs and service providers; and 7. Document good practices along standards regulation and enforcement.
Key Result Areas	1. Registration, Licensing, and Accreditation of Social Welfare and Development Agencies (SWDAs) and Service Providers 2. Data submission in contribution to Standards Development, Compliance Monitoring, and Enforcement 3. Development and Maintenance of Area-based Partnership and Alliances 4. Regulation of Regional Fund Drives 5. Facilitation of Duty-Free Entry of Foreign Donations to SWDAs with valid RLAs.

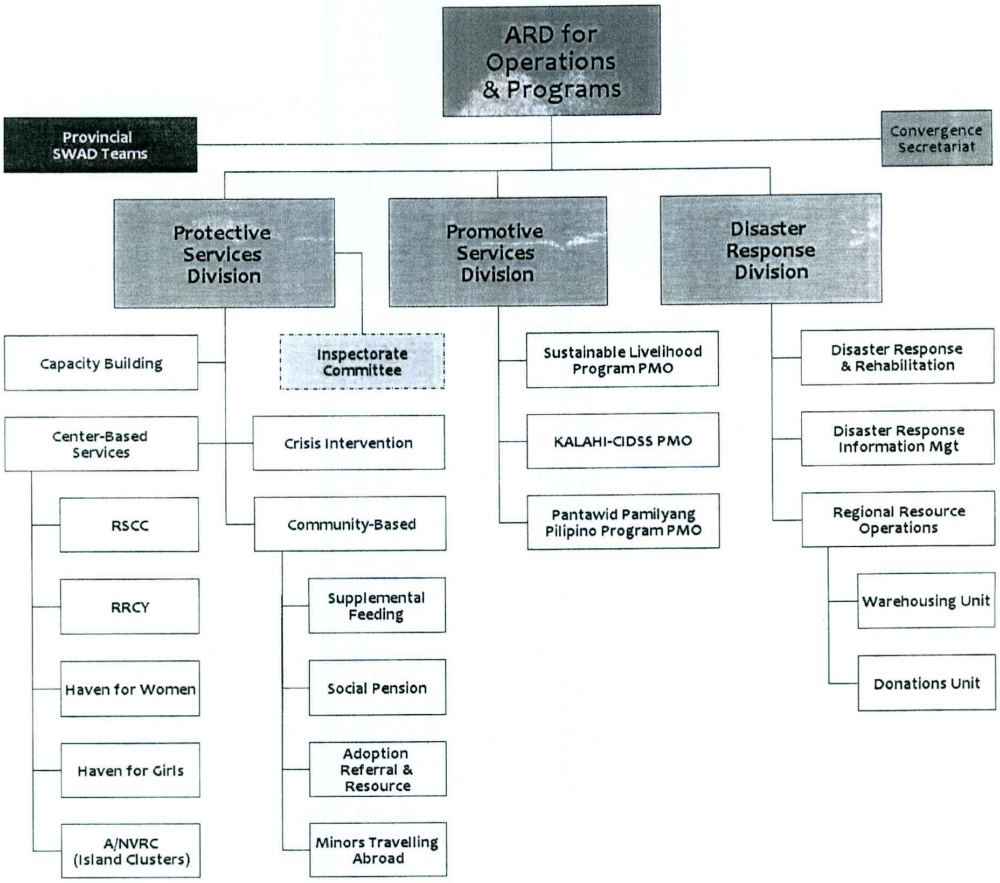
ANNEX B

OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR OPERATIONS

Description	To lead in the development and management of social protection programs and services, and in orchestrating the effective implementation of core poverty reduction programs such as the Pantawid Pamilya Pilipino Program, Sustainable Livelihood Program, and KALAHI-CIDSS NCDDP thru various strategies and approaches; and responsible in facilitating the convergence effort of the Department in coordination and collaboration with other DSWD clusters, line agencies, and other concerned offices / organizations.
Specific Functions	1. Manage, monitor, and evaluate the effective implementation of social protection and poverty reduction programs thru convergence, team approach, and other innovative strategies; 2. Oversee and supervise the operations of the Protective Services Division, Promotive Services Division, and Disaster Response Management Division through the installation and maintenance of effective business processes within the cluster; 3. Provide technical assistance and resource augmentation to LGUs, NGOs, NGAs, and other intermediaries; 4. Lead in disaster risk reduction and management along disaster response in collaboration with other clusters and stakeholders; 5. Undertake planning, budgeting, and monitoring processes for operations and programs; 6. Institutionalize a standard performance system of the sections and offices under the operations and program group in coordination with the Human Resource Management and Development Division; 7. Collaborate and coordinate with national agencies, regional, and international organizations for programs operations concerns; and 8. Enhance and sustain inter-cluster initiatives and collaborations on various operations and programs group and inter-cluster concerns.
Key Result Areas	1. Management, monitoring, and evaluation of programs implementation 2. Development and enhancement of social welfare and development technologies, policies, and guidelines 3. Provision of technical assistance and resource augmentation assistance

Divisions	1. Protective Services Division 2. Promotive Service Division 3. Disaster Response Management Division

Structure



CONVERGENCE

Description	To provide technical and administrative support to ensure complementation of its core programs and strengthen collaboration with internal and external stakeholders to maximize results.
Specific Functions	1. Seek to harmonize common project activities of the three core social protection programs so that impact and efficiency towards poverty reduction may be improved;

	2. Oversee the coordinated and synchronized planning, monitoring, evaluation, and implementation of convergence activities; 3. Ensure harmonized engagement of the local government units in terms of legislative support, program planning and implementation, and resource allocation; 4. Conduct joint and coordinated capability-building activities at different levels for implementation; 5. Endeavor system improvement in communication and document management, and ensure harmonized monitoring and reporting among the collaborating programs; 6. Institutionalize social case management, thereby ensuring that referral and feedback systems are responsive and interventions / services availed; 7. Enhance partnership with civil society and non-government organizations for the implementation of relevant poverty reduction projects and implementation of feedback and monitoring mechanisms; 8. Ensure active involvement and participation of beneficiaries as partners; 9. Assist in harmonizing the structures of the program at the municipal level; 10. Assist in the functionality of the City / Municipal Action Teams at the municipal level; and 11. Conduct joint planning of both synchronized and integrated inter-program and cross-program activities, and planning and operationalization of common strategies, among program implementers.
Key Result Areas	1. Functional P / C / Municipal Action Teams and P / C / Municipal Convergence Committee 2. SWDI -based P / C / Municipal Team Intervention Plans

PROTECTIVE SERVICES DIVISION

Description	To supervise, monitor, and provide technical assistance and resource augmentation for responsive and efficient implementation of social welfare and development (SWD) programs and projects to ensure the protection of the vulnerable sectors.
Specific Functions	1. Supervise and monitor the operations and implementation of programs / projects and provide technical assistance related to

	disadvantaged children, youth, women, persons with disabilities, older persons, and family and community; 2. Develop and implement a program / project operations review and evaluation system utilizing the program supervision model to ensure effective and efficient programs and projects implementation; and 3. Develop institutional mechanism to establish and maintain networks / alliances at the regional level to support the implementation of SWD programs and projects;
Key Result Areas	1. Technical assistance and resource augmentation to LGUs, NGOs, NGAs, CSOs, and other intermediaries 2. Implementation of protective services to vulnerable sectors based on program guidelines / policies
Sections	1. Capacity Building Section 2. Crisis Intervention Section 3. Community-based Section 4. Supplementary Feeding Program Management Office 5. Social Pension Program Management Office 6. Adoption Resources and Referral Unit 7. Minors Traveling Abroad 8. Center-based Section 9. Provincial SWAD Team

INSPECTORATE COMMITTEE

Description	To lead in the assessment of centers / residential and non-residential care facilities along areas of Administration and Organization, Program Management, Case Management, Helping 'Strategies / Services / Interventions and Physical Structure and Safety through the National Inspectorate Committee as basis for action of duty bearers and stakeholders towards achieving "centers of excellence".
Specific Functions	1. Set standards, guidelines, and policies of centers / residential and non-residential care facilities along areas of Administration and Organization, Program Management, Case Management, Helping Strategies / Services / Interventions and Physical Structure and Safety; 2. Conduct initial assessment of centers / residential and non-residential care facilities along areas of Administration and Organization, Program Management, Case Management, Helping

	Strategies / Services / Interventions and Physical Structure and Safety; 3. Submit recommendations to the Regional Director and Assistant Regional Director for Operations and Programs for the achievement of center of excellence; and 4. Act as the Secretariat on the conduct of the assessment of centers / residential and non-residential care facilities and document good practices in the operations and management of residential and nonresidential care services and facilities.
Key Result Area	Centers / residential care services and facilities recommended for "center of excellence"

CAPACITY BUILDING SECTION

Description	To enhance the competencies of intermediaries and stakeholders of DSWD in performing and achieving its goals as lead in the social welfare and social protection sector.
Specific Functions	1. Conduct needs assessment for the development and implementation of capability building interventions for DSWD staff and partners; 2. Update and maintain database for qualified service providers, learning networks, pool of resource persons and training venues for CBB requirements; 3. Maintain core groups of specialists to respond to the CBB requirements relative to major sectoral program concerns of the Department; 4. Manage and maintain the Regional Learning Resource Center (RLRC) as a facility for knowledge exchange and interaction; 5. Provide technical assistance relative to capability building and knowledge management to DSWD staff and partners; 6. Implement strategies and policies along knowledge management; and 7. Implement systems mechanism and procedure for the packaging of knowledge products.
Key Result Areas	1. Responsive capability building program for DSWD partners (intermediaries and stakeholders) 2. Functional Knowledge Management System 3. Management of the Regional Learning Resource Center

	4. Technical Assistance relative to capability building and knowledge management. 5. Implementation of systems, mechanism and procedure along knowledge management and packaging of knowledge products

CRISIS INTERVENTION SECTION

Description	To provide protective services for the poor, vulnerable, and disadvantaged individuals and families in crisis and in difficult situation and communities in difficult circumstances due to disasters and calamities and are needing assistance to recover or rehabilitate.
Specific Functions	1. Provision of financial, medical, and educational assistance to individuals, families, and communities; 2. Construction or rehabilitation of community facilities and projects affected by natural or man-made disasters; and 3. Establish and maintain Crisis Information Management System.
Key Result Areas	1. Responsive financial, educational, and medical assistance provided to individuals, families, and communities in crisis situation and those affected by natural and man-made disasters 2. Functional and interactive Crisis Information Management System

COMMUNITY-BASED SECTION

Description	To provide technical assistance and resource augmentation on the devolved and retained community based program / services for the vulnerable sectors such as children in need of special protection, youth with special needs, women in especially difficult circumstances, persons with disability, older persons, disadvantaged families and communities at risk, to empower and move them to a situation where they are active participants in their development.
Specific Functions	1. Provision of technical assistance to SWAD Offices and intermediaries relative to the implementation of retained and devolved programs / services especially those which receive resource augmentation from the Department; 2. Formulation and recommendation of policies as bases for the STB's enhancement of existing community based programs / services; 3. Assessment and recommendation on the need of the unit's program fund allocation; 4. Provision of augmentation support for LGUs and other intermediaries; and

	5. Maintenance of database of the different sectors and provision of technical inputs to units in the documentation of best practices along community based programs and services.
Key Result Area	Responsive and timely Technical Assistance and Resource Augmentation (TARA)
Supplementary Feeding Program Management Office	
Description	To provide technical assistance to LGUs on the implementation of the Supplementary Feeding Program in order to improve and sustain the nutritional status of identified malnourished children in Day Care Centers and other Child Development institutions.
Specific Functions	1. Provide financial resource augmentation to LGUs in support to the implementation of Supplementary Feeding Program to the identified beneficiaries for the 120 days feeding; 2. Provide technical assistance to LGU partners and other stakeholders on the implementation of the SFP; 3. Disseminate policies / guidelines and document good practice on the implementation of the SFP; and 4. Ensure value and strategy-based allocation and utilization of SFP funds
Key Result Areas	1. Increase weight and improved nutritional status of malnourished children 2. 100% utilization of fund allocation 3. Responsive SFP implementation policies and guidelines and appropriate technical assistance
Social Pension Program Management Office	
Description	To manage and coordinate with LGUs on the implementation of Social Pension Program for Indigent Senior Citizens in order to improve the living condition of eligible indigent senior citizens.
Specific Functions	1. Manage and coordinate the regional implementation of the Social Pension for Indigent Senior Citizens Program; 2. Designate a Focal Person for Social Pension for Indigent Senior Citizens Program to provide guidance and technical assistance to the Local Social Welfare and Development Officers in the implementation of the program;

	3. Conduct orientation, advocacy activities, meetings on Social Pension to the Provincial / City Development Councils, LGUs stakeholders, Office of the Senior Citizens Affairs (OSCA), and the senior citizen's organizations on their role and responsibilities in the program; 4. Monitor implementation and respond to urgent concerns of the LGUs; 5. Collect and consolidate LGU program reports and submit to the Program Management Bureau quarterly; 6. Submit monthly physical accomplishment and financial report on the utilization of funds to PMB and Financial Management Service; and 7. Evaluate program accomplishments and provides recommendations for enhancement of program plans, policies, and guidelines.
Key Result Areas	1. Responsive technical assistance provided to intermediaries 2. Effective Social Pension program implementation 3. 100% utilization of funds based on allocation
Adoption Resources and Referral Unit	
Description	To ensure placement of children needing alternative parental care either temporary or permanent.
Specific Functions	1. Improve the quality of the management of cases of children, prospective adoptive parents, foster families applicants through an effective and efficient implementing procedure on the domestic adoption process and foster care placement and licensing of foster families; 2. Facilitate placement through matching of legally available children for adoption to approved prospective adoptive parents and for children with approved foster placement authority to licensed foster parents; 3. Ensure that the monitoring system and the update on the status of children issued with Pre-Adoptive Placement Authority and Affidavit of Consent for Adoption are reliable and in place; 4. Systematize the assessment and placement of children that are already in the care of unrelated persons / prior to application for adoption; and 5. Speedy action of cases for endorsement in the issuance of Certification declaring the Child Legally available for Adoption, endorsement for Inter-Country Adoption Clearance, for eligibility

	assessment, application as adoptive parents and licensed foster parents.
Key Result Areas	1. Issuance of CDCLAA (Certification Declaring the Child Legally Available for Adoption) 2. Issuance of regional clearance of children locally matched either independent or regular adoption and endorsement for Inter-Country Adoption Clearance 3. Placement of children from RSCC, other DSWD run facilities, LGU, and accredited and licensed Child caring Agencies referral needing foster care 4. Development of foster parents and adoptive parents 5. Children placed under foster care 6. Organized Adoptive and foster parents support group 7. Regular matching conference for Adoption and Foster Care 8. Eligibility assessment for adoption referred by ICAB and other DSWD Offices

Minors Traveling Abroad

Description	To ensure the special protection of children against abuse, exploitation, and discrimination
Specific Functions	1. Conduct assessment, investigation, and background checking of families / applicants for clearance of minors traveling abroad; 2. Prepare and issue Travel Clearance for Minors; 3. Maintain inventory and monitoring information system of issued Travel Clearance for Minors; and 4. Review policies / guidelines and recommend revisions if any based on actual experience in the implementation of the service.
Key Result Areas	1. Issuance of travel clearance to minors traveling alone to foreign countries and those accompanied by person / s other than his / her parents 2. Strict implementation of policies relative to minors traveling abroad

CENTER-BASED SECTION

Description	To oversee, monitor, and provide technical assistance to center heads and staff providing residential care and center-based services in the performance of case management of the residents and clients

Specific Functions	1. Supervision, monitoring, and provision of technical assistance to residential and non-residential care services and facilities; 2. Evaluation of programs or service implementation and endorse recommendations to the Field Office for the enhancement of existing residential and non-residential care programs / services and facilities; 3. Assess the needs of the center and recommend for allocation of program funds and augmentation support; 4. Assess centers / residential and non-residential care facilities along areas of Administration and Organization, Program Management, Case Management, Helping 'Strategies / Services / Interventions and Physical Structure and Safety through the National Inspectorate Committee as basis for action of duty bearers and stakeholders towards achieving "centers of excellence"; 5. Coordinate and collaborate with government and non-government entities in planning and organizing programs, projects, and activities towards improving and sustaining internal capacities of centers and residential care facilities; and 6. Manage database on residential care services and facilities and provide technical assistance to center heads in the documentation of good practices.
Key Result Area	Management and operation of residential and non-residential care services and facilities towards achieving "center of excellence
DSWD Centers and Institutions	1. RSCC 2. RRCY 3. Regional Haven 4. Haven for Girls 5. AVRC

PROVINCIAL SWAD TEAM

Description	To provide technical assistance and resource augmentation to the devolved and retained community based program / services for the vulnerable sectors such as, children in need of special protection, youth with special needs, women in especially difficult circumstances, persons with disability, older persons, disadvantaged families and communities at risk; to empower and move them to a situation where they are active participants in their development at the provincial level.

Specific Functions	1. Provide technical assistance to Local Social Welfare and Development Offices and intermediaries relative to the implementation of retained and devolved programs / services especially those which receive resource augmentation from the Department; 2. Formulate and recommend policies as bases for the new social technologies and enhancement of existing community based programs / services; 3. Assess and recommend on the need of the unit's program fund allocation; 4. Provide augmentation support to LGUs and other intermediaries; and 5. Maintain database of the different sectors and provision of technical inputs to units in the documentation of best practices along community based programs and services.
Key Result Areas	1. Provision of technical assistance and resource augmentation to LGUs on devolved and retained community based program / services 2. Transfer program fund allocation and monitor its utilization based on approve WFP and proposal 3. Provide resource augmentation before and during disaster operations such as prepositioned food items 4. Monitor the utilization of prepositioned goods to LGUs and other partners

PROMOTIVE SERVICES DIVISION

Description	To ensure efficient and effective operational linkages with Pantawid Pamilyang Pilipino Program, Sustainable Livelihood Program, and KC-NCDDP, and other national programs of the DSWD within the region through a responsible planning, coordinating, monitoring, and evaluation
Specific Functions	1. Provide strategic guidance and direction to all program staff at the regional and sub-regional / provincial level; 2. Executes policy directives, comply to standards and targets of RPMO; 3. Prepare and implement the Work and Financial Plans and Monthly Cash Program of the three core promotive programs; 4. Conduct regular program review and evaluation on the physical accomplishment and financial status of the three core programs;

	5. Prepare, submit, and analyze physical and financial reports as required by the NPMOs at Central Office; 6. Organize the administrative and logistics support for the Program; 7. Facilitates and rationalizes timely TA provision to SRPCs and ACTs; 8. Coordinate complementary programs within the department and other program partners; and 9. Provide recommendations for the enhancement of program guidelines / policies.
Key Result Areas	1. Implementation of the core programs in accordance to program policies, standards, and targets of the region 2. Utilization of funds per program allocation
Regional Project Management Offices	1. Sustainable Livelihood Program Management Office 2. KALAHI-CIDSS Program Management Office 3. Pantawid Pamilyang Pilipino Program Management Office

SUSTAINABLE LIVELIHOOD PROGRAM MANAGEMENT OFFICE

Description	To manage the implementation of sustainable livelihood programs and projects and to lead the Department's efforts in establishing linkages and networks for potential partners
Specific Functions	1. Manage, monitor, and evaluate the implementation of sustainable livelihood programs and projects; 2. Identify issues and gaps in the program implementation and makes the necessary policy recommendations to PPD based on results of program monitoring and evaluation; 3. Initiate and lead the efforts to network and link with other potential partners for sustainable livelihood program; 4. Develop the Sustainable Livelihood Plan, including budgeting and programming of the sustainable livelihood program implementation; 5. Coordinate with the DSWD Finance Management Division and other concerned sections regarding the financial aspect of sustainable livelihood programs; 6. Review and enhance operational guidelines / policy of sustainable livelihood programs and projects; 7. Manage livelihood-related concerns and special activities such as trade / job fairs and exhibits;

	8. Attend inter-division and inter-agency meetings related to livelihood programs; 9. Provide technical assistance to Provincial Coordinators, Implementing and Monitoring Field PDOs relative to the sustainable livelihood program implementation; 10. Act on livelihood referrals from other offices / agencies and walk-in clients; and 11. Maintain database on sustainable livelihood programs
Key Result Areas	1. Individual and Group Microenterprise Development or Employment Facilitation 2. Entrepreneurial / Employable Skill Building 3. Enterprise Management Organization (*e.g.*, group formation, business planning, asset acquisition) or employment (*e.g.*, processing of documents, job application) 4. Network Linkages and Job Opportunities for Beneficiaries

KALAHI-CIDSS PROGRAM MANAGEMENT OFFICE

	To coordinate and manage KALAHI-CIDSS NCDDP implementation and serves as the counterpart of the NPMT at the regional level
Specific Functions	1. Disseminate, interpret, adapt, and execute the operations manual, sub-manuals / field guides, and other operational policies of NCDDP; 2. Provide strategic guidance and direction to all program staff at the regional, sub regional management and municipal level for the day to day operations of the program; 3. Organize the administrative and logistics support for the Program; 4. Facilitates and rationalizes timely TA provision to SRPCs and ACTs; 5. Coordinates complementary programs within the department and other program partners; 6. Monitors region-wide progress of NCDDP; and 7. Recommend policy and strategic adjustments to the NPMT
Key Result Areas	1. CEAC Compliance 2. Increased Barangay Assembly, community volunteers and Pantawid Pamilya beneficiary participation rates 3. Completion of Sub-Project Implementation, Sustainability Evaluation, Operation, and Maintenance and Environment Safeguards Compliance

	4. Utilization of Municipal Grant Allocation per project cycle

PANTAWID PAMILYANG PILIPINO PROGRAM MANAGEMENT OFFICE

Description	To execute all plans, policies, tasks, and activities in the implementation of the CCT and MCCT program and ensure the operation of the program systems and procedures through its five major units and five support units.
Specific Functions	1. Manage and monitor the operations of the Pantawid Pamilya Pilipino Program; 2. Oversee and supervise operations at the RPMO and P / C / MOO levels; 3. Provide technical assistance and monitors field operations and implementation; 4. Oversee and monitor overall program budget and disbursement and ensures efficient, effective, and economical use of resources; 5. Recommend, implement, and monitor program policies, guidelines and regulations; 6. Evaluate program accomplishments and provides recommendations in changes in program plans, policies, and guidelines; and 7. Ensure the proper coordination and timely information about the program for all agents / stakeholders involved including other regional government agencies, provincial and regional governments' service providers, beneficiaries, social control group, among others.
Key Result Areas	1. Increased enrolment and attendance rate among children in the Day Care, kindergarten, elementary, and secondary education 2. Improved maternal and children's health condition through preventive health care 3. Cash Grant is disbursed / Rice Subsidy provided to monitored beneficiaries 4. Strengthened CSOs, NGAs, LGUs partnership 5. Institutionalized Beneficiary Data Management, Compliance Verification System, Supply Side Assessment and Grievance Redress System

DISASTER RESPONSE MANAGEMENT DIVISION

Description	To lead in the planning, coordination, and monitoring of all disaster response efforts including the provision of augmentation support to LGUs

	during disaster or calamity in the form of relief, rehabilitation, and recovery services in accordance with RA 10121, also known as the National Disaster Risk Reduction and Management Act for 2010.
Specific Functions	1. Provide relief and rehabilitation programs and services to Local Government Units in times of disaster; 2. Monitor and provide technical assistance and resource augmentation to LGUs and other intermediaries for the implementation and management of disaster programs; 3. Recommend / enhance operational guidelines on disaster concerns management to ensure smooth implementation at LGUs and intermediaries; 4. Study and assess the need of the LGUs and other intermediaries and allocate program funds as augmentation support thereof; 5. Enhance exiting procedures, structures, and mechanism on disaster data management; 6. Maintain database of all disaster management activities and special concerns-related projects and activities and document best practice on these concerns; and 7. Act as the Secretariat or focal point for the inter-agency, inter-cluster coordination efforts along disaster management and special concerns.
Key Result Areas	1. Disaster Response and Rehabilitation 2. Responsive and Reliable Regional Resource Operations 3. Building Adaptive Capacities of LGUs and other stakeholders 4. Disaster Response Information and Management 5. Compliant Fund Utilization
Sections	1. Disaster Response and Rehabilitation Section 2. Regional Resource Operations Section 3. Disaster Response Information and Management Section

DISASTER RESPONSE AND REHABILITATION SECTION

Description	To lead in the provision of disaster relief, rehabilitation, and recovery program, projects, and services at disaster stricken local government units.
Specific Functions	1. Issue memorandum re: advisory to activate the Quick Response Teams of the regional / provincial and city / municipal level;

	2. In coordination with the HRMD Division, deploy staff to the affected province / city / municipality on shifting / scheduled basis and conduct briefing on the roles and responsibilities of the QRT members; 3. Monitor the situation and if pre-emptive evacuation is implemented to account the families inside the evacuation centers and assess their needs for relief assistance; 4. Assess and facilitate within 24 hours upon receipt from LGU and other sectors request for relief augmentation; prepare, and facilitate approval of RIS and forward to GASSD for delivery of goods; 5. Monitor distribution of food and non-food items to affected families and ensure retrieval of signed Relief Distribution Sheet; and 6. Prepare and submit reports to DROMIC and DRRO at Central Office
Key Result Area	Distribution of timely relief assistance and rehabilitation programs and services.

REGIONAL RESOURCE OPERATIONS SECTION

Description	To ensure the availability, accessibility, and readiness of resources, food and non-food items, and administrative support necessary before and during disaster operations at all levels.
Specific Functions	1. Enable the rapid deployment of regional response equipment by prepositioning operational support equipment and lifesaving relief items in strategic locations; 2. Timely coordinated receipt and dispatch of local and international humanitarian assistance via land, air, and sea transport; 3. Support and enhance capacity to produce DSWD food packs at scale in multiple locations by creating there decentralized packing center; and 4. Establish a practical training venue of government first responders and local government units.
Key Result Areas	1. Preposition operational support equipment and lifesaving relief items in strategic locations 2. Management and dispatching of humanitarian assistance 3. Decentralized packing centers and readily available food packs 4. Available administrative and logistical support services

Warehousing Unit	
Description	To ensure the availability of the required number family food packs and non-food items at the regional level
Specific Functions	1. Ensure the availability of raw and packing materials; 2. Oversee the production of family food packs and packing of non-food items; 3. Conduct regular inventory of available supplies and ensure strict implementation of "first in, first out" policy; 4. Facilitate release of family food packs and non-food items as per request of the LGUs in coordination with the Regional Resource Operations Section; 5. Submit accomplished documents upon completion of the delivery to the distribution hub for proper reporting and monitoring purposes; and 6. Implement, review, and continue improve policies, programs, and systems relative to the maintenance, operations, and management of the Warehouse.
Key Result Areas	1. Production and storage of available food packs and non-food item 2. Delivery of food and non-food items upon request of the LGUs and other sectors

Donations Unit	
Description	To oversee and facilitate the management of local and foreign donations for disaster relief operations upon recommendations of the RDRRMC and the Administrative Office in coordination with the other government Offices agencies like the Department of Foreign Affairs and Bureau of Customs.
Specific Functions	1. Set up One Stop Shop to facilitate proper receipt, recording, and accounting of donations in kind during disaster relief operations; 2. Facilitate the receipt of donations and institute mechanism to ensure transparency and efficiency of procedures in the receipt, inventory, valuation, utilization, and reporting of donated items; 3. In coordination with concerned units, ensure the proper documentation, inventory, valuation, utilization, and reporting of goods donated to the department;

	4. Submit daily cumulative report of donated goods to DROMIC and DRRO for appropriate allocation and distribution; and 5. Review policies, guidelines, and systems in the management of donations-in kind received by the Department from public and private parties situated locally or abroad.
Key Result Areas	1. Establish One Stop Shop for Donation Facilitation 2. Donated goods properly stored, valued, and recorded

DISASTER RESPONSE INFORMATION AND MANAGEMENT SECTION

Description	To establish and maintain database and ensure operationalization of DROMIC reporting system on important and critical information relative to disaster response, relief, and rehabilitation operations in coordination with the DRRMC
Specific Functions	1. Monitor various weather-related information for possible disaster occurrences and disseminate to P / C / M Action Teams and SWAD Offices; 2. Establish and maintain database on important and critical information such as vulnerable and hazard prone areas of the region, population per disaster prone areas, and other disaster related data; 3. Gather, consolidate, and analyze disaster report submitted from the P / C / M SWAD Teams; 4. Process and disseminate reports to Central Office and partner offices for information; 5. Enhance and reactivate the use of the Disaster Incident Reporting System (DIRS); and 6. Submit DROMIC reports to Central Office based on prescribed time and format.
Key Result Areas	1. Maintenance of database on critical weather information and disaster response, relief, and rehabilitation operations 2. Establish Disaster Incident Reporting System

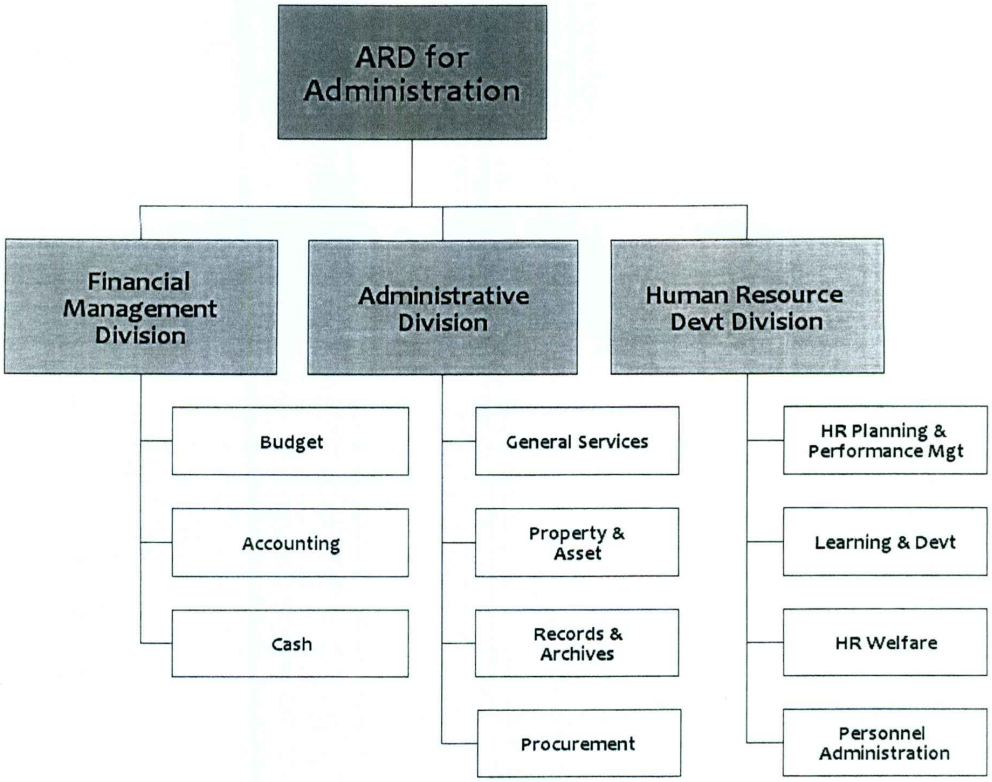
ANNEX C

OFFICE OF THE ASSISTANT REGIONAL DIRECTOR FOR GENERAL ADMINISTRATION AND SUPPORT SERVICES

Description	To provide leadership, staff expertise, and support in the management / administration of financial resources, facilities and the physical structure, personnel requirement and administration, supplies and other logistical management of procurement activities in a manner that is transparent, accountable, proactive, results oriented, and value adding to the stewardship of the DSWD Field Office's resources
Specific Functions	1. To address the Field Office manpower requirements and ensure the well-being of personnel towards greater employee productivity and overall organizational effectiveness by leading the development of policies and systems relative to manpower planning, recruitment and selection, performance management, human resource needs assessment, career development and employee welfare and labor relations, and personnel administration; 2. To provide, maintain, and manage the logistical requirements of the Field Office to support the Department in the attainment of its vision and mission by developing policies and formulating plans and programs related to provision of logistical services; 3. To develop and recommend policies, programs, and procedures for an efficient and effective record management, provision of transportation / communication / security / janitorial services, maintenance of vehicle, equipment, building and ground, as well as other assets of the Field Office; 4. To ensure an efficient, effective, and timely provision of supplies and other logistical requirements by directing all activities pertaining to procurement, planning, and contract management and monitoring; and 5. To provide an efficient and effective financial plan to support the Department's Programs / Activities / Projects aimed at achieving its desired outcome and mandate; develop and implement policies and guidelines for the effective, efficient, and economical management of financial resources of the Field Office; manage financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and statutes, and to support or provide management with relevant information and advice / options in decision making process; and

		the evaluation and analysis of the operating performance of various responsibility centers of the Field Office.
Key Result Areas	1.	Responsive HR Management and Development Policies, Plans, and Programs
	2.	Property, Asset, and Record Management
	3.	Facility Maintenance
	4.	Transportation, Communication, Utility, Janitorial, and Security Services Supervision and Operation
	5.	Personnel Administration
	6.	Procurement, Supply and Contract Management and Monitoring
	7.	Fiscal Policy Formulation, Fiscal Management, and Technical Assistance on Financial Concerns
Divisions	1.	Financial Management Division
	2.	Administrative Division
	3.	Human Resource Management and Development Division

Structure



FINANCIAL MANAGEMENT DIVISION

Description	To provide an efficient and effective financial plan to support the Department's Programs / Activities / Projects aimed at achieving its desired outcome and mandate; develop and implement policies and guidelines for the effective, efficient, and economical management of financial resources of the Field Office; manage financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and statutes, and to support or provide management with relevant information and advice / options in decision making process; and the evaluation and analysis of the operating performance of various responsibility centers of the Field Office.
Specific Functions	1. To formulate and implement fiscal policies and guidelines of the agency; 2. To review and consolidate the Field Office budget proposal; 3. To prepare annual financial plans of the Field Office;

	4. To ensure propriety, legality, and completeness of claims / financial transactions of the Field Office; 5. To provide management and oversight agencies with timely, relevant, and accurate financial and management reports; 6. To provide financial advice and options to enable management to make sound financial decisions on matters relating to management of assets, liabilities, and risks; and 7. To provide various units of the Field Office with staff advice and assistance on budgetary, financial and cash management matters.
Key Result Areas	1. Fiscal Policy Formulation 2. Fiscal Management 3. Technical Assistance on Financial Concerns
Sections	1. Accounting Section 2. Budget Section 3. Cash Section
Accounting Section	
Description	To ensure an efficient and effective implementation of accounting policies and guidelines for proper management of financial resources of the Field Office; ensure timely compliance with reporting requirements of oversight agencies and statutes; provide management with relevant information relevant in decision making process; and evaluate and analyze the operating performance of various responsibility centers of the Field Office.
Specific Functions	1. To advise management on financial matters; 2. To prepare and submit financial reports to management, oversight agencies, legislative, and other administrative bodies and financial institutions; 3. To maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management; 4. To ensure propriety, legality, and completeness of all claims / financial transactions; 5. To certify availability of funds; 6. To prepare billings to debtors or notice of liquidation to officials and employees with cash advances, suspensions, and disallowances;

	7. To provide technical assistance to different programs / units of the Field Office on accounting matters; and 8. To perform such other functions as may be provided by law and management.
Key Result Areas	1. Financial Report Management 2. Fiscal Management 3. Technical Assistance on Accounting Concerns
Budget Section	
Description	To coordinate with the Planning Unit and is responsible for the preparation of the Field Office budget estimates, budget proposal using the two-tier approach before the Regional Development Council (RDC) for endorsement to Department of Budget and Management, Local Government Unit, and other oversight and administrative agencies. It supports in the implementation of an effective financial plan to the Department's program / activities / projects aimed at achieving its desired outcome and mandate; development and implementation of policies and guidelines for the effective, efficient, and economical management of financial resources of the Field Office.
Specific Functions	1. To ensure an efficient and effective execution of budget at the Field Office; 2. To prepare and submit financial reports to management, oversight agencies, legislative, and other administrative bodies and financial institutions; 3. To certify to the availability of allotments; 4. To provide fund allocation status in support of the Field Office's operations, plans, and programs / projects / activities; 5. To prepare annual work and financial plans; 6. In coordination with concerned units, allocate available funds to priority programs and projects; 7. To provide technical assistance to other units in the application and utilization of budgetary methods and the budget system, and other related financial concerns; 8. To prepare financial reports for management guidance and as required by higher authorities; and 9. To perform such other functions as may be provided by law and management

Key Result Areas	1. Budget Management 2. Fiscal Management 3. Technical Assistance on Budgetary Concerns

Cash Section

Description	To ensure that all the resources of the agency are taken-cared of, and are managed, expended, or utilized in accordance with law and regulation, and safeguarded against loss or wastage through illegal or improper disposition, with view to ensuring economy, efficiency, and effectiveness in the operation of the agency.
Specific Functions	1. To prepare monthly cash program; 2. To monitor cash position of the Field Office to ensure maintenance of optimal cash balance; 3. To collect, receive, and deposit cash and checks; 4. To ensure timely payment of accounts; 5. To prepare and submit cash reports to management and oversight agencies; and 6. To perform such other functions as may be provided by law and management.
Key Result Areas	1. Cash Management 2. Fiscal Management 3. Technical Assistance on Cashiering Concerns

ADMINISTRATIVE DIVISION

Description	To ensure provision, maintenance, and management of logistical requirements to support the Department in the attainment of its vision and mission; develop policies and formulate plans and programs related to the provision of logistical services and personnel administration; ensure provision of services related to property management, record management, maintenance of facilities & vehicles, operation of transportation, communication, utility services, and supervision of janitorial and security services; ensure appropriate management systems and procedures are in place for economical, efficient, and effective services; and direct all activities pertaining to procurement, planning, and contract management and monitoring.
Specific Functions	1. Ensure that the policies, programs, system, and procedures on the efficient and effective record management, provision of

	transportation / communication / security / janitorial services, maintenance of vehicles, equipment, building and ground, as well as other assets of the Department are in place and implemented; 2. Responsible for the provision of efficient and effective record management, including retrieval and disposition, as well as messengerial services; 3. Ensure the preservation and safekeeping of historical and important documents of the Department; 4. Ensure the maintenance and upkeep of the building, equipment, and other physical property of the Department; 5. Ensure compliance to safety standards of the work place, roadworthiness of the vehicles, availability of water and power supply, clean, and healthy work environment; 6. Implement infrastructure projects; 7. Provide technical assistance on record management maintenance of equipment, building, facilities, and other physical property, as well as engineering and construction works of the Department; and 8. To manage and monitor all phases of the procurement process and ensure the provision of logistical requirements of the Field Office
Key Result Areas	1. Property Management 2. Asset Management 3. Record Management 4. Facility Maintenance 5. Transportation, Communication, Utility, Janitorial, and Security Services Supervision and Operation
Sections	1. Property and Supply Section 2. Procurement Section 3. Records Management Section

General Services Section

Description	To ensure provision of maintenance to support the Department in the attainment of its vision and mission; develop policies and formulates plans and programs related to the provision of general services; ensure provision of services related to property management, maintenance of facilities & vehicles, operation of transportation, communication, utility services and supervision of janitorial and security services; ensure appropriate management systems and procedures are in-placed for economical, efficient and effective services.

Specific Functions	1. To ensure that the policies, programs, system and procedures on the efficient and effective, provision of transportation / communication / security / janitorial services, maintenance of vehicles, equipment, building and ground, as well as other assets of the Department are in place and implemented; 2. To ensure the maintenance and upkeep of the building, equipment, and other physical property of the Department; 3. To ensure compliance to safety standards of the work place, roadworthiness of the vehicles, availability of water and power supply, clean, and healthy work environment; 4. To implement infrastructure projects; and 5. To provide technical assistance on record management maintenance of equipment, building, facilities, and other physical property, as well as engineering and construction works of the Department.
Key Result Areas	1. Facility / Property Management 2. Facility / Property Maintenance 3. Transportation, Communication, Utility, Janitorial and Security Services Supervision and Operation
Property and Supply Section	
Description	To ensure all resources of the government are managed, expended, or utilized in accordance with law and regulation, and safeguarded against loss or wastage through illegal or improper disposition, with the aim of ensuring economy, efficiency, and effectiveness in the operations of the government; ensure provision of services related to property and supply management, maintenance of properties / facilities, vehicle, and equipment
Specific Functions	1. To implement policies, programs, and procedures on management and disposition of real properties, equipment, semi-expendable properties, supplies, and waste materials in accordance with the existing rules and regulations; 2. To maintain an inventory and updated records of all fixed assets, semi-expendable properties and supplies of the Field Office; 3. To ensure the completeness of the documentation, registration, and security of all fixed assets, semi-expendable properties and supplies acquired through purchase, donations, or other modes of acquisition; 4. To take responsibility for the safekeeping and updating of records, documentation of ownership, and insurance of all real properties

	and fixed assets, as well as movable properties such as motor vehicles and equipment; 5. To advise management on applicable laws, rules, and regulations on assets occupied by informal settlers and on how to prevent encroachment on DSWD properties; 6. To ensure appropriate and proper documentation and updating of policies, management decisions and agreements regarding the issue of informal settlers on DSWD properties; 7. To advise the management on the acquisition and disposition of donated property; 8. To be responsible in the custodianship of all properties of the Field Office; 9. To be responsible for the inventory and disposition of unserviceable or obsolete properties through sale or transfer to other government agencies; 10. To attend trainings or workshops for enhancement of Property and Supply Management; and 11. To provide technical assistance to other operating units on its area of expertise.
Key Result Areas	1. Property Management 2. Supply Management 3. Asset Management 4. Technical Assistance on Property and Supply Concerns
Procurement Section	
Description	To ensure an efficient, effective, and timely provision of supplies and other logistical requirements to support the Field Office in the attainment of its vision and mission by directing all activities pertaining to procurement, planning, and contract management and monitoring.
Specific Functions	1. To manage and monitor all phases of the procurement process and ensure the provision of logistical requirements of the Field Office; 2. To ensure compliance to applicable laws and regulations of procurement policies, procedures, and systems; 3. To manage the contracting process for suppliers of goods, civil works and services including contract preparation, contract review by concerned units, signing of concerned parties, and completion of document relative to fund releases pursuant to contract provision;

	4. To create and maintain the price monitoring list and the registry of suppliers, contractors, and consultants; and 5. To provide technical assistance to different units on its areas of expertise.
Key Result Areas	1. Procurement Management and Monitoring 2. Contract Management and Monitoring 3. Capacity Building on Procurement and Contract Management
Records Management Section	
Description	To develop policies, programs, and procedures for an efficient and effective records management and ensure appropriate management systems and procedures are in-placed for economical, efficient, and effective services.
Specific Functions	1. To ensure that the policies, programs, system, and procedures on the efficient and effective record management are in place; 2. To ensure provision of efficient and effective record management, including retrieval and disposition, as well as messengerial services; 3. To ensure the preservation and safekeeping of historical and important documents of the Department; and 4. To provide technical assistance on record management of the Field Office.
Key Result Areas	1. Record Administration and Management 2. Record Maintenance

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION

Description	To address the Field Office manpower requirements and ensure the well-being of personnel towards greater employee productivity and overall organizational effectiveness by leading the development of policies and systems relative to manpower planning, recruitment and selection, performance management, human resource needs assessment, career development, and employee welfare and labor relations, and personnel administration.
Specific Functions	1. To advise management on the development of human resource development (HRD) policies, programs and standards; 2. To implement, manage, review, and enhance the personnel recruitment, selection, and placement policies and systems;

	3. To conduct research and development studies relative to manpower planning; human resource needs assessment; recruitment, selection, and placement; performance management; career management and development; and employee welfare and labor relations; 4. To maintain pertinent database relative to human resource development, performance management, career development, and other organizational concerns; 5. To provide technical assistance to support the implementation and enhancement of HRD policies, programs, and systems within the Field Office; 6. Maintain effective liaison with other offices relative to its key result areas; 7. To implement, monitor, and enhance policies and systems regarding personnel transactions, benefits and other personnel administration concerns of the Field Office.
Key Result Areas	1. Workforce Planning 2. Human Resource Needs Assessment 3. Recruitment, Selection, and Placement 4. Performance Management 5. Career Management and Development 6. Employee Welfare and Labor Relations 7. Personnel Administration
Sections	1. Personnel Administration Section 2. Learning and Development Section 3. Human Resource Planning and Performance Management Section 4. Human Resource Welfare Section

Personnel Administration Section

Description	To ensure an efficient and effective administration of the day-to day personnel request and general administration.
Specific Functions	1. To ensure proper monitoring of employee's attendance, leave, and timekeeping; 2. To ensure accurate payroll administration; 3. To process employees' request for certification and other copies related to their employment;

	4. To process and facilitate Terminal Pay claims; 5. To process and facilitate employees' availment of leave monetization; 6. To provide technical assistance to support the implementation of HRD policies, programs, and systems in the Field Offices across all units; and 7. Maintain effective liaison with other offices relative to its key result areas.
Key Result Areas	1. Benefits Administration 2. Payroll Administration 3. Personnel Administration
Learning and Development Section	
Description	To strengthen the Field Office career management and develop systems anchored on the promotion of skills (soft / hard), and develop human capital up to optimum potential.
Specific Functions	1. To prepare, review, and update HR development plans; 2. To implement and monitor local and foreign scholarship programs, as well as specialized trainings for personnel; 3. To implement alternative capability building interventions appropriate to the needs of the Department's human resources, such as job rotation, reshuffling, teambuilding, work improvement teams, job coaching, career counseling, mentoring, among others; 4. To conduct capability building needs assessments at the individual level and organizational level; 5. To coordinate with other units in the planning and development of capability building programs for offices, services, and units; 6. To ensure provision of assistance to officials and employees relative to their participation in trainings, scholarships, and other personnel development programs; and 7. To maintain pertinent database relative to human resource development, performance management, career development, and other organizational development concerns.
Key Result Areas	1. Performance Management 2. Career Management and Development

Human Resource Planning and Performance Management Section	
Description	To ensure proper and appropriate implementation of staffing policies and activities which involve manpower recruitment, selection, and performance appraisal / management.
Specific Functions	1. To develop and implement the merit promotion plan for personnel; 2. To manage, review, and enhance the recruitment, selection, and placement policies and systems; 3. To conduct job analyses and manpower needs assessments of offices, services, units, and projects; 4. To review and enhance staffing structures along competency-based organizational and systems analyses; 5. To implement, review, and enhance the Department's performance management system and performance appraisal system. 6. To implement the personnel recruitment, selection, and placement policies and systems; and 7. To conduct human resource needs assessment; recruitment, selection, and placement; performance management; career management and development; and employee welfare and labor relations.
Key Result Areas	1. Manpower Development 2. Recruitment, Selection and Placement 3. Human Resource Needs Assessment

Human Resource Welfare Section	
Description	To ensure timely and proper implementation of activities geared towards the promotion of employees' welfare and the improvement of employee relations
Specific Functions	1. To develop and implement health and wellness programs for personnel; 2. To implement mandatory requirement in monitoring employee's health like conducting annual physical exam, drug-test, and anti-tobacco organization; 3. To ensure and coordinate SWEAP to strengthen and enhance programs for employee's welfare; and 4. To participate in every unit meeting to listen to concerns of the employees if necessary.

Key Result Areas	1. Employee Welfare and Labor Relations 2. Employees Benefit Administration