



Republika ng Pilipinas
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD
(DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT)
BATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS
QUEZON CITY



DEPT. OF SOCIAL WELFARE & DEVT.
IBP ROAD, CONSTITUTION HILLS, Q.C.

ADMINISTRATIVE ORDER # 121
Series of 2002

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**SUBJECT: TERMS OF REFERENCE OF THE DSWD
NATIONAL MANAGEMENT DEVELOPMENT CONFERENCE**

The Terms of Reference (TOR) of the DSWD National Management Development Conference, hereinafter referred to as NMDC, is hereby promulgated for the guidance of all concerned.

I. PURPOSE

The NMDC shall serve as a forum for discussions, consultations, and consensus-building and a decision making body on policies, plans, issues, and resources pertaining to the operations of the Department.

II. GUIDING PRINCIPLES

1. The NMDC shall be convened either nationally or by island-cluster.
2. The NMDC shall maintain a consultative and collegial interaction during deliberations and discussions. Frank and open exchange of views shall be encouraged at all times.
3. Members of the NMDC may, as deemed necessary, create ad-hoc committees or task forces to act on specific issues, concerns, and other activities requiring collaborative effort.
4. In cases when voting is needed, each NMDC member is entitled to one vote. A simple majority or 50% plus one of those present is required for a motion to be carried out.
5. All matters agreed upon during the NMDC shall be translated into a policy statement by the Secretary during the Conference.
6. Issues and concerns affecting two or more regions and/or clusters shall be decided upon during cluster consultations. Matters not settled at the cluster level and/or small group meetings shall be endorsed for NMDC discussion and resolution. Any decision during the NMDC shall be endorsed to the EXECOM for concurrence.
7. Resource persons may be invited as needed.

III. COMPOSITION AND RESPONSIBILITIES

A. Members

The NMDC shall be composed of the following officials of the Department. A permanent alternate shall be designated but will not be given voting privilege.

Secretary
Undersecretaries
Assistant Secretaries
Bureau Directors
Service Directors
Regional Directors
Attached Agency Heads
Head Executive Assistant

It is incumbent upon all members to disseminate all pertinent and relevant decisions and agreements reached by the NMDC to their respective staff. They are likewise expected to implement all actions and follow-through activities required from their unit/office.

B. Chairperson and Vice-Chairperson

The NMDC shall be chaired by the Secretary under whose office the Department's policies and plans are finalized.

The Vice-Chairperson, who shall represent the Chairperson in the latter's absence, shall be elected by the NMDC members from among themselves. The term of office shall be for one year unless sooner terminated for cause.

C. Executive Officer

The Executive Officer position shall be for a period of one year to be rotated from among the Department Undersecretaries. He or she shall be responsible for the following:

1. Supervising preparatory activities for the conduct of national and cluster consultations;
2. Managing the conduct of national and cluster NMDG consultations/meetings;

3. Endorsing to the EXECOM all matters needing its action/intervention; and
4. Ensuring that all agreements, decisions, and follow-through activities are implemented based on agreed deadlines.

D. Secretariat

The permanent Secretariat shall be headed by the Director of the Policy, Plans, and Information Systems Bureau (PPISB). Its members will be from PPISB, Program and Operations Bureau (POE), Social Marketing Service (SMS), Administrative Service (AS), and Finance Service (FS). The Executive Assistant IV of the Undersecretary who is the Executive Officer shall also form part of the Secretariat.

The Secretariat shall perform the following duties:

1. Prepare agenda as per direction of the Chairperson and in consultation with the EXECOM, Field Offices, bureaus, services, and attached agencies;
2. Document and distribute highlights and summary of agreements at the end of the conference;
3. Monitor and prepare reports on action taken and status of implementation of tasks assigned to members of the NMDC;
4. Ensure that all administrative and logistical requirements are provided for; and
5. Act as repository of all documents emanating from the NMDG.

IV. FREQUENCY AND VENUE OF MEETINGS

The national NMDC shall be held once a year. Island-cluster consultations, on the other hand, shall be held on a quarterly basis.

Special meetings may be called by the Chairperson as the need arises. Venue for the be decided upon by the members.

V. QUORUM

An attendance of 50% plus one of the members shall constitute a quorum for the meeting/consultation.

VI. BUDGET

All expenses to be incurred for the conduct of NMDC shall be charged against Object 891 – Representation Expense of the Department's budget. An annual budget proposal shall be prepared and submitted to the Secretary for approval.

VI. EFFECTIVITY

This Order shall take effect immediately and revokes previous Orders contrary to it.

Corazon Juliano-Soliman
CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:
Renato F. Gilera
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Records Officer III