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DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

ADMINISTRATIVE ORDER NO. 05

Series of 2014

SEP 09 2014 2327

LEGAL SERVICE

RECEIVED BY: Mina Wan

AMENDMENT TO MEMORANDUM CIRCULAR NO.14 SERIES OF 2013, ENTITLED "TERMS OF REFERENCE (TOR) FOR THE DSWD CONDUCT OF NATIONAL AND REGIONAL CIVIL SOCIETY ORGANIZATIONS (CSOs) CONSULTATION FOR THE ANNUAL BUDGET PREPARATIONS"

I. RATIONALE

To effectively implement the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 115, 536 and 539 as well as the Budget Call particularly with the Department's partnership with the CSOs, the amendment is necessary to further define/delineate roles and responsibilities of the Office/Bureau/Service (OBS) as member of the Budget Preparation Team (BPT) which was established to facilitate, manage and implement constructive engagement with CSOs. The assessment of the BPT members on the past 3 year conduct of the consultation and the result of the post National Consultation with CSOs Meeting with the BPT on March 6, 2014 prompted the amendment of the guidelines on some provisions particularly on the following:

- 1 To improve the process of consultation to by focusing on the CSOs engagement and participation in the budget cycle towards budget preparation concerns;
- 2 To provide CSO update/status on the Department's programs and projects by the different OBS and National Project Management Office (NPMO);
- 3 To provide necessary technical assistance to CSOs by the different OBS and NPMO;
- 4 To encourage more CSOs to enter into BPA with the Department;
- 5 To reconstitute/designate new member of the BPT, in lieu of retirement, promotion, resignation and transfer of previous member. New member shall be provided the opportunity to be oriented and be represented in all the budget preparatory concerns

III. COVERAGE

To add the following provisions:

This guideline covers specific engagement of DSWD with CSOs within the budget cycle process specifically on budget preparation. Their participation in the budget preparation shall provide them the venue for constructive partnership on various activities of the Department and where CSOs may participate in the following: i) attend the budget hearings/briefings of both Houses (Senate and Congress) upon their invitation, and which matters to be discussed would have impact on CSOs involvement to programs and services (e.g Senior Citizens hearing on Social Pension), ii) help in lobbying with the legislators for the approval of the DSWD budget, and iii) provide inputs/assess programs/activities/projects (P/A/Ps) and program budget at the regional and national level upon signing of the Budget Partnership Agreement (BPA).

VI. GENERAL POLICIES

2 The Department shall hold at least one (1) consultation with all partner CSOs at the national and field office level.

To add the following provisions:

There shall be an assessment by concerned OBS of the existing programs, activities and projects (P/A/Ps) of the Department in relation to its implementation/operationalization and or expansion. The same shall be necessary to provide the CSOs with current information for policy discussions and further collaborative activities for engagement.

There should be a continuing engagement / discussion between the concerned Bureaus and the CSOs along the implementation of programs/services of DSWD prior to the issuance of the Budget Call.

VII. PROCEDURES ON THE CSO CONSULTATION

Central and Regional Office shall be guided by the following:

A. Pre-Conduct

- 1 Invite prospective CSOs for a pre-orientation / consultation to discuss the details of the process of entering into a BPA as provided for in the National Budget Circular issued by the Department of Budget and Management (DBM). The Standards Bureau (SB) in the case of Central Office (CO) and the Standards Unit (SU) at the Field Office (FO) shall identify and invite prospective CSO for a consultation. This shall be conducted within the *1st week of November of every year*;
- 2 The Policy Development and Planning Bureau (PDPB) at CO shall prepare the activity proposal for the conduct of the national consultation, while the Policy and Plans Unit (PPU) in the case of FO shall prepare the activity proposal aligned with their work and financial plan. Proposals shall be prepared *two months prior to the scheduled consultation*;
- 3 Consultation with the CSOs at the national level shall be conducted within the month of February while the regional consultation shall be conducted *within the month of January of every year*;
- 4 Budget Preparation Team (BPT) of the CO and FO may conduct a pre-consultation with CSO, one week before the actual consultation, particularly those CSO who have not participated in the previous consultation or those who are not yet engaged with the Department to briefly orient them on the BPA process and initially discuss particular areas of engagement. BPT shall ensure that sectors are well represented in the selection of CSOs for BPA;
- 5 Concerned OBS and FO shall review their respective programs and projects in relation to the issues and concerns discussed during the previous consultation and provide updates on the action taken.

B. During

- 1 Manage and facilitate the conduct of the National/Regional Consultation with CSOs based on the approved program of activities. PDPB and Financial Management Service (FMS) at CO and PPU at FO shall manage the overall conduct of activity while CBB at CO and Institutional Development Unit (IDU) at FO shall act as facilitator during the event;
- 2 Concerned OBS and FO to provide pertinent information and updates on the implementation of PAPs to participating CSOs during the consultation;
- 3 Concerned OBS and FO shall facilitate the discussions focused on CSOs engagement and participation in the budget cycle such as budget preparation, budget legislation, budget execution and budget accountability;
- 4 The PDPB at CO and PPU at FO shall document the whole proceedings of the activity particularly the issues and concerns raise.

C. Post-Conduct

- 1 For the national consultation with CSOs, PDPB to submit feedback report to the Secretary thru the Cluster Head, copy furnished concerned OBS of the highlights, agreements reached/action to be taken and/or recommendation on the issues/concerns raised during the consultation. On the other hand, FO to submit feedback report to the Secretary thru the Regional Director copy furnished the PDPB and FMS at CO for the regional consultation with CSOs. Feedback report shall be submitted *ten (10) working days after the consultation*;
- 2 The PDPB at CO shall prepare and submit documentation report of the national consultation to the Secretary, copy furnished concerned OBS in the case of CO while documentation report of the regional consultation with CSO shall be prepared by PPU in the case of FO to be submitted to the Secretary thru the Regional Director copy furnished PDPB and FMS at the CO. Documentation report shall be submitted *fifteen (15) working days after the consultation*;
- 3 The PDPB and FMS in the case of the national consultation with CSOs shall transmit cross-cutting concerns to concerned OBS and FO for their appropriate action *five (5) days after consultation*;
- 4 Concerned OBS and FO shall provide status/update on the issues and concerns raised by the CSO after the consultation and provide feedback to the Secretary copy furnished PDPB and FMS on action taken *not later than ten (10) working days after the consultation*.

VIII. CRITERIA FOR THE SELECTION OF CSOs and STAKEHOLDERS

Both Central and Field Offices shall give priority to the following CSOs:

1. Those having existing Memorandum of Agreement (MOA) with the Department, such as *Bantay, Tulay, Gabay, and Kaagapay* but whose services are not funded by the Department;
2. Those registered, licensed, and preferably accredited Social Welfare and Development Agencies (SWDAs);
3. Those CSOs who are Who are willing to conduct rigorous monitoring and evaluation of the Department's programs/projects and services as provided for in NBC 536 and 539;
4. Those having submitted a statement of no conflict of interest, indicating that the CSO and DSWD are not related by business or contractual relations, and that the CSOs officers are not related to the Department officers by consanguinity or affinity (up to the third degree), or by business or contractual relations; and a declaration of potential conflict of interest, as may be necessary.

IX. INSTITUTIONAL ARRANGEMENTS

1. Policy Development and Planning Bureau (PDPB)

- 1.6 Provide the secretariat support together with FMS in the conduct of CSO consultation for planning and budgeting.

2. Financial Management Service (FMS)

- 2.4 Provide substantive inputs together with CBB for the training design on budget cycle and BPA;
- 2.5 In coordination with the concerned OBS, provide orientation to CSOs relative to DSWD budget per GAA of programs/projects including obligations incurred with trending for the last 3 years. This shall be conducted during the pre-orientation/consultation with the CSOs.
- 2.6 Provide the secretariat support together with PDPB in the conduct of CSO consultation.

3. Standards Bureau (SB)

- 3.1 Maintain the Database System for Social Welfare and Development Agencies (SWDA) and Service Providers (SP) as reference for CSO engagement.

6. Protective Service Bureau (PSB)

- 6.4 Shall ensure that two (2) sign language interpreters are mobilized in all of the budget preparatory related activity to be able to provide persons with disability sector access to information on the budget process/cycle.

7. Capacity Building Bureau (CBB)

- 7.1 Develop orientation / training design on the budget cycle and BPA;

- 7.2 Provide technical assistance to PDPB in the design of the activity (e.g. consultation involving CSOs) to appropriately engage the CSOs in preparation of the DSWD annual budget proposals.

9. National Household Targeting Office (NHTO)

- 9.1 Ensure available, accurate and updated database of poor *families* intended as beneficiaries of social welfare and protection programs. This will provide the CSOs with information on mapping out who and where the poor are and ensure that social protection programs will be accessible to those who need them most.

To involve the following offices including those newly created office/units of the Department:

10. Information Communication and Technology Management Service (ICTMS)

- 10.1 Provide technical assistance to concerned OBS relative to data accessing particularly on physical and budget data and other IT related concerns;
- 10.2 Post in the DSWD website copy of the BPA within five (5) days after the submission of the BPA to PDPB.

11. Convergence Management Office (CMO)

- 11.1 Review specific engagement of the CSO and provide inputs to assessment of CSO proposals particularly for the proposed support to DSWD P/A/Ps under sustainable livelihood, community-driven development, and conditional cash transfer;
- 11.2 Provide feedback to the Secretary and partner CSOs copy furnished PDPB and FMS with the update/status of implementation of BPA along the core programs/projects;
- 11.3 Provide technical assistance to Partner CSOs in the implementation, monitoring, and evaluation of the Partner CSOs' undertakings under sustainable livelihood, community-driven development and conditional cash transfer.

12. Office of the Strategy Management (OSM)

- 12.1 Provide CSOs with update along the development, enhancement and execution of organizational strategies of the Department in relation to its vision, mission and goals.

13. Special Operations: Adoption and Social Welfare Attache' Office (SWATO)

- 13.1 Review specific engagement of the CSO and provide inputs to assessment of CSO proposals concerning alternative parental care and migrant workers;
- 13.2 Provide feedback to the Secretary and partner CSO copy furnished PDPB and FMS with the update/status of implementation of BPA along special operations, adoption and social welfare attache';
- 13.3 Provide technical assistance to Partner CSOs in the implementation, monitoring and evaluation of the Partner CSOs' undertakings relative to alternative parental care and migrant workers.

FUNCTIONS OF THE SECRETARIAT

PDPB AND FMS at Central Office shall act jointly as the secretariat and be responsible in ensuring proper conduct of the consultation as well as documentation of the issues and concerns pertaining to budget preparation. While at the FO level, the Policy Plans Unit and Finance Management Unit shall act jointly as the secretariat to the regional consultation with CSOs.

X. REPORT REQUIREMENT

To include as the last paragraph:

- 1 At the national level, PDPB shall prepare feedback report to the Secretary thru the Cluster Head on the result of the consultations including the issues/concerns and recommendations from the CSOs. It shall likewise submit the feedback/recommendations from CSOs five (5) days after the consultation to DBM Central Office-CSO Desk using the DBM prescribed Budget Preparation (BP) Form C.

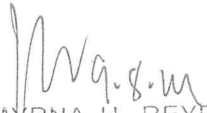
- 2 At the regional level, the PPU shall submit feedback report to the Secretary thru the Regional Director, copy furnished PDPB and FMS at CO. The PPU shall likewise furnish PDPB and FMS at the CO the accomplished BP Form C (as prescribed by DBM-NBC 536 AND 539) five (5) days after the consultation, and for submission to DBM Regional Office.

This order takes effect immediately and amends/supplements the previous Memorandum Circular pertinent hereto.

Issued in Quezon City, this 5th day of September, 2014.


CORAZON JULIANO SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit

List of Acronyms Used in the Guidelines

BPA – Budget Partnership Agreement

BPT – Budget Preparation Team

CSO – Civil Society Organization

DBM – Department of Budget and Management

NBC – National Budget Circular

PAPs – Programs, Activities, Projects