

Regional Administrative Order

No. 0001

Series of 2025

Terms of Reference of the Regional Management Committee of Field Office IX

I. RATIONALE AND CONTEXT

The Regional Management Committee is a consultative body which communicates, coordinates, and collaborates with internal and external stakeholders of the Department of Social Welfare and Development on the implementation of the different programs and services at the regional level, ensure discussions and deliberation of operational and administrative concerns affecting the performance and compliances of the offices, and provision of inputs for decision-making process.

The Regional Management Committee is, from time to time, provides feedback and oversight at the regional level on the status of the FO IXs contribution in the achievement of objectives of the DSWD Strategic Plan 2028. Along this, the Committee ensures that controls are in place and strengthened to reduce risks associated with the implementation of the different programs and services through the formulation of policies and guidelines, identification of resources, and reprogramming of strategies.

Recent reorganization and movements in the Field Office due to the retirement of staff and creation of offices in response to Department directives and policies posed challenges in the constitution of the Regional Management Committee. With this, it is necessary to sustain and monitor efforts on communication, coordination and collaboration with the different stakeholders who are at play and influence the overall operations of the FO in the region. It is then requisite that the Regional Management Committee members are updated in cases of staff movement, creation of new offices and/or reorganization of the different Offices, Divisions, Services and Units (ODSUs).

II. OBJECTIVE

This regional administrative order on the Terms of Reference of the Regional Management Committee of Field Office IX shall be the policy guide of the field office on the structure and operations of the RMANCOM for the calendar year 2025.

III. LEGAL BASIS

Administrative Order no. 3 series of 2014 Guidelines and Protocols for DSWD Issuances - provides for the reference on policy issuances, its protocols and process.

Administrative Order no. 1 series of 2018 Functional Structure of DSWD Field Offices - provides for the organizational structure of the Field Office which dictates the pathways for communication, coordination and collaboration.

Administrative Order no. 17 series of 2021 Enhanced Terms of Reference of the DSWD Management Committee - provides for the guidance of the Field Office for alignment of the design and mechanism for the operationalization and function of the Management Committee at the regional level.



Administrative Order no. 1 series of 2021 Adoption of the DSWD Policy Agenda 2020-2025 - provides for the guidance on prioritizing SWD issues and concerns needing appropriate policy responses.

Administrative Order No. 2 series of 2024 Adopting and Implementing the DSWD Strategic Plan 2024 - 2028 - provides for the guidance of the Field Office as it operates all its activities on executing the mandate of the Department and its Strategic Plan 2024 - 2028 at the regional level.

IV. GUIDING PRINCIPLES

This regional administrative order shall mirror the guiding principles indicated in the Section II of Administrative Order No. 17 series of 2021 or the Enhanced Terms of Reference of the DSWD Management Committee (ManCom). The following are the guiding principles that shall be adopted by the FO:

1. **Consultation and collegial relations.** Identifies the RMANCOM as a consultative and collegiate body that encourages deliberation and discussion of different views and inputs for policy development concerns on Social Welfare and Development programs and support services.
2. **Steadfast decision-making.** Establish the RMANCOM as a venue for robust feedback mechanism through regular meetings and shall act instantaneously on issues and concerns affecting implementation of programs and services.
3. **Confidentiality and high regard to documents.** All communication and related documents shall serve and be treated as confidential whether it be assigned as "for discussion only", "draft only", or "restricted copies."
4. **Continuity of discussions and deliberations.** The RMANCOM shall impose strict timeliness on deliverables discussed during meetings and special sessions.
5. **Quality and Efficiency checkpoint for outputs.** It shall be the responsibility of the RMANCOM members to review all policies, guidelines and issuances subject for endorsement to the Top Management or to the DSWD Central Office.
6. **Enhance Strategies for Participation.** The RMANCOM Chairperson and the secretariat shall creatively develop approaches that encourage open communication to empower RMANCOM members to participate in its activities for decision-making.
7. **Ensured Representation.** RMANCOM meetings discuss critical issues and concerns of the FO. With this, offices, divisions, services and units in the Field Office shall be well-represented during meetings and all related activities.
8. **Consensus Building.** In the review and discussions of proposed policies for inputs and submission to the Central Office, the RMANCOM shall ensure maximum participation among relevant stakeholders for a more inclusive and comprehensive output.
9. **Impartiality and Neutrality in all dealings.** All committee members shall, at all times, conduct all their tasks and responsibilities with neutrality for a fair and objective engagement and discussions.

V. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

The Regional Management Committee, as the consultative and decision-making body on regional policies, guidelines, issues and concerns affecting the trajectory of the office on the different commitments of the Department on the regional level, shall take on the following roles and responsibilities as it operates for the current year:

1. Establish the Committee as the main promoter on soliciting, discussing, and monitoring inputs on draft policies, standard operating procedures, guidelines, issuances and other equally important documents.
2. Propose for the creation of ad hoc committees or inter-office task force/s that shall collaborate with stakeholders to undertake preparatory work on different commitments on Sector – related membership role of the FO.
3. Shall address ODSU implementation issues and concerns identifying its risks and root causes, discuss action plans for intervention, and regularly monitor the implementation of action plans until closure.
4. Shall be responsible for the welfare of its members including capacity building needs by outsourcing experts on various fields - on health, finance, security, and spirituality to name a few, for knowledge sharing and expertise sharing sessions.

VI. COMPOSITION

- A. The Regional Management Committee shall compose of the following:

The Regional Director
The Assistant Regional Director for Administration
The Assistant Regional Director for Operations
The Chief Administrative Officer
The Supervising Administrative Officer
Division Chief of the Policy and Plans Division
Division Chief of the Financial Management Division
Division Chief of the Human Resources Management Division
Division Chief of the Protective Services Division
Division Chief of the Promotive Services Division
Division Chief of the Pantawid Division
Division Chief of the Disaster Response Management Division
Division Chief of the Innovations Division
Division Chief of the Administrative Division
AVRC III Training Center Superintendent
Section Chiefs of the different Offices, Divisions

B. OTHER MEMBERS

Heads of the different Attached agencies shall be part of the Regional Management Committee.

VII. ROLES OF RMANCOM MEMBERS

1. RMANCOM CHAIRPERSON

The Regional Director shall automatically chair the Committee and shall preside over meetings and related activities. He/she shall serve as the signatory to approve official documents, whatever the nature be, for endorsement to the Top Management or to the different offices in the Central Office.

2. RMANCOM VICE CHAIRPERSON

The Vice Chairperson of the Committee shall be appointed by the Chairperson. He/she shall preside over the Committee meetings and related activities in the absence of the Chairperson.

3. RMANCOM SECRETARIAT

- a. The Chief of the Policy and Plans Division shall serve as the lead Secretariat of the Committee. The PPD shall facilitate communication, coordination and collaboration with the members of the Committee on all its meetings and related activities.
- b. The Regional Executive Assistant (REA) and the Management and Audit Analyst (MAA) shall also be assigned as members of the Secretariat, and shall facilitate communication, coordination and collaboration with the members of the Committee on all its meetings and related activities.
- c. The designated documenter or minutes taker of the host Division during the conduct of the Monday Convocation shall serve as support member of the Secretariat. The documenter shall ensure that agenda folders, briefers, notices and other related communications are prepared at least three (3) working days before the scheduled Monday Convocation.
- d. The Secretariat shall be responsible for the preparation of agenda folders, briefers, notices and other related communications at least three (3) working days before the scheduled meetings and other related activities. However, in cases where the Committee calls for emergency or special meetings, notices may be communicated within 24 hours before schedule.
- e. The Secretariat shall be responsible for the Management Review Documents or minutes of meetings of all the RMANCOM activities, as well as dissemination of agreements and other official communications.
- f. The Secretariat shall be the repository of information and all official documents of the RMANCOM.
- g. The Secretariat shall be responsible for coordinating with each Divisions for the preparation of the Agenda and proceedings for Monday Convocations.
- h. The Secretariat shall serve as the monitoring body on agreements and deliverables documented in the Management Review.
- i. The Secretariat shall provide the needed administrative support to facilitate all Committee activities.
- j. The Secretariat shall be responsible for the processing of Committee outputs such as comments or responses to policies, guidelines, standard operating procedures, position papers and other official documents for submission to the Office of the Secretary or to offices in the central Office.
- k. The Secretariat shall prepare proposals for funding all Committee expenses on all meetings and other related activities.
- l. The Secretariat shall serve as the repository of all pertinent records, minutes, Management Reviews, and other official documents of the Committee.



- m. The Secretariat shall serve as the timekeeper and documenter of all minutes and proceedings of the Committee.

VIII. CONDUCT OF COMMITTEE MEETINGS

1. The Committee shall meet and adopt the Monday Convocations as its regular scheduled meetings. This shall be conducted right after the flag raising activities.
2. In cases that the above schedule falls on a holiday, the Convocation shall be conducted on the following workday.
3. The schedule of the Monday Convocation shall be from 8:30 am to 12:00 noon.
4. The Committee shall call for a Special or Expanded RMANCOM meeting, as the need arises, aside from the regular meetings.

IX. QUORUM

Committee members are required to attend and participate in all the Committee meetings and related activities. In cases of conflict of equally important schedules of the Committee members, a quorum of at least 70% shall suffice provided that those who are present should not be less than a third of the total number of members.

No member shall be allowed to travel during Monday Convocations unless permitted with valid official functions from the Regional Director or from the Central Office. A separate policy shall be issued in detail on this matter.

If a member cannot attend the Committee meetings, the next in rank or his/her designated representative may attend. Provided that this representative shall provide the necessary feedback to the Committee member.

X. PROCEDURE FOR PROCESSING AND REVIEWING OF POLICIES AND OTHER RELATED DOCUMENTS

1. Proponents of policies and other related documents shall ensure that the proposal went through thorough consultation and review at the level of the ODSU prior to endorsing it to the RMANCOM.
2. RMANCOM may create a working group focused on providing the needed inputs for the review of the document prior to the deliberation with the RMANCOM.
3. The review process at the technical working group level shall be at least 5 working days. The technical group may call for a meeting with the proponents to discuss any clarifications, issues and concerns.
4. During the scheduled RMANCOM meeting, the proponents shall present the output of the reviewed document. Presentation should be at least 20 minutes and may be extended to a maximum of 15 minutes, as the need arises.
5. During RMANCOM meetings, members shall agree on a consensus regarding the decision or action plan on all issues and concerns. Motion shall be:
 - a. An outright approval of the document.
 - b. Approval via ad referendum based on the revised version of the document as deliberated by its members.

- c. An agreement may be reached to have the document enhanced and presented in the next meeting.

6. Upon receipt of the final output of the document, it shall then be endorsed for approval of the Chairperson.

XI. EFFECTIVITY

This document shall take effect immediately upon approval of the Regional Director for reference and guidance of all concerned.

All previous issuances or other related policies contrary to or inconsistent with this Regional Administrative Order are hereby repealed accordingly.


RIDUAN P. HASHIMUDDIN, CESO III
Regional Director 

Date (signed): 04.28.25