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Administrative Order
No. 11
Series of 2014

SUBJECT: ESTABLISHMENT OF THE RESEARCH, MONITORING AND EVALUATION OFFICE (RMEO)

I. RATIONALE

In its desire to perform its vision, mission and mandates, initiatives such as "Looking Back and Moving Forward" Consultative Workshop held in June 2014, Visioning Workshop in 2006 and the National Sector Support for Social Welfare and Development Reform Project (NSS-SWDRP) identified the need to enhance the evidence-based policy making of the Department and established a well-defined research program and M & E system for the DSWD. To further strengthen its research, and monitoring and evaluation functions, the Department issued Memorandum Circular No. 11, series of 2009 (Guidelines for the Formulation of DSWD's 5-Year Research Agenda); Memorandum Circular No. 14, series of 2009 (Revised Terms of Reference for the Research and Development Technical Working Group); and Memorandum Circular No. 22, series of 2009 (DSWD Monitoring and Evaluation Framework).

As part of the Department's response, the Research, and M&E Units were established at the Policy Development and Planning Bureau (PDPB) in 2009 and 2011, respectively, to complement the efforts of the DSWD along these areas. Along with this, the Memorandum Circular No. 1, series of 2010 (DSWD Research Agenda CY 2010-2014) was issued to provide the research areas/themes that intend to address the current and emerging needs and concerns of the social welfare and development sector. Following this, Administrative Order No. 9 (Guidelines in the Provision of Research Grant), and Administrative Order No. 19, (Research Protocol), both series of 2011, were also promulgated as mechanisms to encourage participation of partners and stakeholders in the implementation of the Research Agenda, and to guide researchers and the Department's personnel in assisting researchers for research undertaking, respectively.

In CY 2013, the development of Unified Results-based M&E System (URBMES) for regular monitoring and evaluation of the Results Frameworks of the Department was completed, and Memorandum Circular No. 4, series of 2014 (Guidelines in the Operationalization of the Unified Results-based Monitoring and Evaluation System) was issued, as part of the strategic initiatives of the Department in attaining its goal of becoming the world's standard on the delivery of coordinated social welfare and development services for poverty reduction by 2030.

Given these developments and in consideration of the Department's thrust to strengthen the agency's capacity along research development, implementation, and advocacy, and its monitoring and evaluation system towards developing empirically-based policy decisions, the need for a distinct office is deemed essential. As such, the Research and Monitoring Units of the Policy Development and Planning Bureau were lifted from the latter to form the Research, Monitoring and Evaluation Office as supported through the issuance of Special Order No. 878, Series of 2014 (Creation and Designation of the Research, Monitoring and Evaluation Office).

II. LEGAL BASES

1. **Executive Order No. 15, series of 1998.** Redirecting the Functions and Operations of the Department of Social Welfare And Development- redirects the mandate of DSWD from a direct service deliver to a technical assistance provider as a result of the devolution of basic services which further iterates the role of DSWD as monitor and evaluator of SWD policies, programs and projects;

2. **Department Order No. 15, series of 2002.** Social Welfare and Development Research Program Framework - intends to institutionalize an integrated research program within the Department;

3. **DSWD Memorandum Circular No. 11, series of 2009.** Guidelines for the Formulation of DSWD's Five Year Research Agenda - a guide in the formulation of a 5 Year Research Agenda responsive to the needs of the social welfare and development sector in support of the Department's reform agenda;

4. **DSWD Memorandum Circular No. 14, series of 2009,** Revised Terms of Reference (TOR) for the Research and Development Technical Working Group (RD-TWG) - enhances the functions and structure of the RD-TWG to oversee the priority researches of the OBSUs;

5. **DSWD Memorandum Circular No. 22, series of 2009**. DSWD Monitoring and Evaluation (M&E) Framework - provides that the Department M&E component

shall be two-pronged both for organizational performance and for program/project performance;

6. **Memorandum Circular No. 1, series of 2010,** DSWD Research Agenda CY 2010-2014 - enumerates the priority research areas and topics of the DSWD for CY 2010 to 2014;

7. **DSWD Memorandum Circular No. 5, series of 2010**. The DSWD Reform Agenda - Under RA 1: Leading/Engaging the Sector in Social Protection – enhances evidence-based policy-making; and RA 4: Improving Delivery Systems and Capacities - provides the installation of a department-wide M&E system and conduct of risk assessment and impact evaluation;

8. **DSWD Administrative Order No. 9 series of 2011.** Guidelines in the Provision of Research Grant for the Implementation of the DSWD Five (5) Year (2010-2014) Research Agenda - provides the procedures in the provision of research grants to interested proponent who shall conduct researchers along the DSWD research agenda;

9. **DSWD Memorandum Circular No. 19, series of 2011.** Policy Guidelines on the Conduct of Research Studies in DSWD Offices, Centers and Institutions amending AO No. 10 series of 2006 and AO No. 4, series of 2007 - a guide to external and internal researchers on the policies and procedures in conducting research in the DSWD;

10. **DSWD Memorandum Circular No. 4, series of 2014.** Guidelines on the Operationalization of the Unified Results-based Monitoring and Evaluation System – provides for the institutionalization of a department-wide results-based M&E system for DSWD; and

11. **DSWD Special Order No. 878, series of 2014.** Creation and Designation of the Research, Monitoring and Evaluation Office – establishes an Office which will serve as the research and M&E arm of the Department.

III. OBJECTIVES

The Research, Monitoring and Evaluation Office (RMEO) is established to respond to the significant and emerging needs of the Department in strengthening its functions along research, and monitoring and evaluation for an evidence-based planning, policy-making, and program development and enhancement, among others.

In particular, the RMEO is created to:

1) Provide leadership role in the overall Department's research, particularly in the conduct of strategic researches[1] of its policies, programs, and services, as well as in partnering with research institutions for research activities, and in strengthening of the utilization of research outputs;

2) Spearhead the operationalization of the Unified Results-based M&E System[2] of the Department for responsive and timely tracking, assessment and reporting on the DSWD outcomes and outputs; and

3) Provide support to the Secretary and the Department to specific special concerns such as the agency compliance to the Office of the President and Presidential Management Staff requests, and support services to the Human Development and Poverty Reduction Cluster and loan-assisted social protection projects.

IV. FUNCTIONS

The RMEO, lodged under the Policy and Plans Group (PPG), is composed of two (2) Divisions, i.e., Research Division and Monitoring and Evaluation Division, and one (1) Unit, i.e. Special Concerns Unit, and shall perform the following functions. *(See ANNEX A for the RMEO functional structure)*

A. Research Division

The Research Division shall be responsible for the development, implementation and monitoring, documentation, publication, dissemination and utilization of Social Welfare and Development (SWD) researches/studies and relevant activities in support to policy and program development, plan formulation, project development, service delivery improvement and resource management.

Specifically, the Research Division shall:

1. Formulate, coordinate and monitor the implementation of the DSWD's research agenda and research policies/guidelines, among the Offices, Bureaus, Services in the Department, together with its partners which

[1] **Strategic Researches** are the priority researches on specific areas of immediate or highly important concern of the Department.

[2] The **Unified Results based Monitoring and Evaluation System** of the Department is a system for regular monitoring and evaluation of the Results Frameworks of the Department including its various Offices, Bureaus and Services (OBSs), Field Offices (FOs), Programs/Projects and Attached Agencies (AAs) as these contribute to the overall Department-wide objectives, sectoral outcomes and to the societal goal of the Philippine Development Plan (PDP).

includes academic institutions, development partners, research institutes, among others;

2. Develop, implement, evaluate, coordinate and/or monitor SWD researches/studies and other relevant activities;
3. Develop, implement, coordinate and monitor research advocacy plans and activities to encourage utilization of research results;
4. Provide technical assistance[3] to and organize capability building activities for all OBS and Field Offices and other units along research development and implementation, monitoring and evaluation, in partnership with other research institutions working on SWD;
5. Participate and coordinate with internal and external bodies/organizations taking charge of research development, review, enhancement, implementation and monitoring ;
6. Maintain and update databank of researches/studies, other research-related documents and relevant references, for sharing and dissemination to relevant stakeholders to motivate the utilization of SWD researches;
7. Organize an annual Research Colloquium for researches undertaken on DSWD by students and other researchers to present their findings to DSWD officials and employees, program beneficiaries, the academe, and other stakeholders;
8. Lead the publication of an annual SWD Journal and SWD researches undertaken in and for the Department in academic journals, among others; and
9. Serve as secretariat to the Research Development – Technical Working Group of the Department.

B. Monitoring and Evaluation Division

The Monitoring and Evaluation (M&E) Division shall spearhead the overall implementation of the URBME system and serve as arbitrator of the entire URBME process. *(See ANNEX B for the URBMES Process Flow).* In such, the M&E Division shall deliver the following key result areas, namely: Results-based Planning; Results-based Monitoring and Evaluation; and Results-based Management of Performance.

Specifically, the M&E Division shall:

[3] **Technical Assistance** on Research, as well as on M&E, refers to the provision of support, mentoring, technical inputs, and capacity building, among others, to the Offices particularly in the implementation of the Research Agenda and operationalization of the URBMES. This includes those specified under existing policies along research such as but not limited to the implementation of research protocols, and conduct of researches in the Department.

1. Lead in the development of the Overall Results Framework (ORF), and along with this it shall: a) assist in the development of the Department's Development Agenda and Priorities, assist in organizing Strategic Planning Workshops/ Consultations, c) Cascade the ORF to various Offices, d) Check link between ORF and OBS and Attached Agencies' Results Frameworks (RFs), and e) Identify, design and assess performance indicators at the Department's results levels;
2. Lead in the development of the Overall M&E Plan, and along with this it shall: a) Prepare the M&E plan documents for the Department's ORF, b) Design plan for monitoring of assumptions/risks, c) Collect and process data on the indicators reflected in the ORF, d) Document/record performance at results level and e) Detect unforeseen side effects, especially negative effects;
3. Lead in the preparation of the Overall M&E Assessment Report, and along with this it shall: a) Consolidate and assess performance of each Office relative to their commitments articulated in their respective results framework, b) Document assessment report in prescribed URBM&E Forms, c) Recommend adjustments based on assessment made, d) Consolidate lessons learned and good practices and forward such to the CBB to form part of the knowledge product/s for sharing;
4. Assist the Management in managing performance for results, and along with this it shall: a) Report to external stakeholders the findings on M&E, and b) Observe reporting frequency and timetable prescribed in URBMES Guidelines;
5. Conduct evaluation and M&E studies on various DSWD social protection programs, projects, and services;
6. Provide appropriate technical assistance along the operationalization of the URBME System; and
7. Serve as the secretariat of the technical working group responsible for technical support, coordination and information sharing on M&E of the Department.

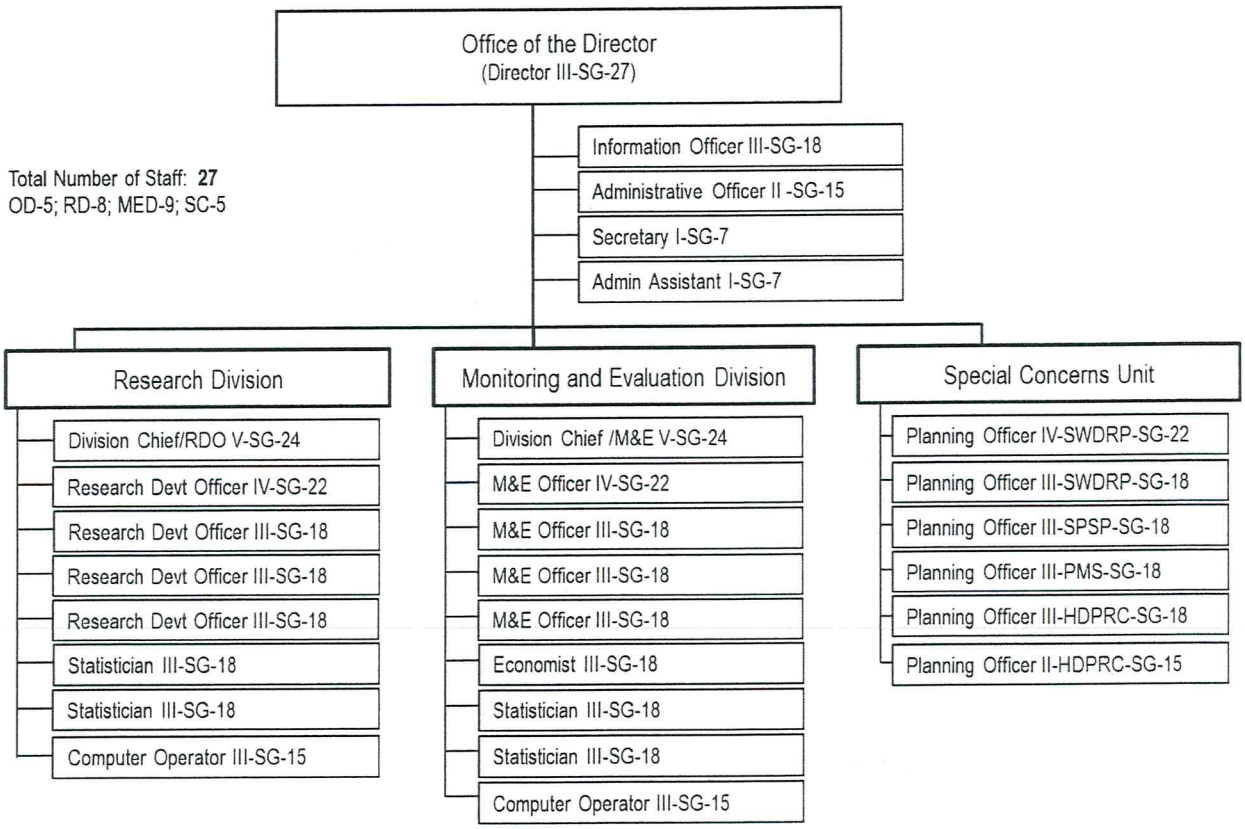
C. Special Concerns Unit

The Special Concerns Unit shall be responsible for the monitoring, coordination, and provision of relevant support to special assignment related to research, M&E and loan-assisted social protection projects. These includes, but not limited to:

1. Human Development and Poverty Reduction Cluster (HDPRC);
2. Presidential Management Staff (PMS) Data/Information Request on priority Social Protection Programs (Protective and Promotive);
3. Loan-assisted Projects (e.g. Social Welfare and Development Reform Project and Social Protection Support Project); and

4. Official Development Assistance (ODA) Project Monitoring.

VI. PROPOSED ORGANIZATIONAL STRUCTURE



**The duties and responsibilities of each personnel is found in Annex C.*

VIII. INSTITUTIONAL ARRANGEMENT

1. **Office of the Undersecretary for Policy and Plans Group (PPG) –** As the Coach Monitor of the RMEO, the Undersecretary for PPG shall provide overall guidance to the new Office.

2. **All Central Office - Offices, Bureaus, Services (OBS)**

   a. All OBS in the Central Office shall serve as a member of the DSWD Committee on M&E which aims to ensure coordination, data sharing, tracking and monitoring within and across OBS; and serve as a venue for discussing different issues and challenges on M&E in the Department.

b. All OBS in the Central Office shall serve as a member of the Research and Development Technical Working Group which shall be responsible in overseeing and providing advisory role to all priority Department-wide and Department-funded research activities. It shall also provide support services to primary office/s responsible for the development and implementation of the Research Agenda and research policies/guidelines.

3. **All Field Offices (FOs)**

a. The FOs shall institutionalize a Regional Composite M&E Team (RCMET) in each region and shall designate an M&E Focal Person who shall a) initiate the formulation of the FO Results Framework and M&E Plan; b) consolidate, review, analyse and package the assessment report of the FO; and c) serve as secretariat of the RCMET.

b. As stipulated in Administrative Order No. 19, series of 2011, the Planning Unit in the Field Offices shall be responsible in reviewing research proposals as well as provide technical assistance to research proponents.

4. **All Offices - both Central Office and Field Offices** – All DSWD Offices in the Central Office and the FOs shall actively support and participate in the various research, and M&E activities of the Department such as the DSWD Research Colloquia, and Annual M&E Conferences, among others.

X. EFFECTIVITY

This Order shall take effect immediately upon approval and supersedes previous issuances inconsistent herewith.

Issued in Quezon City this 3rd day of Nov 2014.

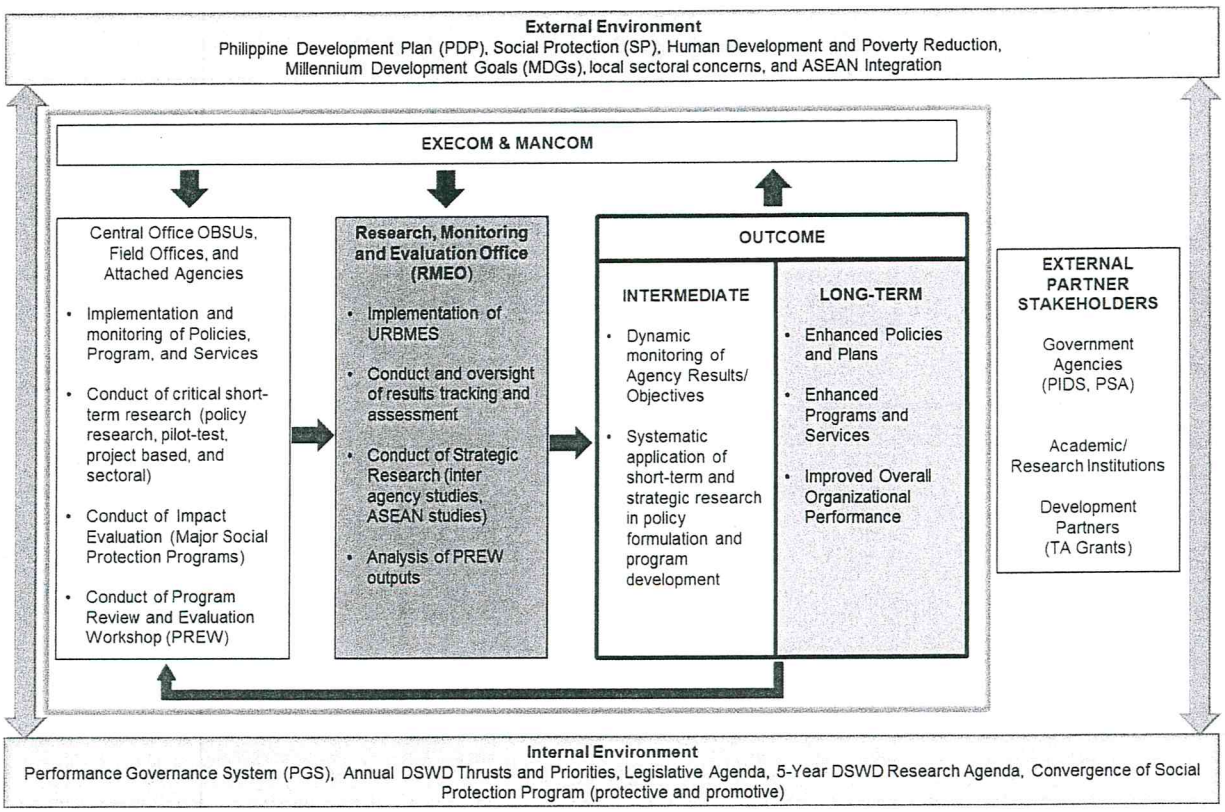
CORAZON JULIANO-SOLIMAN
Secretary

FN: Draft AO on RMEO\24Octoberber2014\FRV\CTRD\aljo

11.4.14
MARIA H. REYES
Officer In-Charge
Records Unit

ANNEX A.

Figure 1. The RMEO Functional Structure

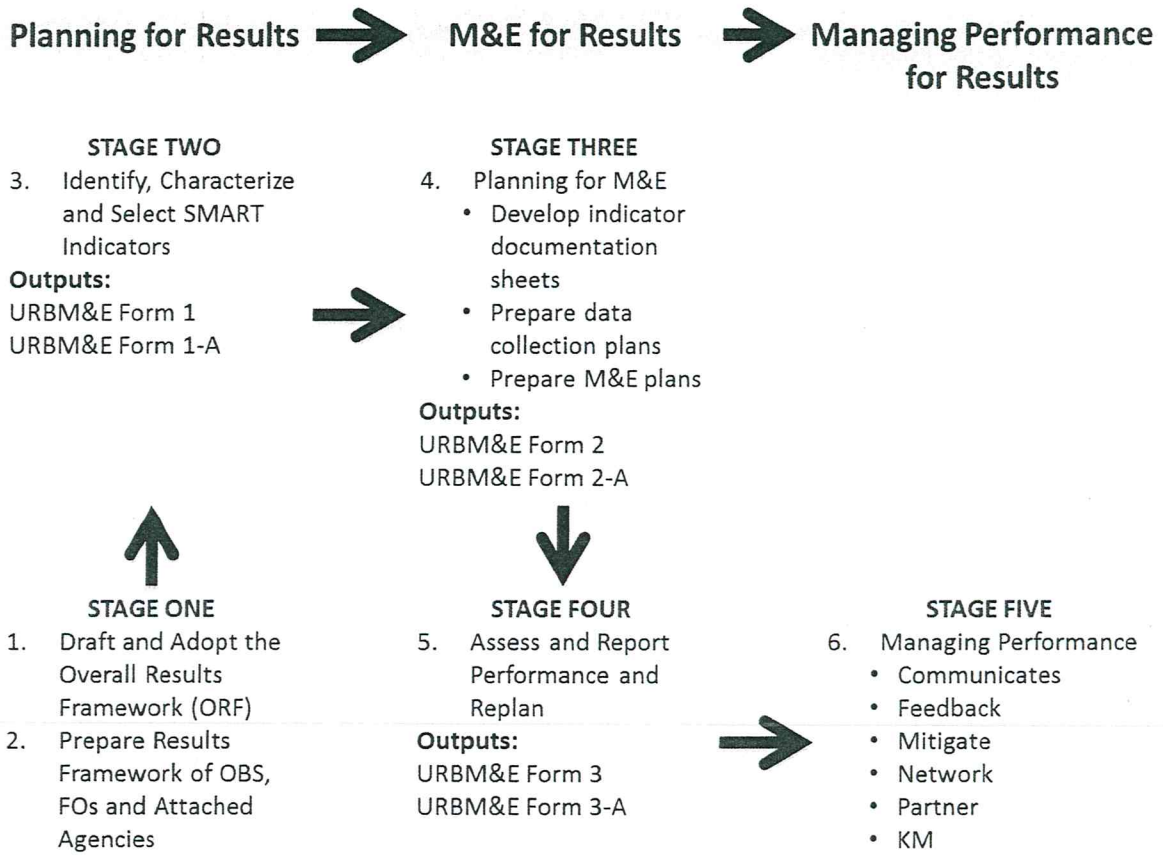


The RMEO Functional Structure shows the role of the RMEO in the overall picture of research and M&E in the Department. In particular, the external and internal environment contextualizes the entire spectrum of where we are operating as DSWD along these areas. Within DSWD, our Management, the members of the Executive Committee and Management Committee provides the overall guidance and direction to the Department on research and M&E. The roles of each Office are also summarized in this figure as well as the crucial role that the RMEO will play in providing leadership along research and M&E.

At the Outcome level, the RMEO will contribute directly in making the monitoring and reporting of our Agency Results and Objectives more dynamic and timely, and also in making sure that there would be systematic application of short term and strategic research in policy formulation and program development. With these, the RMEO can contribute in the overall enhancement of policies, plans, and programs of the Department, which would lead to the improvement of our organizational performance as a whole.

ANNEX B.

Figure 2. The Unified Results-Based M&E System Process Flow



The URBME System is composed of three major phases and five major stages as presented in the figure above. The system starts with Planning for Results where the drafting and adoption of the Department's Overall Results Framework and the preparation of the various OBS Results Frameworks as cascaded from the overall framework is delivered. In this phase, the development and finalization of indicators for each level of development results is conducted.

After formulation, adopting and cascading of results frameworks, the M&E for Results takes place (Phase 2). In this phase, results-based M&E planning both at the Department level and at the OBS and FO level happens to be followed by internal assessment and reporting or the assessment of performance at each implementing levels.

The third phase is Managing Performance for Results which mainly focuses on feed-backing of the results for policy and decision-making purposes and knowledge management.

ANNEX C.

The RMEO Staff Complement

Duties and Responsibilities

A. Office of the Director

1. Director III

- Oversee overall operations of the office based on annual and semestral work program
- Execute department policies and program standards
- Evaluation and submit periodic and special report to the Secretary and/or Undersecretary for PPG
- Recommend policies and/or innovative strategies pertaining to research, monitoring and evaluation
- Render technical assistance to internal OBSUs and external offices/agencies/institutions relative to research, monitoring and evaluation

2. Information Officer III (SG18)

- The Information Officer III serves as both communications and public relations officer of the M&E Unit.
- He/she is responsible for developing the means to reach out to various end-users of M&E results and in the proper presentation of monitoring and evaluation findings/reports.
- He/she designs and develops newsletters and other communication materials relative to the M&E findings and ensures that feedbacks on performance are regularly done.
- He/she should have a close coordination with the Social Marketing Service in popularizing M&E results.

3. Administrative Officer II (SG15)

- Assists in coordinating the general functions of the Office;
- Reviews and evaluates the soundness, adequacy and application of accounting and other operating controls; promotes the most effective control at reasonable costs and recommends corrective actions on operational deficiencies observed/discovered;
- Prepares periodic reports does other related functions

4. Administrative Assistant I (SG8)

- Maintain data bank of the Office;
- Prepares communications;
- Does related tasks such as: review of financial reports, inspections of supplies, and materials

5. Secretary I (SG7)

- Records all incoming and outgoing communications;
- Types confidential correspondence, reports and other documents;
- Maintains and updates official files;
- Keeps all schedule and reminders;
- Answers and make telephone calls;
- Interviews and screens persons seeking assistance from the Director;

B. Research Division

1. Research Officer V -Division Chief (SG 24)

- Provide overall supervision and guidance in the efficient and effective discharge of the research development functions and tasks assigned to the Division.
- Design, develop and implement a coherent framework, plan of action and timetable for the performance of the Division functions.
- Oversee and provide advisory role to all priority Department-wide research activities

2. Research Officer IV (SG 22)

- Assists the Division Chief in the overall delivery of the research development functions and tasks assigned to the Research Division.
- Assists the DC in overseeing and providing advisory role to all priority Department-wide research activities
- Ensures the implementation, including but not limited to the monitoring, of the Research Agenda and initiates activities toward updating/revising the agenda as may be necessary.
- Recommend regular capability building and skills enhancement activities
- Recommend and/or provide inputs to policies and guidelines for the agency's research agenda and related activities.

- Provide technical secretariat and support to the Research Development and Technical Working Group and other inter-unit/agency bodies on research.

3. Research Officer III (SG18)

- Supervise and/or undertake research development activities in coordination and/or collaboration with OBSUs and external research partners.
- Monitor the progress of research development activities/programs.
- Review and endorse regional and student proposals
- Responsible for the timely submission of reports by the various Offices and ensures quality of the reports based on the standard formats.
- Handles the capacity-building requirements of the staff involved in RD including capability building implementation plan
- Responsible for the conduct of training including coordination with the Capacity Building Bureau.
- Provide technical assistance to Field Offices, OBSUs and research proponent for the enhancement of research design/proposals
- Provide technical secretariat and support to the Research Development and Technical Working Group and other inter-unit/agency bodies on research.

4. Statistician III (SG 18)

- Responsible for developing data gathering tools/ instruments, and processing and assessment of findings using relevant statistical tools and techniques. As such, he/she shall do necessary research work and apply appropriate statistical tools in the processing of findings.
- Responsible for mentoring tasks for those who are not competent or familiar in statistical analysis.
- Review and endorse regional and student proposals
- Provide technical assistance to Field Offices, OBSUs and research proponent for the enhancement of research design/proposals

5. Computer Operator III (SG15)

- Maintain an updated research database.
- Responsible for data inputting and cleaning during the conduct of research activities.

C. Monitoring & Evaluation Division

1. Monitoring and Evaluation Officer - Division Chief (SG 24)

- The main role of the M&E Division Chief (DC) is to provide overall supervision and guidance in the efficient and effective discharge of the monitoring and evaluation functions and tasks assigned to the M&E Division.
- He/she has the responsibility to design, develop and implement a coherent framework, plan of action and timetable for the performance of the Division functions.
- He/she oversees the timely and credible monitoring/reporting, assessing of progress relative to commitments/targets made and recommending areas for adjustment and action on the part of Management.

2. Monitoring and Evaluation Officer IV (SG 22)

- The M&E Officer IV assists the M&E Division Chief in the overall delivery of the monitoring and evaluation functions and tasks assigned to the M&E Division.
- He/she assists the DC in overseeing the timely and credible monitoring/reporting, assessing of progress relative to commitments/targets made and recommending areas for adjustment and action on the part of Management.
- He/she ensures the availability and quality of the Results Framework as basis for progress monitoring and evaluation, and, initiates activities toward updating/revising the results indicators as maybe necessary.

3. Monitoring and Evaluation Officer III (SG18)

- The main responsibility of the M&E Officer III is to assist the M&E DC and the M&E Specialist in the performance of his/her functions and responsibilities, particularly in providing hands-on technical assistance to the OBSUs as necessary and when requested.
- He/she shall focus on the task of monitoring and reporting on progress of activities/programs/Offices.
- He/she also conducts evaluation and identification/ analysis of the reasons behind performance.
- He/she is responsible for the timely submission of reports by the various Offices and ensures quality of the reports based on the standard formats. Further, he/she shall perform internal assessment and evaluation activities based on reports coming from the different Offices.

- He/she also handles the capacity-building requirements of the staff involved in M&E. A capability-building and implementation plan will be part of his/her main outputs as well as in overseeing training interventions.
- Based on the plan, he/she should be able to establish the rationale underlying all the various trainings being undertaken and synchronize the training timetable.
- He/she should also evaluate the outcome of the training interventions.
- He/she should have a close link with the Capacity Building Bureau in the development and implementation of the M&E capability building plan.

4. Economist III (SG18)

- The Economist III is primarily responsible for initiating and leading ex post and impact evaluation studies. As such, he/she will work very closely with the Research Division and with the implementing offices in identifying policy implications of issues generated from the studies and lessons learned.
- He/she shall support the Statistician III in the processing of monitoring and assessment of findings using pertinent statistical tools and techniques. Using quantitative models, an analysis of key variables/factors is made, to establish the likelihood of accomplishing results.

5. Statistician III (SG 18)

- The Statistician III is mainly responsible for the processing of monitoring and assessment of findings using relevant statistical tools and techniques. In such, he/she shall do necessary research work and apply appropriate statistical tools in the processing of findings.
- He/she shall do mentoring tasks for those who are not competent or familiar in statistical analysis.

6. Computer Operator III (SG15)

- The main role of the Computer Operator III is to maintain a credible and current database for the URBME System.
- He/she should be in-charge in the data inputting and cleaning during impact evaluation studies and other M&E research activities.
- He/she should have a strong relationship with the Information and Communication Technology Management Service for the whole ICT component of the URBME System.

D. Special Concerns Unit

1. Planning Officer IV (SG22) for Social Welfare and Development Reform Project (SWDRP)

   - Provide overall supervision and guidance in the efficient and effective (i) provision of technical assistance/support and advisory services to OBSUs involved in the implementation of loan assisted projects, namely, SWDRP and SPSP (ii) updating and dissemination of updated, accurate, relevant, comprehensive information and document about the project including but not limited to project documents, project implementation plan, etc., and (iii) coordination in the preparation of accomplishment/progress reports of ODA projects.
   - Provide overall supervision and guidance in (i) monitoring the implementation of the SPSP and SWDRP specifically on the Department's compliance to the loan covenants, agreements and other expected deliverables, and (ii) facilitating coordination activities (e.g. missions, meetings) to support monitoring and sharing of information about the project.
   - Oversee the coordination with the PantawidPamilya NPMO and National Household Targeting Office (NHTO), Financial Management Service (FMS), Procurement Service, Technical Assistance Unit (TAU), Information and Communications Technology Management Office (ICTMS) and concerned OBSUs for the implementation of various activities under ADB SPSP and WB SWDRP
   - Provide overall supervision and guidance to the submission of reports for the Office of the President – Presidential Management Staff and Office of the Cabinet Secretary.
   - Provide overall supervision and guidance to the technical support secretariat of the Human Development and Poverty Reduction Cluster lodged under the Special Concerns Unit.

2. Planning Officer III (SG18) for Social Welfare and Development Reform Project (SWDRP)
   - Coordinate with the the concerned OBSUs for the implementation of various activities under WB SWDRP
   - Provide technical support and monitoring for the implementation of the SWDRP specifically on the Department's compliance to the loan agreements and other expected deliverables
   - Provide timely SWDRP updates for submission to the Project Director
   - Prepare technical reports and reviews project documents including regularly required reports as well as other reports requested related to SWDRP

- Coordinate meetings, WB implementation support missions and other activities relative to the implementation of the SWDRP
- Prepares proceedings/highlights as well as summary of agreements from the meetings and missions related to SWDRP; disseminate these to the concerned OBSUs, as necessary; and follow through expected deliverables
- Conduct studies related to the loan-assisted projects and participate in technical assistance needed

3. Planning Officer III (SG18) for Social Protection Support Project (SPSP)

- Coordinate with the Pantawid Pamilya NPMO and National Household Targeting Office (NHTO), Financial Management Service (FMS), Procurement Service, Technical Assistance Unit (TAU), Information and Communications Technology Management Office (ICTMS) and concerned OBSUs for the implementation of various activities under ADB SPSP
- Provide technical support and monitoring for the implementation of the SPSP specifically on the Department's compliance to the loan agreements and other expected deliverables
- Provide timely SPSP updates for submission to the Project Director
- Prepare technical reports and reviews project documents including regularly required reports as well as other reports requested related to SPSP Coordinate meetings, ADB review missions and other activities relative to the implementation of the SPSP
- Prepares proceedings/highlights as well as summary of agreements from the meetings and missions related to SPSP; disseminate these to the concerned OBSUs, as necessary; and follow through expected deliverables
- Conduct studies related to the loan-assisted projects and participate in technical assistance needed

4. Planning Officer III (SG18) for Presidential Management Staff (PMS)

- The Planning Officer III serves as the agency's liaison officer for the information requests of the Office of the President – PMS.
- He/she is responsible for ensuring that all PMS requests are responded to and that all reports are accurate and consistent.
- He/she should closely coordinate with offices, bureaus, services and units in order to respond to urgent PMS requests.
- He/she shall also provide support to the overall concerns of the Special Concerns Unit, as needed.

5. Planning Officer III (SG18) for Human Development and Poverty Reduction Cluster (HDPRC)

- The Planning Officer III shall serve as the technical support secretariat to the HDPRC chaired by the DSWD Secretary.
- He/she is responsible for ensuring that all agreements made during HDPRC meetings concerning the Department are complied with.
- He/she is responsible for monitoring Cluster activities, in close coordination with the HDPRC Secretariat (National Anti-Poverty Commission).
- He/she shall closely coordinate with concerned offices, bureaus, services and units for HDPRC concerns.
- He/she shall also provide support to the overall concerns of the Special Concerns Unit, as needed.

6. Planning Officer II (SG 15) for Human Development and Poverty Reduction Cluster (HDPRC)

- The Planning Officer II shall assist the Planning Officer III and serve as the technical support secretariat to the HDPRC chaired by the DSWD Secretary.
- He/she is responsible for ensuring that all agreements made during HDPRC meetings concerning the Department are complied with.
- He/she is responsible for monitoring Cluster activities, in close coordination with the HDPRC Secretariat (National Anti-Poverty Commission).
- He/she shall closely coordinate with concerned offices, bureaus, services and units for HDPRC concerns.
- He/she shall also provide support to the overall concerns of the Special Concerns Unit, as needed.