

**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126  
Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191  
E-mail: osec@dswd.gov.ph  
Website: <http://www.dswd.gov.ph>

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

**Administrative Order**

No. 06

Series of 2014

OCT 16 2014 2:24

LEGAL SERVICE

RECEIVED BY: mun 2:45 pm

**Subject: The DSWD Legislative Liaison System**

**I. Rationale**

Memorandum Circular No. 11 was issued on 18 November 2011 to strengthen the Department's Legislative Liaison System. The said policy set forth the identification of the Department Legislative Liaison Officer (DLL Officer) as well as the creation of the Department Legislative Liaison Office (DLLO) which is to provide the needed technical and administrative support to the DLL Officer. On top of these, Memorandum Circular No. 11 also indicated the functions of the DLLO and the designation of Legislative Liaison Coordinators in all DSWD Field Offices.

Despite this, there is a need to define the legislative liaison system within the Department to ensure that social protection concerns are placed at the heart of the policy reform agenda.

**II. Objectives**

1. To provide guidelines in ensuring that social protection concerns are included in the legislative agenda and translated into laws or executive issuances.
2. To set the pattern of legislative coordination within the Department to effectively advocate the passage of measures under the DSWD Legislative Agenda.

**III. Policy Statements**

1. The Department's legislative agenda shall be in support of and consistent with international commitments/agreements, national laws, directions, thrusts and priorities.
2. The Department's position papers should be consistent with its vision, mission, values and mandate and should be formulated through a consultative and participative process.

#### IV. Definition of Terms

1. **Department Legislative Liaison Office (DLLO).** An office under the Policy and Plans Group which provides the DLL Officer with the needed technical and administrative support. The DLLO is manned by an Officer-in-Charge with the rank of Director III, two (2) Legislative Liaison Specialist, two (2) Planning Officer III and one (1) Administrative Assistant III.
2. **Department Legislative Liaison Officer (DLL Officer).** Acts as the direct link of the Presidential Legislative Liaison Office in the DSWD. He/she mobilizes both technical and logistical resources to provide the necessary interventions in the legislative mill and at the same time, manage the Department's priorities and sector concerns in both Houses of Congress. In the Department, the designated DLL Officer is the Assistant Secretary for Policy and Plans Group (PPG).
3. **DSWD Legislative Agenda.** A document which outlines the legislative priorities of the DSWD for the current Congress. It contains, among others, the DSWD priority legislations, legislations requiring DSWD's major participation and legislations requiring DSWD's inputs.
4. **Field Office – Legislative Liaison Coordinators (FO-LLCs).** The Chief of the Policy and Plans Division in all DSWD Field Offices shall serve as the focal persons in the promotion of the DSWD Legislative Agenda and other proposed measures identified as urgent by the Executive Department.
5. **Legislative Bill Review Committee (LBRC).** An inter-office body comprised of the Policy Development and Planning Bureau (PDPB), Protective Services Bureau (PSB), Social Technology Bureau (STB), Standards Bureau (SB), Legal Service and the Social Marketing Service (SMS) which is tasked to review, analyse and deliberate on the provisions of bills particularly if these support or oppose the DSWD's mandate. The DLLO serves as Secretariat to the LBRC.
6. **Position Paper.** A document which presents the official stand and recommendations of the Department on certain legislative measures filed in the Houses of Congress.
7. **Social Protection.** Constitutes policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income and improving people's capacity to manage risks. (Source: SDC Resolution No. 01, Series of 2007)

## **V. Implementing Mechanisms**

### **A. Setting of the DSWD Legislative Agenda**

1. The DLLO shall refer to the Policy Agenda on Social Welfare and Development formulated by the Policy Development and Planning Bureau (PDPB) to identify emerging issues which may be addressed by legislative measures.
2. Through the guidance of the DLL Officer and with the inputs of PDPB, the DLLO shall craft the DSWD Legislative Agenda based on the primacy and urgency of the issues.
3. The draft Agenda shall be subjected to consultation meetings participated in by the Legislative Bill Review Committee (LBRC) Members. It is expected that during these meetings, the DLLO shall be able to cull out clear arguments why certain legislative measures need to be pursued or deferred from the DSWD Legislative Agenda. *i*
4. The DLLO shall finalize the DSWD Legislative Agenda based on the results of the consultation meetings with the LBRC Members. The final version of the Agenda shall be endorsed to the DLL Officer, who in turn, shall seek the final approval of the Secretary on the matter.
5. Once approved, the DLLO shall ensure that the DSWD Legislative Agenda is disseminated to all EXECOM, MANCOM, Field Offices and Attached Agencies for information and reference. It shall also ensure that possible authors and champions for each legislative measure under the agenda are identified in both Houses of Congress.
6. All priority legislations identified in the DSWD Legislative Agenda shall be supported by advocacy action plans.
  - a. The advocacy action plans shall be formulated by the DLLO in coordination with the LBRC members and Field Office – Legislative Liaison Coordinators (FO – LLCs) before the start of each Congress and shall be subjected to yearly reviews.
  - b. The action plans should indicate the objectives of the advocacy as well as activities or tasks to be undertaken, performance indicators, target audience, responsible persons/units, timeframe and fund source. The *i*

plans should likewise delineate the role of the Central Office and Field Offices in implementing key activities or tasks to support the advocacy.

- c. All responsible persons/units involved in the implementation of the advocacy action plans should report their annual accomplishment to the DLL Officer before the start of the next regular session, preferably on or before the 15<sup>th</sup> day of July. These accomplishment reports shall be the bases for reviewing and revisiting the advocacy action plans. ;
7. The DLLO shall closely coordinate with the Presidential Legislative Liaison Office (PLLO) regarding the status of legislative measures under the DSWD Legislative Agenda particularly those in advance stages or those which are challenged by contradictory bills. Further, securing "certification of urgency of priority bills" may also be an area of collaboration with the said office.
8. The DSWD Legislative Agenda shall be annually reviewed (*preferably before the start of the next regular session*) and revisited through the conduct of consultative meetings with the LBRC Members to ensure that it remains responsive to the Department's directions, thrusts and priorities.

#### **B. Preparation of Official Position Papers**

Generally, the Department is requested to submit its position on certain legislative measures by the concerned Senate/House Committees prior to the conduct of public hearings/meetings. The DLLO also prepares position papers based on the list disseminated by the PLLO regarding relevant legislative measures filed in the House of Representatives.

The DLLO shall follow these procedures when preparing official position papers:

1. Upon receipt of the request for position paper, the DLLO routes copies of the bill/s to the LBRC members through a memorandum signed by the DLL Officer. ;

Local bill/s or those which concern a specific area (municipality, city, and province) shall be endorsed to the Field Office which has jurisdiction over the said area. In this case, the concerned FO-LLC shall draft the position paper for said bill/s within five (5) working days upon receipt of the endorsement. After which, the draft position paper shall be forwarded to the DLL Officer for review or possible referral to the LBRC members for further comments and inputs prior to its submission to the DSWD Secretary.

- i*
2. LBRC members are given five (5) working days to share their comments and inputs on the bill/s to the DLL Officer, who in turn, forwards these to the DLLO for review.

When the request for position paper comes with a very short notice (less than 5 working days), the DLL Officer may convene the LBRC members to review, analyse and deliberate on the provisions of the bills. If so required, resource persons (e.g. attached agencies and core group of specialists) may also be invited to these meetings for their inputs.

3. All comments and inputs from the LBRC members, in verbal and written form, shall be outlined in a matrix and analysed by the DLLO to support the drafting of the Department's position paper.
4. The draft position paper is then forwarded to the DLLO Officer-in-Charge for review/initials prior to its endorsement to the DLL Officer for further review/initials and endorsement to the DSWD Secretary.
5. The DSWD Secretary makes the final review/approval of the position paper.
6. Once signed, the position paper shall immediately be faxed and/or delivered by the DLLO to the requesting Senate/House Committee. At the latest, the signed position paper shall be brought to the hearing by the concerned DSWD representative and the assigned legislative liaison officer for submission to the Senate/House Committee. *i*
7. The DLLO shall furnish the PLLO copies of its position papers on objectionable bills which directly impinge on the DSWD mandate as a strategy to ensure the latter's immediate and appropriate intervention on these bills' progress.
8. The DLLO shall provide all Executive Committee (EXECOM) Members, Management Committee (MANCOM) Members and Field Offices with a compendium of signed position papers at the start of each succeeding quarter for their information and reference. Electronic copies of these position papers shall also be made available on a monthly basis via the DSWD website.

9. The signed position papers, along with their corresponding bills, may also be subjected to PDPB's Policy Study Sessions for further assessment and possible enhancements.

### C. Attendance to Committee Hearings/Meetings

The DLLO shall ensure that the Department is well-represented in all hearings/meetings convened by the Senate and House of Representatives particularly if the bills for discussion and deliberation directly concern its mandate.

1. Upon receipt of an invitation for a hearing/meeting, the DLL Officer thru the DLLO shall immediately issue a memorandum to the concerned OBSU/Field Office to send a representative to the hearing/meeting. The memorandum to be issued shall always be accompanied by a briefer, matrix of comments and inputs on the bill and/or position paper. i
2. Hearings/Meetings to be conducted by concerned Senate/House Committees shall only be attended by DSWD officials with at least the rank of Director, Assistant Director or Division Chief from the OBSU/Field Office which has expertise on the bills to be discussed based on its functions (*unless otherwise the Committee invitation indicates a request for a specific official / position*).
3. The participation of the Executive Committee (EXECOM) Members is encouraged in hearings/meetings focused on the priority legislations of the Department and during special inquiries.
4. Technical Working Group (TWG) Meetings shall be attended by Division Chiefs, any authorized technical staff or focal person from the OBSU/Field Office which has expertise on the bills to be discussed based on its functions (*unless otherwise the Committee invitation indicates a request for a specific official / position*).
5. The head of the concerned OBSU/Field Office should formally notify the DLL Officer if he/she will not be able to attend or send a representative to the hearing/meeting. For very short notices (1-2 days before the hearing/meeting), the concerned head or an authorized representative shall inform the DLL Officer through telephone of their inability to attend the hearing/meeting. However, this should still be formalized through a written memorandum addressed to the DLL Officer for record purposes. i

Aside from this, the said head is also expected to endorse pertinent materials to the DLL Officer which may be used as reference during the hearing/meeting.

6. The representative of the OBSU/Field Office shall be the one authorized to speak on behalf of the Department regarding the bills to be discussed. At all times, a legislative liaison officer from the DLLO shall assist the Department's representative/s in the hearing/meeting. The said officer should ensure that:
  - a. If time permits, a consultation meeting is conducted between the DLLO and the representative in preparation for the hearing/meeting.
  - b. The representative is provided copies of the briefer, matrix of comments and inputs on the bill, position paper (if available) and pertinent reference materials shared by concerned offices, if any.
  - c. He/she is oriented on proper decorum when attending committee hearings/meetings.
  - d. Related issues/concerns raised during the hearing/meeting reach the DLL Officer, copy furnished the concerned OBSU/Field Office for the latter's immediate action.
7. The DLLO shall provide the DSWD Secretary with a monthly report on the attendance of DSWD officials to all hearings/meetings convened by the Senate and House of Representatives.

#### **D. Decorum When Attending Committee Hearings/Meetings**

1. The DSWD representative in any hearing/meeting should be well-versed on the subject matter to be discussed and must be articulate and skilled to advocate in behalf of the Department. He/she is also encouraged to have pertinent materials i.e. project briefs and statistics to aid in the advocacy.
2. The DSWD representative should arrive at the venue at least 30 minutes before the scheduled hearing/meeting. He/she should also wear clothing that is appropriate for the activity.
3. During the hearing/meeting, the DSWD representative should wait to be recognized by the presiding officer. In case he/she feels the need to interrupt a discussion to deliver a point, he/she should raise a hand to be recognized.

He/she should also call the attention of the presiding officer by calling the legislator "Chairperson", or other legislators as "Honorable Congressman / Congresswoman / Senator".

4. Even when provoked, the DSWD representative should remain polite and focused on the subject being discussed.
5. At all times, the DSWD representative should uphold the official stand and recommendations of the Department on the subject being discussed. A disclaimer from the representative should always precede the sharing of any personal view or opinion.

#### **E. Responding to Requests of Legislators**

The DSWD regularly receives requests from legislators posted at the House of Representatives and Senate of the Philippines. These requests are usually coursed thru letters, electronic mails, phone calls or openly expressed during hearings and meetings by the legislators themselves. Requests also vary in nature and in the case of the Department, may be categorized into:

✓ **Generic Requests** cover:

- Policy-related questions and request for basic information e.g. social welfare and development reports with national scope and inquiries regarding the availment of DSWD Programs and Services
- Actual referral of constituents for inclusion in the NHTS-PR Database or in the DSWD Programs and Services
- Requests to reinforce the implementation of DSWD Programs and Services in the districts through fund allocation

✓ **District Specific Requests** cover:

- Inquiries on program implementation at the district level
- Requests for DSWD's assistance in district-specific programs and projects initiated by the legislators i.e. conduct of medical and dental missions, establishment of facilities and assignment of social workers in centers run by the legislators

This procedure is set to respond to the varied nature of legislators' requests received by the Department:



1. All requests should pass through the Office of the DSWD Secretary (OSEC) which shall then determine whether the request is generic or district specific.

Following this:

- a. Any concerned Office, Bureau, Service, Unit (OBSU) or National Program Management Office (NPMO) which has taken note of a request coming from a legislator – especially if these were coursed thru electronic mail or phone call – should directly and immediately endorse the details of the request to OSEC thru the Head Executive Assistant (HEA) for further instructions.
- b. Requests openly expressed during hearings and meetings in both Houses of Congress should be documented by the Department Legislative Liaison Office (DLLO) for immediate endorsement to OSEC for further instructions.

2. For requests which are generic in nature:

- a. OSEC shall first endorse the request to the concerned Central Office OBSU/NPMO for advice. This shall apply in these cases:

- a.1 Actual referral of constituents for inclusion in the NHTS-PR Database or in the DSWD Programs and Services

- a.2 Requests to reinforce the implementation of DSWD Programs and Services in the districts through fund allocation

- b. The endorsement may be in the form of a memorandum or note addressed to the concerned OBSU/NPMO (copy furnished the Department Legislative Liaison Office [DLLO] and the concerned Field Office [FO]) and shall contain the expected action to be done and a deadline which shall serve as basis for follow-up.

- c. The receiving OBSU/NPMO shall ensure that the request is appropriately acted upon based on the instruction and deadline set by OSEC. In case the request requires further assessment and evaluation by an FO, the receiving OBSU/NPMO shall:

- c.1 First, prepare a letter for the concerned legislator to acknowledge receipt of the request and inform the legislator of the initial actions taken on his/her request. The said letter should be signed by the DSWD Secretary.

- i*
- c.2 Second, prepare a memorandum for the concerned FO to undertake further assessment/evaluation of the request. A deadline should be set for the submission of the assessment/evaluation results.

Note: The OBSU/NPMO which referred the request to the concerned FO shall also be the one responsible for monitoring the actions taken by the latter on the referral.

- c.3 Final response on the request should be directed by the receiving OBSU/NPMO to the concerned legislator in written form, to be approved and signed by the DSWD Secretary

- c.4 The receiving OBSU/NPMO shall make sure that the DLLO is copied in the correspondence issued under c.1 to c.3.

3. For requests which are district specific:

- a. OSEC shall endorse the request to the concerned FO for appropriate action. At the same time, OSEC shall also prepare a letter for the concerned legislator to inform him/her that the request was received and referred to the concerned FO for appropriate action.
- b. The endorsement may be in the form of a memorandum or note addressed to the Regional Director (copy furnished the DLLO and counterpart CO OBSU) and shall contain the expected action to be done and a deadline which shall serve as basis for follow-up.
- c. The receiving FO shall ensure that the request is appropriately acted upon based on the instruction and deadline set by OSEC.

Final response on the request should be directed by the receiving FO to the concerned legislator in written form, to be approved and signed by the Regional Director (copy furnished OSEC, DLLO and the counterpart CO OBSU).

- 4. At all times, the DLLO shall ensure that all legislators' requests are recorded in its database.
  - a. If the request is acted upon, updates shall also be recorded in the same database.


- b. If the request is not acted upon on the deadline set, a memorandum to the concerned OBSU/NPMO/FO shall be issued to follow-up actions taken on the request.
  - c. Requests pending action of the concerned OBSU/NPMO/FO despite one (1) follow-up memorandum shall be elevated to OSEC for further instructions.
5. The DLLO shall also provide OSEC with a monthly report on the legislators' requests received by the Department as well as the corresponding updates.

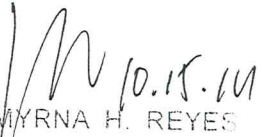
**F. Crafting of Implementing Rules and Regulations**

- 1. The proponent OBSU shall lead the drafting of the Implementing Rules and Regulations (IRR) once a priority legislative measure is enacted into law. This shall include the identification of the necessary timelines and series of activities to be conducted until the approval of the IRR.
- 2. The DLLO shall lend the needed technical and administrative support to the proponent OBSU in the drafting stage. It shall also ensure that the identified Government Agencies (GAs), Civil Society Organizations (CSOs), LBRC Members and FO LLCs are involved in the drafting of the IRR.
- 3. Approval of the fund requirement/source for the drafting of the IRR shall be secured by the proponent OBSU from the General Administration and Support Services Group (GASSG) and the Office of the Secretary.
- 4. Once published, the proponent OBSU shall prioritize the dissemination of the law and its IRR to all EXECOM, MANCOM, Field Offices and Attached Agencies for information and implementation at the regions.
- 5. For institutional knowledge purposes, proceedings of the IRR drafting shall be kept by the proponent OBSU and the DLLO. On the other hand, the original copy of the approved IRR shall be with the Records Unit.

**VI. Effectivity**

This order shall take effect immediately.

  
**CORAZON JULIANO SOLIMAN**  
Secretary

Certified Copy:  
  
MYRNA H. REYES  
Officer In-Charge  
Records Unit