



ADMINISTRATIVE ORDER
 No. 03
 Series of 2019

Subject: AMENDMENT TO THE 2019 MANAGEMENT REORGANIZATION OF THE DSWD CENTRAL OFFICE

To address the organizational concerns regarding the Department Security Office under the General Administration and Support Services Group (GASSG) as indicated in the DSWD Administrative Order No. 01, series of 2019 (AO 2019-001), entitled *Management Reorganization of the Central Office*, the following amendment to page 29 of AO 2019-001 is made:

**ANNEX F
 General Administration and
 Support Services Group
 (GASSG)**

GASSG provides leadership, staff expertise, and strategic support in managing physical infrastructures, assets, financial resources, human resources, procurement activities, and other logistical requirements in a manner that is transparent, accountable, proactive, results-oriented, and value-adding to the stewardship of DSWD resources.

GASSG shall have two (2) Sub-Clusters: The Administration Sub-Cluster and the Support Services Sub-Cluster.

**Office of the Undersecretary
 for General Administration and Support Services (OUSGASS)**

Description	The OUSGASS is responsible for providing the Secretary advice and assistance relevant to the operations of the Department, specifically on asset management, infrastructure development, financial management, human resource management, procurement management, and other strategic support services. The OUSGASS takes charge of overall supervision of the offices under the Cluster.
Specific Functions	<ol style="list-style-type: none"> 1. Provide advice on fiscal policy formulation, financial management, procurement management, asset management, infrastructure improvement and maintenance, personnel administration, performance management and career development, and other logistic support. 2. Direct and coordinate the formulation and implementation of policies and systems to ensure values- and strategy-based allocation and utilization of resources. 3. Supervise the preparation of agency budget proposal and work and financial plan, utilization of agency budget, and execution of agency work and financial plan. 4. Monitor undertakings and partnerships to provide strategic support services. 5. Lead in initiating change and innovation to achieve process excellence and client-friendliness. 6. Manage the work performance of offices under the Cluster. 7. Perform other functions the Secretary may assign.

Key Result Areas	<ol style="list-style-type: none">1. Advisory to the Secretary2. Policy Direction3. Strategic Support Supervision4. Office Performance Management
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Also attached is the amended organizational structure of DSWD reflecting the removal of the Department Security Office under the direct supervision of the Office of the Undersecretary for GASSG.

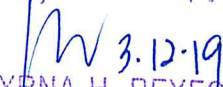
This amendment shall take effect immediately.

Documents executed after the effectivity of AO 2019-008 and prior to the effectivity of this issuance, but consistent with the tenor of the amendments herein, shall be considered ratified with respect to the respective signing authorities in such documents.

Issued this 28th of February, 2019 at DSWD Central Office, Batasan Hills, Quezon City, Philippines.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Certify True Copy:


MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division