



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

ADMINISTRATIVE ORDER NO. 8
SERIES OF 2005

Subject: **GUIDELINES FOR THE OPERATION OF THE NATIONAL & REGIONAL COORDINATING AND MONITORING BOARDS (N/RCMB) of REPUBLIC ACT 9257 "EXPANDED SENIOR CITIZENS ACT of 2003"**

I. RATIONALE

The President signed into law on February 26, 2004 Republic Act (RA) 9257 known as *An Act Granting Additional Benefits and Privileges to Senior Citizens Amending for the Purpose Republic Act No. 7432, otherwise known as "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purpose"*

The Implementing Rules and Regulations (IRR) of RA 9257 was signed by thirteen Departments and five non-governmental organizations and published on 30 September 2004 in two newspapers of general circulation. It was a product of several consultations and active participation of the different government agencies, business sector, non-governmental organizations (NGOs), people's organizations (POs) and the senior citizens themselves.

As provided for by the law and its IRR, the National Coordinating and Monitoring Board (NCMB) was organized in December 2004 with the Department of Social Welfare and Development (DSWD) as Chairperson and Co-chaired by the Department of the Interior and Local Government (DILG). The members are the Department of Justice (DOJ), Department of Health (DOH) and five non-governmental organizations duly accredited by DSWD.

It is also mandated that there should be a Regional Coordinating and Monitoring Board (RCMB) in each region to monitor the implementation of the law at their level. This guideline is an expansion of the IRR in order to provide guidance to the operationalization of the coordinating and monitoring mechanism for the law's implementation.

II. LEGAL BASE

1. *Republic Act No. 9257, Section 11 - Monitoring and Coordinating Mechanism.* It states that "a monitoring and coordinating mechanism shall be established to be chaired by the DSWD, with the assistance of the Department of Justice (DOJ), Department of Health (DOH), Department of the Interior and Local Government (DILG) and five accredited NGOs representing but not limited to, women, urban poor, rural poor, and the veterans."

2. *Implementing Rules and Regulations of RA 9257, Rule XII, Article 14 – Monitoring and Coordinating Mechanism stipulates that “ A National Inter-Agency coordinating and monitoring mechanism at the national level shall be established which shall be called, National Inter-Agency Coordinating & Monitoring Board on the “Expanded Senior Citizens Act of 2003”. In Section 36. Coordinating and Monitoring Body at the Regional Level of the same IRR indicated that “There shall be established in all regions the Regional Inter-Agency coordinating and monitoring board with the same membership and similar functions with that of the National Board”*

III. OBJECTIVES

1. To provide a mechanism that would ensure the full implementation and effective monitoring of RA 9257.
2. To provide guidelines for the establishment and organization of the National and Regional Coordinating and Monitoring Boards (N/RCMB).

IV. COVERAGE AND SCOPE

This Administrative Order (AO) will cover the National and Field Offices of the Department of Social Welfare and Development and other agencies mentioned in the implementing mechanism of the IRR of RA 9257.

V. POLICY AND OPERATIONAL GUIDELINES

1. COMPOSITION OF THE BOARD

As provided by the law and its Implementing Rules and Regulations, the composition of the National and Regional Coordinating and Monitoring Boards shall be as follows:

- 1.1 Composition of the National Coordinating and Monitoring Board (NCMB)
 - 1.1.1 Chairperson: Secretary of the Department of Social Welfare and Development (DSWD)
 - 1.1.2 Vice-Chairperson: Secretary of the Department of the Interior and Local Government (DILG)
 - 1.1.3 Members: Secretary of the Department of Justice (DOJ)
Secretary of the Department of Health (DOH)
 - 1.1.4 Five (5) representatives of Non Governmental Organizations (NGOs) appointed by the Board

1.2 Composition of the Regional Coordinating and Monitoring Board (RCMB)

- 1.2.1 Chairperson: Regional Director of the Department of Social Welfare and Development (DSWD)
 - 1.2.2 Vice-Chairperson: Regional Director of the Department of the Interior and Local Government (DILG)
 - 1.2.3 Members: Regional Prosecutor of the Department of Justice (DOJ)
Regional Director of the Department of Health (DOH)
 - 1.2.4 Five (5) Non Governmental Organization (NGO) representatives to be appointed by the Board preferably with services mainly for senior citizens and operating within the region
- 1.3 Secretariat: The Department of Social Welfare and Development shall act as the Secretariat to the Board at the national and regional levels.
- 1.4 The N/RCMB may call on government agencies, NGOs and Peoples' Organizations to serve as resource persons as the need arises. The resource person shall not have the right to vote.

2. SELECTION OF NGO REPRESENTATIVES

2.1 Criteria for Selection

- 2.1.1 The NGO is duly licensed or accredited by DSWD;
- 2.1.2 The NGO must be national/regional in scope and have services primarily for senior citizens;
- 2.1.3 The NGO shall be represented, preferably by a senior citizen, but not limited to, women, rural poor, urban poor and veterans;
- 2.1.4 The NGO representative must have a rank not lower than Executive Director or its equivalent.

2.2 Process of Selection

- 2.2.1 NGOs interested to join the national/regional board must submit their letter of interest to the N/RCMB Chairperson with attached updated agency accomplishment and photocopies of their SEC registration and DSWD license/accreditation;
- 2.2.2 The N/RCMB will deliberate and appoint the five NGO representatives whose tenure of office is three (3) years.

3. FUNCTIONS OF THE BOARD

Consistent with the IRR of RA 9257, the National and Regional Coordinating and Monitoring Board shall have the following functions:

- 3.1 Formulate a National/Regional Plan of Action Plan for Senior Citizens in coordination with concerned government agencies and stakeholders;
- 3.2 Develop effective monitoring and reporting system towards an efficient, consistent and uniform implementation of the law;
- 3.3 Develop and institute effective and innovative approaches and methods with which to address emerging concerns of the senior citizens;
- 3.4 Coordinate the programs and projects of the concerned agencies to immediately and effectively address the issues and concerns of the senior citizens;
- 3.5 Coordinate conduct of nationwide/regional information and education campaign and other advocacy activities on RA 9257;
- 3.6 Monitor the conduct of national/regional orientation, training and other capability building programs to maximize the contributions and participation of senior citizens;
- 3.7 Coordinate the national/regional conduct and evaluation of the plan of action, research and documentation of good practices for policy and program development;
- 3.8 To actively establish national, regional and international networks for resource generation and technical cooperation;
- 3.9 Prepare yearly accomplishment report to the Office of the President, Congress and the concerned National Government and Local Government Units; and
- 3.10 The RCMB submit semestral reports to the NCMB as required.

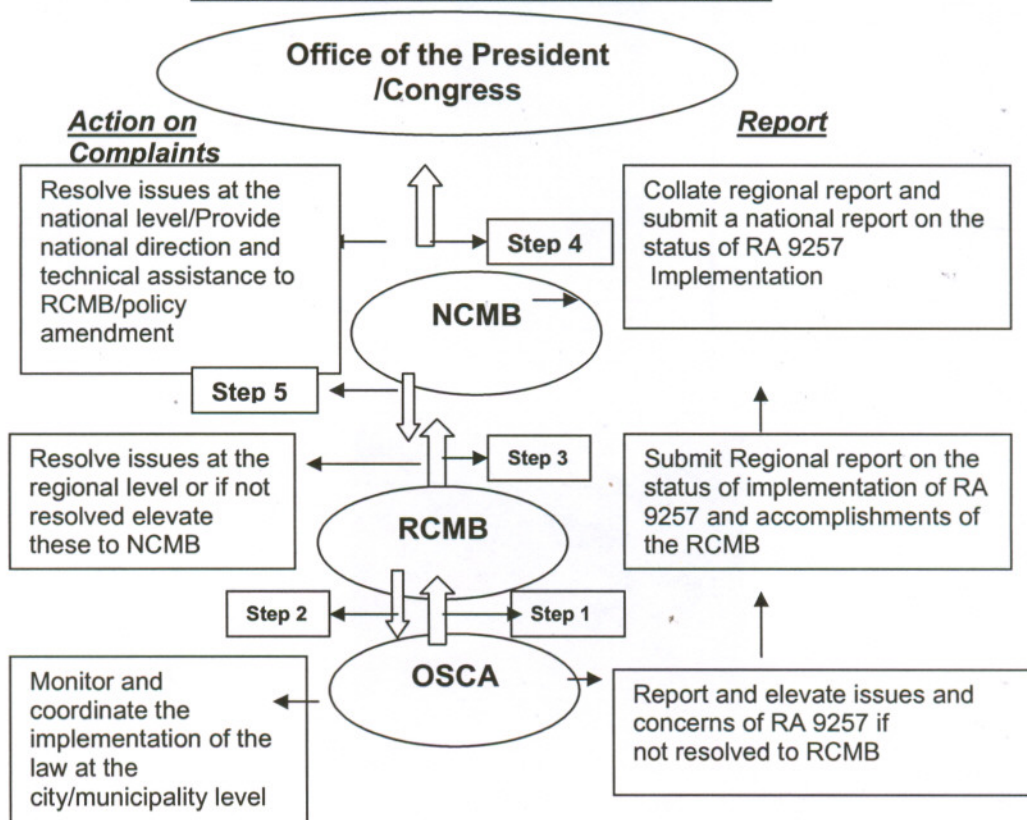
4. FUNCTIONS OF THE SECRETARIAT

- 4.1 Provide technical and administrative support to the N/RCMB;
- 4.2 Document and prepare the minutes of the meeting, resolutions, agenda, notice of meetings and other necessary materials, five days before the meeting;
- 4.3 Follow-up updates on the agreements of the Board; and
- 4.4 Periodically update the content of the web page.

5. PROCEDURES IN HANDLING COMPLAINTS

- 5.1 All complaints on the implementation of the law are to be acted upon by the Office of the Senior Citizens Affairs (OSCA). If not resolved, it shall elevate the concerns to the RCMB, and provide feedback to the complainants;
- 5.2 RCMB to act on the concerns elevated by the OSCA and discuss the regional issues on the implementation of RA 9257. All complaints which need policy clarification/amendments and national intervention must be elevated to the NCMB. Feedback must be provided to the OSCA on the of the complaints;
- 5.3 RCMB should provide technical reports on the implementation of RA 9257 to the NCMB (every first week of February and August of the calendar year) thru electronic mail at ncmb@dswd.gov.ph or web page;
- 5.4 NCMB is to resolve issues that needs policy direction and provide clarification and resolutions on national issues & concerns; and
- 5.5 NCMB shall provide technical assistance to the RCMB and coordinate the national monitoring of the implementation of the law.

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VI. INSTITUTIONAL ARRANGEMENT

1. POLICY DEVELOPMENT AND PLANNING BUREAU (PDPB)

- 1.1 Act as the Secretariat to the National Coordinating and Monitoring Board (NCMB);
- 1.2 Provide administrative support to the NCMB and technical assistance to the RCMB;
- 1.3 Facilitate the national monitoring of the law and coordination among national agencies, local government units, people's organizations and non-governmental organizations;
- 1.4 Collate the report from the RCMB for submission to the Office of the President, Congress or to other international agencies and provide feedback with analysis, interpretations and recommendations to the RCMB;
- 1.5 Provide information and clarification on queries and question on the law that requires national intervention; and
- 1.6 Content manager and update the NCMB web page.

2. MANAGEMENT INFORMATION SYSTEM SERVICE (MISS)

- 2.1 Develop a web page for the Board; and
- 2.2 Provide official electronic mail address for the NCMB and RCMB.

3. SOCIAL MARKETING SERVICE (SMS)

- 3.1 Develop the social marketing plan for the NCMB/RCMB towards effective advocacy of RA 9257 and provide assistance in its implementation.

4. DSWD FIELD OFFICES (FOs)

- 4.1 The Technical Assistance Division (TAD) will serve as the Secretariat for the RCMB;
- 4.2 Facilitate the regional monitoring of the law and coordination among regional government agencies, non-governmental organizations and other stakeholders;
- 4.3 Provide technical assistance to the Office of the Senior Citizens Affairs (OSCA), LGUs, NGOs, POs and other agencies;
- 4.4 Submit semestral report to the NCMB thru the Policy Development and Planning Bureau (PDPB);

- 4.5 Provide information and clarification on queries and issues about the law in their area of jurisdiction;
- 4.6 Oversee the implementation and advocacy for popularisation of RA 9257 in their respective area;
- 4.7 Document best practices and disparities in the implementation of the law in the LGUs; and
- 4.8 Provide relevant information and updates for the NCMB web page.

5. OFFICE OF THE SENIOR CITIZENS AFFAIRS (OSCA)

- 5.1 Oversee, monitor and advocate the implementation of the law in their respective municipalities and cities;
- 5.2 Report to the RCMB issues and concerns about the law that cannot be resolved at their level; and
- 5.3 Perform their functions effectively and efficiently as provided for by law (Rule VIII Sec. 26 of IRR RA 9257).

VII. EFFECTIVITY CLAUSE

This order shall take effect immediately and amends other previous orders contrary to it.

Issued in Quezon City, this 25th day of May 2005


CORAZON JULIANO-SOLIMAN

Secretary

Department of Social Welfare and Development