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LEGAL SERVICE
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June 3, 2002

Administrative Order No. 118
Series of 2002

Subject: Guidelines Implementing Executive Order No. 36 Series of 2001

I. Purpose

The objective of this order is to provide the implementing guidelines to operationalize the reorganization of the administrative regions in Mindanao as provided for by Executive Order No. 36, series of 2001.

II. General Policy

The DSWD believes that administrative regions were established to promote efficiency in the government, accelerate social and economic development and improve public services. It also supports the executive department's position that with the inclusion of the Province of Basilan and the City of Marawi in the ARMM and in order to facilitate the supervision of local governments and the direction of the executive departments, there is an urgent need to reorganize the administrative regions in Mindanao.

III. Reorganization of Mindanao Administrative Regions

A. Pursuant to Section I of E.O. 36, Region IX is hereby reorganized to be known as Zamboanga Peninsula and shall be composed of the following provinces and cities:

a. Provinces

1. Zamboanga del Norte
2. Zamboanga del Sur
3. Zamboanga Sibugay

b. Cities

1. Dapitan City
2. Dipolog City
3. Isabela City
4. Pagadian City
5. Zamboanga City

B. Pursuant to Section 2 of the same E.O., Region X known as Northern Mindanao, is hereby reorganized and shall be composed of the following provinces and cities:

a. Provinces

1. Bukidnon
2. Camiguin
3. Lanao del Norte
4. Misamis Occidental
5. Misamis Oriental

b. Cities

1. Cagayan de Oro City
2. Gingoog City
3. Iligan City
4. Malaybalay City
5. Oroquieta City
6. Ozamis City
7. Tangub City
8. Valencia City

C. Pursuant to Section 3 of the same E.O. Region XI is hereby reorganized to be known as Davao region and shall be composed of the following provinces and cities:

a. Provinces

1. Compostela Valley
2. Davao del Norte
3. Davao del Sur
4. Davao Oriental

b. Cities

1. Davao City
2. Digos City
3. Panabo City
4. Island Garden City of Samal
5. Tagum City

D. Pursuant to Section 4 of the same E.O., Region XII is hereby reorganized to be known as SOCKSARGEN and shall be composed of the following provinces and cities:

a. Provinces

1. North Cotabato
2. Saranggani
3. South Cotabato
4. Sultan Kudarat

b. Cities

1. Cotabato City
2. General Santos City
3. Kidapawan City
4. Koronadal City
5. Tacurong City

E. Pursuant to Article 1 Section 1 of R. A. No. 9054, the Autonomous Region in Muslim Mindanao (ARMM) shall be composed of the following provinces and cities:

a. Provinces

1. Basilan
2. Lanao del Sur
3. Maguindanao
4. Sulu
5. Tawi-tawi

b. City of Marawi

Transfer of Personnel

- A. The official assignment of DSWD personnel shall be in accordance with the reorganized administrative regions. DSWD positions assigned to the province/cities under the existing staffing pattern shall be transferred to respective region under the reorganized administrative clusters;
- B. Consistent with the Civil Service rules and regulations, the regular personnel affected by the new administrative reorganization shall enjoy and maintain their seniority and security of tenure. In no case shall the administrative reorganization result to :
 - B.1 Involuntary separation, termination, or lay-off of personnel;
 - B.2 Diminution in pay or benefit of transferred personnel
- C. Casual employees and personnel under contract service or MOA shall continue to serve the projects to which they are assigned for the duration of the unexpired portion of their plantilla appointment or contract in the appropriate Region as reorganized where the project is located;
- D. Personnel affected by the reorganization who are retireable in 2002 shall not be transferred to the new region. They will be reassigned to any appropriate organizational unit of the mother region. Upon retirement however, their vacant positions shall be transferred to the new region;
- E. Personnel to be transferred shall secure prior clearance from financial and property accountabilities as well as those accountabilities related to the compliance of their job functions as pre-requisite to their transfer;
- F. Mother regional offices are not precluded from filing administrative charges for offenses committed prior to transfer against transferred personnel when circumstances demand or warrant. However, the receiving regional office shall be properly informed of those who have pending administrative cases;
- G. When personnel opt for voluntary separation or retirement from service instead of transfer, they shall be entitled, if qualified under existing laws, to receive the retirement gratuities and other benefits accruing therein which shall be facilitated by the mother regional office;
- H. Upon effectivity of transfer, the amount equivalent to the cost of the salaries and benefits of the transferred personnel shall be remitted to their respective new regional offices. The remittance shall be done through a fund transfer system subject to existing accounting and auditing rules and regulations. Such shall be the arrangement until the

respective plantilla items and corresponding personnel services budget has been fully integrated into the plantilla and budget of their new regional offices;

- I. The following personnel records for each transferred personnel shall be turned over to the receiving region:
 - a. Personnel Service Record
 - b. CSC Form 212 – Personal Data Sheet with picture
 - c. Certification of Leave Credits
 - d. Copies of Latest Approved Appointments
 - e. Notice of Salary Adjustments
 - f. Job Descriptions
 - g. Latest Statement of Assets, Liabilities, and Net Worth
 - h. Clearance Certificate
 - i. Statement of Last Salary Received
 - j. Performance Ratings

V. Transfer of Assets

- A. All lands, buildings, equipment, and other expendable and semi-expendable properties, including supplies located in the provinces and cities shall be transferred to the field office where said province/city belongs as reorganized;
- B. Transfer of assets as well as supplies and materials shall be covered by corresponding Invoice Receipts.

VI. Transfer of Projects

- A. All projects located in the provinces/cities shall be transferred to the regions as reorganized;
- B. Regional Field Offices transferring projects to another Field Office pursuant to the reorganization shall prepare fact sheets on the projects to be transferred which shall contain information on project concept, objectives, outputs, cost of project, standards of service delivery, etc.;
- C. All funding of transferred projects shall likewise be transferred to the receiving Regional Office as reorganized.

VII. Transfer Activities and Effective Dates

- A. The transfer period shall take place between June and July 2002. The full operationalization of the reorganized administrative regions shall take effect on July 1, 2002;
- B. Concerned Regional Directors are directed to undertake preliminary negotiations with their counterparts to ensure smooth transition. Transfer activities shall be incorporated in a transition plan to be submitted to the undersigned through the Undersecretary for Operations by the first week of June 2002. Progress of transition shall be monitored based on the transition plans;
- C. Within the transition period, interface among affected regions particularly on matters pertaining to regional planning, budgeting, project evaluation/reviews and inter-agency coordination shall be jointly undertaken by concerned regions at all levels of work.

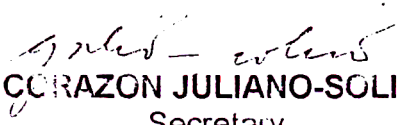
VIII. Performance/Accomplishments While on Transition

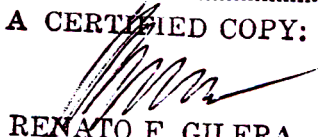
- A. For purposes of agency official reports, all performance / accomplishments of the agency's steering and rowing functions for year 2002 shall be credited to the region under the current setup. Individual performance contracts of Regional Directors shall be accordingly adjusted to the extent it is affected by the reorganization;
- B. Financial target accomplishments and accountability for projects implemented within the transition period shall remain with the mother region. As such, mother regions should ensure that funds for implementation of projects are expediently transferred to the regional offices under the reorganized setup.

IX. Budget for 2003

As a consequence of reorganization, readjustment of 2003 budget shall be undertaken during the budget negotiation period and shall be subject to the approval of the Department of Budget and Management.

This Order takes effect immediately and revoke all previous orders inconsistent with it.


CORAZON JULIANO-SOLIMAN
Secretary
clj

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III