



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

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**ADMINISTRATIVE ORDER NO.** \_\_\_\_\_  
Series of 2016

**Subject: AMENDMENT TO ADMINISTRATIVE ORDER (AO) NO. 91 SERIES OF 1998, OTHERWISE KNOWN AS TERMS OF REFERENCE OF DSWD EXECUTIVE COMMITTEE, AS AMENDED BY AO NO. 60, SERIES OF 1999.**

The terms of reference (TOR) of the DSWD Executive Committee (ExeCom) are hereby amended as follows:

1. Section 3 of AO No. 91, s. 1998 is hereby amended to read as follows:

“3. MEMBERS

The ExeCom shall be composed of the following:

- Secretary
- Undersecretaries
- Assistant Secretaries
- Head Executive Assistant
- Legal Consultant of the Secretary
- Finance and Budget Consultant of the Secretary”

2. Section 4.5 is hereby amended to read as follows:

“4.5. Should more urgent concerns prevent a member from attending an ExeCom meeting, s/he should designate a representative who is adequately briefed on the issues to be taken up at the meeting. Provided that, the Legal and Finance and Budget Consultants of the Secretary need not send their representatives.”

3. Section 5 is hereby amended to read as follows:

“5. SECRETARIAT

The Secretary shall designate thru a Special Order a team composed of five regular members and 3 alternate members from the Office of the Secretary and other Offices, Bureaus, Services and Units to serve as the Secretariat of the Execom.”

4. Section 7 is hereby amended to read as follows:

**"7. FREQUENCY OF MEETINGS**

Meetings of the ExeCom shall be held once a month. The Secretary, however, may call for special or urgent ExeCom meetings when the need arises. Meetings of the ExeCom may also be held with the ManCom."

Issued this 12<sup>th</sup> day of October 2016 in Quezon City, Metro Manila, Philippines.

  
**JUDY M. TAGUIWALO**  
Secretary

Certified Copy:

  
**EMYLOU P. MIRAVALLES**  
OIC-Chief, General Services Division