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Department of Social Welfare and Development

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ADMINISTRATIVE ORDER

No. 001

Series of 2015

SUBJECT : Transfer of Warehouse Management and Donation Facilitation Division
from Disaster Risk Reduction and Response Operations Office
to the Office of the Assistant Secretary for General
Administration and Support Services Group

In the exigency of the service and in consultation with concerned offices and units, the Warehouse Management and Donation Facilitation Division (WMDFD) under the Disaster Risk Reduction and Response Operations Office (DRRROO), including its personnel, is hereby transferred under the Office of the Assistant Secretary for General Administration and Support Services Group (OASGASSG), effective immediately and to continue until further orders.

The WMDFD shall continue to perform its mandated functions, in close coordination with the DRRROO, as follows:

General Function:

The WMDFD shall be responsible in facilitating, receiving, warehousing, processing, production/packaging/repackaging and releasing donated/procured food and non-food items as allocated by DRRROO to disaster stricken areas; and supervision of volunteers assisting in the National Resource Operations Center and other production hubs that may be established during disaster relief operations. It shall be composed of three (3) Sections, namely: 1) Donation Facilitation Section; 2) Warehouse Management Section; and 3) Volunteers Deployment Section.

Specific Functions:

1. Implement, review and continually improve policies, guidelines, systems and processes relative to the maintenance, operations, and management of the DSWD warehouses;
2. Review and implement policies, guidelines, systems and processes in facilitating, receiving, warehousing, processing, production/packaging/repackaging and releasing procured and donated goods received by the Department from public and private parties situated locally or abroad;
3. Establish and continually improve Standard Operating Procedures (SOPs) for the management of procured and donated goods applicable for: regular season, new normal scenario and both. These SOPs shall encompass facilitating, receiving, warehousing, processing, production/packaging/repackaging and releasing goods as allocated by DRRROO.

4. Institute mechanisms to ensure transparency and efficiency of procedures in the receipt, inventory, valuation, utilization, and reporting of procured and donated items; whenever necessary, assign competent personnel that shall assist in the donation facilitation in the "one-stop-shop" that shall be established by the government in times of disasters/calamities;
5. Manage the receipt, warehousing, processing, production/packing/repacking and releasing of procured and donated goods as allocated by DRRROO.
6. Manage/monitor the production/packaging/repackaging of relief goods and ensure set quality and quantity targets of Family Food Packs (FFPs) are met at all times, and ensure proper reporting and documentation of produced FFPs, raw materials and wastages/damaged items;
7. In coordination with concerned units, ensure the proper documentation, inventory, valuation, utilization, and reporting of procured and donated goods to the Department;
8. Submit a weekly report on the inventory of stockpile of relief commodities to the Operations and Programs Group (OPG);
9. Assist the Standards Bureau (SB) in the deployment and supervision of volunteers during the production/repacking of relief items in the National Resource Operations Center (NROC) and other production/repacking hubs that may be established/identified as extension of NROC during disaster relief operations;
10. Monitor the compliance of the DSWD Field Offices on the required number and type of relief items for stockpiling and prepositioning at any given time;
11. Analyze all reports and documentations pertaining to inventory and movement of goods, and recommend appropriate actions and policy improvements thereof;
12. Implement the relief allocation plan submitted by OPG on a timely manner;
13. Provide and/or explore logistics support from other government agencies and partners in the transport of relief resources to disaster-affected areas or designated delivery sites consistent with the relief allocation plan; and
14. Other related functions.

Key Result Areas:

1. Logistics and Warehouse Management
2. Donation Facilitation, Monitoring and Management
3. Volunteers Deployment

The OASGASSG and the DRRROO shall formulate the Terms of Reference (TOR) to establish/define the guidelines/operational relationship between the two Offices, immediately upon issuance of this Administrative Order.

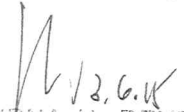
Consequently, Memorandum Circular No. 25, series of 2012, which amended Memorandum Circular No. 1, also series of 2012, and such other previous issuances inconsistent herewith are hereby amended accordingly.

Issued in Quezon City this 6th day of March 2015.


CORAZON JULIANO-SOLIMAN
Secretary

/caa

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Officer In-Charge
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