ADMINISTRATIVE ORDER

No. _____01_____

Series of 2016

SUBJECT: AMENDMENT TO A.O. NO. 2 SERIES OF 2015 – RE-CLUSTERING OF OFFICES, BUREAUS, SERVICES, AND UNITS AT THE CENTRAL OFFICE

In the exigency of the service and in light of strengthening the Operations and Programs Group, the following structural changes to OPG and its offices and units are to take effect:

I.   OPERATIONS AND PROGRAMS GROUP (OPG) – PROMOTIVE PROGRAMS

Promotive Programs are the strategic grouping of the flagship social protection programs that provide investment to human capital through conditional cash transfer, community-driven development, and sustainable livelihood. These shall include the National Program Management Offices of Pantawid Pamilyang Pilipino Program (Pantawid Pamilya), Sustainable Livelihood Program (SLP), and KALAHI-CIDSS. As an additional functional reinforcement under the Promotive Programs, a National Convergence Technical Secretariat Unit (NCTSU) is lodged under the Undersecretary for Promotive Programs to ensure the implementation of the convergence strategy.

Aside from the above, other offices directly aligned and related to the Promotive Programs portfolio shall be supervised also by the Undersecretary of Operations and Programs Group – Promotive Programs. These include the Social Technology Bureau (STB) and the three (3) of the Attached Agencies under DSWD – National Youth Commission (NYC), Council for the Welfare of Children (CWC), and the National Council for Disability Affairs (NCDA).

An additional office handling the assessment and improvement in the current processes and systems of all DSWD Centers and Institutions shall also be lodged within the office of the Undersecretary for Promotive Programs.

General Functions

1.   Provide leadership in the development and management of social protection programs and services and in operationalizing the convergence strategy of the Department in coordination and collaboration with other DSWD cluster groups, Attached Agencies, and other concerned offices/organizations.

2. Responsible in facilitating the convergence effort of the Department in coordination and collaboration with other DSWD clusters, line agencies and other concerned offices/organizations.

3. Lead in the development of necessary social technologies emerging from the gains of the convergence strategy between and among to promotive and protective programs (i.e., programs and initiatives to support the DSWD partner-beneficiaries identified at the near poor level).

Specific Functions

1. Manage, monitor and evaluate the effective implementation of social protection and poverty reduction programs thru convergence, team approach and other appropriate strategies;

2. Oversee and supervise the operations of the NPMOs, Bureaus and Office through the installation and maintenance of effective systems and work processes within the cluster;

3. Adopt and operationalize the Department's convergence strategy in coordination and collaboration with other DSWD cluster groups, Attached Agencies, and other concerned offices/organizations;

4. Lead in the development and pilot-testing of SWD social technology programs and strategies.

Key Result Areas

1. Management, monitoring and evaluation of programs implementation

2. Convergence strategy management

3. Social Technology Development

Under the OPG-Promotive Programs are:

SUSTAINABLE LIVELIHOOD PROGRAM

General Function

The Sustainable Livelihood Program National Program Management Office (NPMO) is responsible in managing the implementation of sustainable livelihood programs and projects and shall lead the Department's efforts in establishing linkages and networks for potential partners.

Specific Functions

1. Manage, monitor and evaluate the implementation of sustainable livelihood programs and projects;

2. Identify issues and gaps in the program implementation and makes the necessary policy recommendations to PPG based on results of program monitoring and evaluation;

3. Initiate and lead the efforts to network and link with other potential partners for sustainable livelihood program;

4. Develop the Sustainable Livelihood Plan, including budgeting and programming of the sustainable livelihood program implementation;

5. Coordinate with the DSWD Financial Management Service and other concerned offices regarding the 'financial aspect of sustainable livelihood programs;

6. Review and enhance operational guidelines/policy of sustainable livelihood programs and projects;

7. Manage livelihood-related concerns and special activities such as trade fairs and exhibits;

8. Attend inter-bureau and inter-agency meetings related to livelihood programs;

9. Provide technical assistance to FOs relative to the sustainable livelihood program implementation;

10. Act on livelihood referrals from other offices/agencies and walk-in clients;

11. Maintain database on sustainable livelihood programs.

KALAHI-CIDSS

General Function

The office is responsible for the overall management of the KALAHI-CIDSS project and other projects implemented using the community driven development approach.

Specific Functions

1. Act as the Secretariat to the National Steering Committee and the National Inter-Agency Committee;

2. Plan, direct, and coordinate project implementation across all regions and agencies, including LGUs;

3. Recommend to the Project Director, the framework of strategies and procedures – service delivery, training and social marketing/communications systems – within which the units 'responsible for managing different project sub components will operate;

4. Coordinate with the DSWD Finance Service, DBM and COA regarding financial matters of the project;

5. Prepare progress reports to the Project Director, National Steering Committee, national oversight agencies, and donor agencies of the project;

6. Coordinate the efforts of LGUs, NGOs, media and other partner agencies to monitor barangay sub-projects, in accordance with the procedures instituted by the Project Director and the Project Steering Committee: and

7. Recommend to the Project Director any administrative and management issues for resolution.

PANTAWID PAMILYANG PILIPINO PROGRAM

General Function

The Pantawid Pamilyang Pilipino Program National Program Management Office (NPMO) executes all plans, policies, tasks and activities in the implementation of the CCT program. This division is responsible for the operation of the program systems and procedures through its five major units and five support units.

Specific Functions

1. Manage and monitor the operations of the Pantawid Pamilya Program;

2. Oversee and supervise operations at the NPMO and RPMO levels;

3. Provide technical assistance and monitors field operations and implementation;

4. Oversee and monitor overall program budget and disbursement and ensures efficient, effective and economical use of resources;

5. Formulate, implement and monitor implementation of program policies, guidelines and regulations;

6. Evaluate program accomplishments and provides recommendations in changes in program plans, policies and guidelines;

7. Ensure the proper coordination and timely information about the program for all agents involved including other central government agencies, province and regional government service providers, beneficiaries, social control groups among others.

SOCIAL TECHNOLOGY BUREAU (STB)

General Function

The Social Technology Bureau is responsible for the development and enhancement of customer-driven social protection technologies addressing the current and emerging needs/issues of the poor, vulnerable and disadvantaged individuals, groups or families.

Specific Functions

1. Conduct and utilize research studies based on the emerging needs of the sector towards the development/enhancement of responsive and innovative programs, projects strategies, approaches or interventions;

2. Develop program design, guidelines & manuals on the implementation of social protection technologies;

3. Pilot test social protection technologies and conducts assessment to determine its effectiveness and responsiveness to the target sector served;

4. Ensure the adoption/institutionalization of social protection technologies;

5. Conduct social marketing and promotion for replication of social protection technologies,

6. Provide technical assistance and resource augmentation to DSWD Field Offices and other stakeholders in the development of social protection technologies and documentation of best practices;

7. Establish, mobilize and maintain resource network with local, regional, national and international organizations/groups for technical cooperation and partnership in social technology/program development and/or enrichment;

8. Maintain database of social protection technologies developed and contributes to the Department's Knowledge Exchange Center (KEC);

9. Develop and implement foreign-assisted social protection projects;

10. Deploy and supervise Social Welfare Attaches, Social Work Interns and Technical and Administrative Assistants in foreign posts;

11. Ensure transparency and accountability in all transactions.

Key Result Areas

1. Development of new SWD technologies

2. Enrichment of existing programs and services

The three (3) divisions in STB are

Family and Women Welfare Technology Development Division

General Function

The Family and Women Welfare Technology Development Division is responsible for the development and management of the pilot implementation of customer-driven social protection technology for family and women welfare.

Specific Functions

1. Conduct research, situational analysis, rapid assessment, review of related literature' towards the development/enhancement of responsive innovative strategies, approaches or interventions;

2. Formulate concept papers based on research or studies;

3. Conduct inter-division/bureau meetings along social protection technology development;

4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies;

5. Develop program design, M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies;

6. Conduct capability building activities in relation to the pilot implementation of social protection technologies;

7. Manage the pilot implementation of STB-initiated project;

8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies;

9. Conduct mid-term and terminal project evaluation;

10. Prepare periodic and final pilot project documentation reports;

11. Package and prepare marketing plan of completed pilot projects for replication;

12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas;

13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC);

14. Ensure full utilization of budget allocation;

15. Formulate and monitor implementation of WFP;

16. Represent the Department in the Inter-Agency Committee Membership such as IACVAWC – GAD, HIV – PNAC TWG, National Committee on the Filipino Family, Inter-

Agency Council Against Trafficking in Persons, Dangerous Drugs Board, ASEAN Training Center on Prevention and Drug Education and PCW Board Meeting.

Children and Youth Welfare Technology Development Division

General Function

The Children and Youth Welfare Technology Development Division is responsible for the development and management of the pilot implementation of customer-driven social projection technology for children and youth welfare.

Specific Functions

1. Conduct research, situational analysis, rapid assessment, review of related literature towards the development/enhancement of responsive innovative strategies, approaches or interventions;

2. Formulate concept papers based on research or studies;

3. Conduct inter-division/bureau meetings along social protection technology development;

4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies;

5. Develop program design, M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies;

6. Conduct capability building activities in relation to the pilot implementation of social protection technologies;

7. Manage the pilot implementation of STB-initiated project;

8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies;

9. Conduct mid-term and terminal project evaluation;

10. Prepare periodic and final pilot project documentation reports;

11. Package and prepare marketing plan of completed pilot projects for replication;

12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas

13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC);

14. Ensure full utilization of budget allocation;

15. Formulate and monitor implementation of WFP;

16. Represent the Department in the Inter-Agency Committee Membership such as Juvenile Justice and Welfare Council, NYC Advisory Council/TWG, CNSP Committee, CWC

Technical Management Committee, Special Committee on Child Protection, National ECCD TWG, BCPC Advisory Committee, Committee on Family and Alternative Parental Care, Sub-committee on sexual abuse and commercial exploitation, Sub-committee on Children affected by armed conflict, Sub-committee on street children, CWC committee on HIV/AIDS, Sub-committee on children with Disabilities and the Committee on the Special Protection of Children.

Older Persons/Persons with Disabilities/Indigenous Peoples/Internally Displaced Persons Welfare Technology Development Division

General Function

The Older Persons/Persons with Disabilities/Indigenous People/Internally Displaced PersonsWelfare Technology Development Division is responsible for the development andmanagement of the pilot implementation of customer-driven social protection technology forOlder Persons/Persons with Disabilities/Indigenous Peoples/Internally Displaced Persons.

Specific Functions

1. Conduct research, situational analysis, rapid assessment, review of related literature towards the development/enhancement of responsive innovative strategies, approaches or interventions;

2. Formulate concept papers based on research or studies;

3. Conduct inter-division/bureau meetings along social protection technology development;

4. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies;

5. Develop program designs, M&E tool, logical framework, guidelines, and manualson the implementation of social protection technologies;

6. Conduct capability building activities in relation to the pilot implementation of social protection technologies;

7. Manage the pilot implementation of STB-initiated project;

8. Monitor and provide technical assistance in the implementation of the FO-initiated social protection technologies;

9. Conduct mid-term and terminal project evaluation;

10. Prepare periodic and final pilot project documentation reports;

11. Package and prepare marketing plan of completed pilot projects for replication;

12. Ensure the adoption/institutionalization of social protection technologies in the pilot areas;

13. Endorse completed social protection technology projects to the Department's Knowledge Exchange Center (KEC);

14. Ensure full utilization of budget allocation;

15. Formulate and monitor implementation of WFP;

16. Represent the Department in the Coalition of Support for the Elderly (COSE) – Project Advisory Committee.

Special Projects Unit

This unit is under the Office of the Bureau Director/Assistant Bureau Director where projects are being carried out by the Bureau with funding from different agencies whether local or international. Projects in these units do not necessarily follow the social technology development phases except for the conduct of pilot testing, guidelines and manual preparation

Special Project Unit Functions

1. Conduct consultation meetings, dialogues, FGDs with partners and stakeholders in the development of social protection technologies;

2. Develop M&E tool, logical framework, guidelines, and manuals on the implementation of social protection technologies;

3. Conduct capability building activities in relation to the pilot implementation of social protection technologies;

4. Manage the pilot implementation of the project;

5. Conduct mid-term and terminal project evaluation;

6. Prepares periodic and final pilot project documentation reports;

7. Package and prepare marketing plan of completed pilot projects for replication;

8. 'Ensure the adoption/institutionalization of social protection technologies in the pilot areas;

9. Endorse completed social protection technology projects to the KEC;

10. Formulate and monitor implementation of WFP

II. OPERATIONS AND PROGRAMS GROUP (OPG) – PROTECTIVE PROGRAMS

Protective Programs are the strategic grouping of sector focused social welfare programs and services and the disaster response office. These programs serve the Department's primary clients—the poor and vulnerable groups and communities so that they are provided the necessary safety nets and safeguards against social exclusion and further impoverishment and are provided with opportunities to improve their resiliency and improve their welfare. The increased frequency, ferocity, and reach of disasters greatly affecting the vulnerable sectors are addressed through the disaster response functions and role of the Department.

Under the OPG-Protective Programs are the Protective Services Bureau (PSB), Disaster Response Assistance and Management Bureau (DREAMB), and the Social Welfare Attache Office (SWATO). These bureaus and office together with two (2) DSWD Attached Agencies – Juvenile Justice and Welfare Council (JJWC), and the Inter-Country Adoption Board (ICAB) – directly aligned and related with the Protective Programs portfolio shall be supervised and overseen by the Undersecretary for Operations and Programs – Protective Programs.

The Protective Services Fund Management Office (PSFMO) formerly a separate office shall now be integrated back with the Protective Services Bureau (PSB) as part of the Crisis Intervention Unit (CIU) in the Central and Field Offices that provide regular Assistance to Individuals in Crisis Situations (AICS).

Specific Functions

1. Monitor and provide technical assistance to Field Offices and international social services offices.

2. Provide technical assistance and resource augmentation to local government units, attached agencies, government agencies and partner non-government organizations;

3. Integrate disaster risk reduction in social protection programs and manage disaster response in collaboration with other DSWD clusters, Attached Agencies, partners, and stakeholders;

4. Monitor and provide technical assistance to intermediaries on child placement programs; and

5. Manage the implementation of tasks assigned to DSWD in the adoption process.

6. Provision of Assistance to Individuals in Crisis Situations (AICS)

Key Result Areas

1. Provision of technical assistance and resource augmentation assistance

2. Disaster risk reduction and response management

3. Child Placement and CDCLAA Facilitation and Issuance

Under the OPG-Protective Programs are:

PROTECTIVE SERVICES BUREAU (PSB)

General Function

The Protective Services Bureau (PSB) shall supervise, monitor and provide technical assistance and resource augmentation for responsive and efficient implementation of social welfare and development (SWD) programs and projects to ensure the protection of the vulnerable sectors.

Specific Functions

1. Supervise and monitor the operations and implementation of programs/projects and provide technical assistance related to disadvantaged children, youth, women, persons with disabilities, older persons and family and community;

2. Develop and implement a program/project operations review and evaluation system utilizing the program supervision model to ensure effective and efficient programs and projects implementation;

3. Develop institutional mechanism to establish and maintain networks/alliances at the national level to support the implementation of SWD programs and projects;

4. Oversee and monitor the implementation of AICS both in the Central and Field Offices

Key Result Areas

1. Technical assistance and resource augmentation

2. Protective services monitoring and evaluation

The three (3) divisions in PSB are

Community-Based Welfare and Development Program Division

General Function

The Community-Based Welfare and Development Program Division is responsible for the provision of technical assistance and resource augmentation for the devolved and retained community based program/services for the vulnerable sectors such as, children in need of special protection, youth with special needs, women in especially difficult circumstances, persons with disability, older persons, disadvantaged families and communities at risk, to empower and move them to a situation where they are active participants in their development.

Specific Functions

1. Monitor and provide technical assistance to Field Offices and intermediaries relative to the implementation of retained and devolved programs/services especially those which receive resource augmentation from the Department;

2. Review and formulate with policy recommendations as bases for the STB's enhancement of existing community based programs/services;

3. Study and assess the need of the Field Offices and recommend allocation of program funds and augmentation support for LGUs and other intermediaries;

4. Serve as secretariat to inter-agency committee on the sector where the DSWD is the chair;

5. Maintain database on the different sectors and provided technical inputs to field offices in the documentation of best practices along community based programs and services.

Center/Residential Care Services Division

General Function

The Center/Residential Care Services Division monitors and provides technical assistance to DSWD facilities rendering residential care and center-based services, particularly in terms of the case management of the residents and clients.

Specific Functions

1. Supervise, monitor and provide technical assistance to residential and non-residential care services and facilities;

2. Review and evaluate programs or service implementation and endorse recommendations to STB for the enhancement of existing residential and non-residential care programs/services and facilities;

3. Assess the need of the Field Offices and recommend allocation of program funds and augmentation support;

4. Assess the centers/residential care facilities along areas of Administration and Organization, Program Management, Case Management, Helping Strategies/Services/Interventions and Physical Structure and Safety through the National Inspectorate Committee as basis for action of duty bearers and stakeholders towards achieving "centers of excellence";

5. Coordinate and collaborate with government and non-government entities in planning and organizing programs, projects and activities towards improving and sustaining internal capacities of centers and residential care facilities;

6. Manage database on residential and non-residential care services and facilities and provide technical assistance to Field Offices in the documentation of good practices.

Child Protection and Placement Division

Specific Functions

1. Supervise, monitor and provide technical assistance to ARRU focal persons at the regional level on adoption, certification and foster care;

2. Monitor DSWD and other stakeholder's compliance to turn around period in the issuance of DSWD certification declaring child as legally available for adoption and local adoption;

3. Review dossiers of children for issuance of certification to declare child as legally available for adoption and for local matching/issuance of inter-country clearance;

4. Review and evaluate certification, adoption and foster care program/service implementation and endorse recommendations as basis for development of new strategies/technologies/enhancement of existing policies;

5. Coordinate and collaborate with government and non-government agencies in planning and organizing programs, projects and activities towards improving and sustaining internal capacities of staff handling adoption, foster care and certification;

6. Serve as Secretariat to the DSWD National Child Welfare Specialist Group (NCWSG) relative to adoption and other alternative parental care programs/services;

7. Manage database on cases of children issued with certification declaring child as legally available for adoption, child placed out to local families, and children placed under foster care.

DISASTER RESPONSE ASSISTANCE AND MANAGEMENT BUREAU

General Function

The Disaster Response Assistance and Management Bureau (DReAMB) under the Operations and Programs Group shall be mandated to recommend policies and programs for disaster mitigation and management. The DReAMB shall lead in the planning, coordination and monitoring of all disaster related/response efforts in accordance with Republic Act 10121, also known as the "National Disaster Risk Reduction and Management Act of 2010," including disaster preparedness, mitigation, recovery and rehabilitation.

Specific Functions

1. Develop and enhance operational guidelines along disaster risk reduction and management and special concerns to ensure smooth implementation in the Field Offices/LGUs and intermediaries;

3. Translate and adopt international/global standards to local disaster management situations.

4. Plan and coordinate international, national and local assistance efforts in relation to the DSWD function as lead agency of Food and Non-Food Cluster, Camp Coordination and Management Cluster, Protection, Shelter and Livelihood Cluster;

5. Provide technical assistance and resource augmentation to DSWD Field Offices and other intermediaries for the implementation or management of disaster operations;

6. Adhere to and adopt universal norms, principles and standards of humanitarian assistance;

7. Enhance existing procedures, structures and mechanisms on disaster data management and information dissemination;

8. Study and assess the need of the Field Offices and recommend allocation of program funds and augmentation support for LGUs and other intermediaries;

9. Act as the Secretariat for focal point for the inter-agency, inter-cluster, inter-country coordination efforts along disaster management and special concerns; and

10. Coordinate and liaise with the DROMIC for information related to disaster, response operations.

Key Result Areas

1. Technical Assistance for the executive/management groups and regional field offices of the Department, members of the National Disaster Response Pillar and the various clusters under it along disaster response preparedness planning and delivery of response services.

2. Operational policy development and/or enhancement in the implementation of DRRM programs and projects.

3. Disaster Information Management on disaster data and information management cross-cutting along disaster preparedness, response and recovery/rehabilitation e.g. list of hazard prone areas, logistics/resource capacity, evacuations centers, etc.).

4. Response Pillar/Thematic Area Coordination among members of the Response Clusters/actors in the government, private and international/UN agencies and humanitarian organizations, as well as from foreign governments in the resource generation, prioritization and delivery of essential aid to the affected areas.

Disaster Preparedness for Response Division

General Function

The Disaster Preparedness for Response Division leads in planning, coordinating and monitoring of all disaster preparedness efforts and the prepositioning of relief goods to disaster affected regions. It shall also conduct capacity building for the DSWD and LGU staff. The Division is composed of: (1) Relief Commodity Prepositioning and Stockpiling; and (2) Capacity Building on Disaster Preparedness.

Specific Functions

1. DRRM policies and Development of the National Disaster Response Plan and guidelines;

2. Vulnerability Assessment/Analysis & Mapping (VAM);

3. Policy development/enhancement on DRP plan, program and project standard setting;

4. Annual Work and Financial Planning;

5. Coordination with NDRRMC's Mitigation and Preparedness Pillars and its clusters;

6. DRRM capacity building of DSWD CO & FOs, LGUs and partners;

7. Pre-disaster damage risk assessment (PDRA);
8. Monitor the status of the Quick Response Fund (QRF)/standby funds in the regions and ensure food and non-food items will be procured in advance;
9. DRRM Capacity building of DSWD Co and FOs, LGUs and partners.

Disaster Response Assistance Management Division

General Function

The Disaster Response Assistance Management Division shall lead in coordinating and monitoring of all disaster response efforts in accordance with RA 10121 and shall be responsible for the effective and efficient provision of technical assistance, monitoring, and resource augmentation to the different FOs, LGUs, and NGOs involved in disaster response

management. It shall be composed of three (3) sections namely: (1) Food and Non- Food Section; (2) Camp Coordination and Camp Management Section; and (3) IDP Protection.

Specific Functions

1. Coordinate the operationalization of a scheme for personnel rapid deployment / QRT deployment management and monitoring;

2. Rapid Damage and Needs Assessment;

3. Coordination with NDRRMC's response Pillar and its cluster;

4. Disaster Data analysis on affected areas;

5. Work and Financial Plan for the response requirements;

6. NDRRRMC Disaster Response Pillar Secretariat;

7. Provide adequate food and non-food assistance to the affected population during the emergency response phase in short and long terms;

8. Assess the need for continuing relief assistance during disaster;

9. Ensure well-coordinated and effective humanitarian response, and coordinate with different stakeholders for support and assistance;

10. Preparation of tools, equipment, and facilities in the evacuation centers;

11. Assess the need for construction of recovery shelter for the IDPs;

12. Opening and closing of evacuation centers/assignment of evacuation center/camp managers in every evacuation center;

13. Identify potential protection issues in the evacuation centers and to develop strategy to lessen if not to eradicate the incidence of abuse and sexual harassment;

14. Organize/orient/deploy stress de briefers or psycho-social processing staff to disaster affected regions.

Disaster Recovery and Rehabilitation Division

General Function

Provide technical assistance and resource augmentation to Field Offices and other intermediaries for effective implementation of early recovery and rehabilitation projects. The Division is composed of two units: (1) Cash/Food for Work; and (2) Shelter Assistance.

Specific Function

1. Participation in Post Disaster Damage and Needs Assessment (PDNA);

2. Policy development/ enhancement on ER and Rehabilitation program and project standard setting;

3. Coordination with NDRRMC's ER and Rehabilitation Pillar and its cluster on ERR concerns;

4. TA on ER and Rehabilitation plan, programs and project implementation;

5. Reporting and database management on ER and rehabilitation programs and projects;

6. Assess and evaluate the need for Cash/Food For Work of the affected families, and monitor regularly its implementation;

7. Facilitate activities regarding the provision of shelter assistance and identifying qualified beneficiaries, and monitor the status of the implementation.

Disaster Response Operations Monitoring and Information Center (DROMIC)

General Function

The DROMIC is an integral component of DReAMB specifically to manage disaster information management and database of the DSWD. It leads in the gathering, curating, consolidation, presentation and dissemination of information related to all phases of disaster operations (pre-disaster, disaster implementation, and post-disaster), including any humanitarian response/s, that is undertaken by the Department.

Specific Functions

1. Develop and deploy an information management system (data capture, data processing, data analysis, and data reporting) that generates reliable and accurate pre-disaster, during disaster, and post-disaster data;

2. Generation and updating of disaster-related information database, e.g. NSO, NHTS-PR, list of evacuation centers, hazard maps, etc.

3. Exercise technical supervision over and provide capacity building interventions to Field Office counterparts responsible for the regional information management system;

4. Coordinate and collaborate with other officials and units of the Department, other national government agencies and local government units, and with external partners and stakeholders engaged in disaster operations/humanitarian response activities;

5. Share the processed DRRM-related information with internal units and external partners and stakeholders;

6. Analyze and prepare reports, infographics, and other briefing or presentation materials;

7. Utilize ICT and social media for greater efficiency and effectivity

8. Perform other tasks and activities that may be assigned by the Secretary or the Assistant Secretary for OPG Protective Programs

SOCIAL WELFARE ATTACHE OFFICE (SWATO)

SWATO Functions

1. Supervise and provide direction/technical assistance in the implementation of SWD policies to address the needs of the target clientele of social welfare attachés.

2. Develop operational guidelines and other technical materials for the use of the social welfare attachés

3. Consolidate, analyze and provide technical inputs and recommendations on the reports submitted by the social welfare attachés.

4. Monitor the implementation of WFP of Social Welfare Attaches;

6. Maintain database of cases of Overseas Filipinos in distressed situations;

7. Liaise with partner agencies.

TRANSITORY PROVISIONS

Designation and Assignment of Officials. The designation and assignment of the members of the Executive Committee pursuant to this re-clustering shall be announced in subsequent issuances. There shall be no changes in the assignment and/or designation of heads of offices, bureaus, services, and units until after a review of current assignments is completed by the Cluster Head(s), Coach-Mentor(s), EXECOM, and after approval by the Secretary. The usual policy of consulting affected personnel prior to any pending movements shall be observed in all cases.

Consultation and Information Dissemination. All Cluster Heads, with the assistance of other members of the Executive Committee, are hereby directed to conduct consultative and information dissemination activities to help promote understanding and support of this Administrative Order among the units and personnel within their respective clusters. Special attention shall be given to offices, bureaus, services, and units where personnel movements may be effected pursuant to the re-defined mandates and functional arrangements of the Department, as defined hereunder.

Field Office Structures and Systems. Appropriate adjustments shall be made on the structures and systems of the Field Offices to ensure harmonization with the re-clustering at the Central Office pursuant to this Administrative Order. All clusters are hereby directed to provide adequate support to the Field Offices to effectively manage changes at the regions within their respective areas of responsibility.

This order shall take effect immediately and shall continue to be effective unless rescinded. Previous issuances, office orders inconsistent herewith are hereby revoked.

Issued this 14th day of January 2016 in Quezon City, Metro Manila.

CORAZON JULIANO-SOLIMAN
Secretary