



ADMINISTRATIVE ORDER
No. 04
Series of 2019

**Subject: GENERAL ADMINISTRATION AND SUPPORT SERVICES
GROUP'S OBSUs DESCRIPTION AND KEY RESULT AREAS**

Pursuant to the transitory provisions stated under the DSWD Administrative Order No. 01, series of 2019 (AO 2019-001), entitled *Management Reorganization of the Central Office*, the following supplemental provisions to Annex F are made:

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

Administration Sub-Cluster

The Administration Sub-Cluster shall be headed by the Assistant Secretary for Administration, and shall include the Administrative Service (AS) and the Human Resource Management and Development Service (HRMDS).

Administrative Service (AS)

Description	The AS is primarily responsible for providing, maintaining, and managing logistical requirements to support the DSWD in attaining its vision and mission. It develops policies, and formulates plans and programs, related to the provision of logistical services. It is also responsible for providing services related to property management, records management, property and infrastructure maintenance, transportation, communication, utilities, and janitorial and security services. It ensures that appropriate management systems and procedures are in place for efficient and effective administrative services.
Specific Functions	<ol style="list-style-type: none">1. Develop and recommend policies, programs, and procedures on efficient and effective property and asset management, provision of transportation, communication, security and janitorial services, and maintenance of properties and assets.2. Provide logistical support, strategic services, and Technical Assistance to the DSWD on administrative concerns3. Be responsible for the custodianship of all properties of the DSWD.4. Ensure that policies, programs, systems, and procedures on the efficient and effective records management, provision of transportation, communication, security and janitorial services, maintenance of facilities and assets of the DSWD are in place and implemented.

Key Result Areas	<ol style="list-style-type: none"> 1. Property Management 2. Asset Management 3. Supply Management 3. Records and Archives Management 4. Facility Improvement and Maintenance 5. Transportation, Communication, Utility, Janitorial, and Security Services Supervision and Operation
Divisions	<ul style="list-style-type: none"> ▪ General Services Division (GSD) ▪ Property, Supply, and Asset Management Division (PSAMD) ▪ Records and Archives Management Division (RAMD) ▪ Buildings and Grounds Management Division (BGMD)

General Services Division (GSD)

Description	<p>The General Services Division (GSD) is the implementing arm of the Administrative Service on the provision of technical expertise in the formulation and execution of policies, plans and activities related to logistical support functions for the Department's Central Office.</p> <p>The GSD Proper monitors implementation of contracts with security and janitorial service providers as well as takes charge in the management and operations of DSWD Central Office dormitories.</p> <p>Under the direct supervision and control of the GSD Office Proper are two (2) independent sections and one (1) unit, namely – the Transportation Management Section (TMS); Accounts Management and Bills Payment Section (AMBPS); and the Administrative Service Unit (ASU).</p>
General Function	<p>The GSD is responsible for the provision of logistical support on transport management, accounts management on air transportation, utilities and communication, dormitory management, and supervision of security and janitorial service providers, to ensure that appropriate management systems and procedures are in place for economical, efficient and effective general services.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Develop, recommend, and implement policies, programs, systems, and procedures for the provision and maintenance of the Department's transportation, communication, janitorial, and other facility or utility-related services; 2. Ensure compliance with the safety standards for vehicles; 3. Ensure a clean and healthy work environment; 4. Provide transportation services to the employees of the Department's Central Office; 5. Prepare Terms of Reference for contracted administrative services such as, but not limited to, Vehicle Maintenance Services, Janitorial Services and Security Services; 6. Supervise implementation of contracted services to ensure maintenance of good housekeeping of premises and proper condition of vehicles; 7. Monitor accounts and ensure payment of bills on general services; and 8. Monitor the operations of the Central Office Dormitories, Auditorium and Lobby areas. 9. Ensure quality service management of the facilities located at the DSWD Central Office.
Key Result Areas	<ol style="list-style-type: none"> 1. Transportation Management 2. Effective Accounts Management and Bills Payment 3. Janitorial and Security Service Management

4. Central Office Dormitories and Function Rooms Management

Property, Supply, and Asset Management Division (PSAMD)
(formerly known as the Property and Asset Management Division)

Description	The Property, Supply, and Asset Management Division (PSAMD) is the overall in-charge of the management of the Department's properties and supplies from acceptance to utilization and disposal/subsequent disposition of such goods.
General Function	The PSAMD is responsible for the custodianship of all properties acquired by the Department – from recording, safekeeping, issuance, monitoring, utilization and disposal of such properties.
Specific Functions	<ol style="list-style-type: none"> 1. Recommend policies, programs, systems, and procedures on the property, supply, and asset management of the Department. 2. Conduct periodic inventory, update records thereafter and maintain the inventory of all properties of the Central Office in accordance with the applicable laws and issuances. 3. Maintain inventory of the Department's real properties and monitor its status periodically. 4. Monitor stockpile inventory and actual issuance of common office supplies/materials by the Supply Unit. 5. Undertake initial physical receipt and proper documentation of delivered goods including submission of required reports per COA rules. 6. Issue and update Inventory Custodian Slips, Property Acknowledgement Receipts, and Property Transfer Reports (including those transferred to Field Offices or other agencies), whenever necessary. 7. Prepare issuance documents utilizing established automated systems like Property Records and Equipment Monitoring Inventory System (PREMIS) and facilitate its approval by authorized officials prior to the conduct of property issuance. 8. Record and ensure completeness of documentation, registration and security of all fixed assets acquired through purchase, donation, or other modes of acquisition. 9. Process renewal of accountabilities for existing issued properties/ semi-expendable equipment. 10. Act as document custodian of property-related reports, titles, deeds, insurance policies of all movable (e.g. motor vehicles and equipment) and immovable properties (e.g. real properties and fixed assets) of the Department. 11. Manage three (3) warehouses that will serve as – (1) A staging area prior to issuance of properties; and (2) A storage of stockpile of common-use supplies; and (3) A storage for surrendered serviceable equipment for re-issuance and unserviceable equipment for disposal; 12. Advise the management on applicable laws, rules and regulations on assets occupied by informal settlers, and on how to prevent encroachment of DSWD properties. 13. Ensure the documentation and updating of policies, management decisions and agreements regarding the issue of informal settlers in DSWD properties. 14. Advise the management on the acquisition of property through donation, or on the disposition of donated property. 15. Be responsible for the inventory and disposition of waste materials and unserviceable or obsolete properties through the modes of disposition stated under the applicable laws and issuances.

	<p>16. Provide technical assistance to offices, bureaus, services and units (OBSUs) on areas of expertise.</p> <p>17. Coordinate with end-users from different OBSUs concerned for matters concerning the actual issuance of goods and equipment.</p>
Key Result Areas	<ol style="list-style-type: none"> 1. Property Management 2. Supply Management 3. Warehouse Management 4. Asset Management

Records and Archives Management Division (RAMD)

Description	The Records and Archives Management Division (RAMD) is the central mailing system for the DSWD-Central Office that maintains and administers a system which shall handle mailing operations, messengerial services and provision of technical support for the disposition of documents in accordance with the approved Records Disposition Schedule of the Department.
General Function	The RAMD is responsible for the sound records management system of the Department through its systematic control of all records and documented information for its entire life cycle from creation/receipt, classification, use, filing, retention, and storage until its final disposition.
Specific Functions	<ol style="list-style-type: none"> 1. Develop, recommend and implement policies, programs, systems, and procedures for the efficient and effective records management; 2. Serve as the central receiving unit of all communications of the Department; 3. Provide efficient and effective records management throughout the entire records life cycle from its creation or receipt, to distribution (messengerial services) until its scheduled disposition; 4. Ensures all valueless records are disposed in accordance with the applicable laws, rules and regulations; 5. Ensure the preservation, safekeeping and accessibility of historical, permanent and vital records of the Department for future reference; 6. Provide technical assistance on records management; and 7. Responsible for receiving and conduct initial evaluation of Freedom of Information (FOI) in the Department.
Key Result Areas	<ol style="list-style-type: none"> 1. Maintenance and Safekeeping of Physical Records 2. Disposal of Valueless Records 3. Digitization of Records 4. Central Receiving of Records 5. Messengerial Services 6. Central receiving of FOI in the Department

Building and Grounds Management Division (BGMD)

Description	The Building and Grounds Management Division (BGMD) oversees the implementation of safety mechanisms and ensures its performance through its provision of support services related to construction, rehabilitation, renovation, repair and maintenance of various facilities and infrastructures of the whole Department including its Centers and Institutions.
General Function	The BGMD is responsible for the overall maintenance and preservation of cleanliness and safety of the Central Office through its proactive provision of architectural and engineering solutions.
Specific Functions	<ol style="list-style-type: none"> 1. Ensure the maintenance and upkeep of buildings, facilities equipment and other physical properties of the Department. 2. Ensure compliance with the established safety standards of the

	<p>workplace.</p> <ol style="list-style-type: none"> 3. Ensure availability of water and power supply. 4. Develop and design engineering plans/programs. 5. Implement infrastructure projects of the Department. 6. Provide technical assistance on the maintenance of equipment, buildings, facilities and other structures as well as on engineering, architectural and construction works of the Department.
Key Result Areas	<ol style="list-style-type: none"> 1. Technical Assistance related to Architecture and Engineering 2. Construction, Repair, Rehabilitation and Renovation Projects 3. Facility Improvement and Maintenance 4. Infrastructure Management

Human Resource Management and Development Service (HRMDS)

Description	<p>The HRMDS is responsible for services related to analyzing the DSWD's staffing patterns, and recruiting, capacitating, and ensuring the wellbeing of DSWD personnel toward greater employee productivity and overall organizational effectiveness. It leads the development of policies and systems on workforce planning, recruitment, selection and placement, performance management, learning and development, leadership development, employee relations, personnel administration, and competency-based human resources.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Advise DSWD Management on the development of policies, programs, and standards on human resource management and development (HRMD). 2. Develop, implement and review HRMD policies and programs to attain organizational goals. 3. Conduct research and development studies on human resource planning, human resource learning needs assessment, recruitment, selection and placement, personnel administration, performance management, talent development, and employee welfare and relations. 4. Maintain pertinent database on staffing positions/items, employee records, personnel transactions, performance management, talent development, and other human resources concerns. 5. Provide technical assistance to support the implementation and enhancement of HRMD policies, programs, and systems in the OBSUs and FOs. 6. Provide secretariat support to human resources-related committees and technical working groups.
Key Result Areas	<ol style="list-style-type: none"> 1. Workforce planning 2. Recruitment, Selection and Placement 3. Personnel Administration 4. Human Resource Learning Needs Assessment 5. Learning and Development 6. Performance Management 7. Rewards and Recognition 8. Employee Welfare and Relations
Divisions	<ul style="list-style-type: none"> ▪ Human Resource Planning and Performance Management Division (HRPPMD) ▪ Learning and Development Division (LDD) ▪ Human Resource Welfare Division (HRWD) ▪ Personnel Administration Division (PAD)

Human Resource Planning and Performance Management Division (HRPPMD)

Description	The HRPPMD is responsible for staffing policies and activities which involve workforce planning, recruitment, selection and performance appraisal/management.
General Function	The HRPPMD shall develop and implement policies in relation to recruitment, selection, placement; performance management and workforce planning within the purview of the oversight agencies such as the CSC, COA, DBM.
Specific Functions	<ol style="list-style-type: none"> 1. Develop and implement the merit promotion plan for personnel. 2. Implement, manage, review and enhance the personnel recruitment, selection, and placement policies and systems. 3. Conduct job analysis and manpower needs assessment of OBSUs, and special program/project management offices. 4. Review and enhance staffing structures along competency-based organizational and systems analyses. 5. Implement the Department's Individual Performance Management System. 6. Maintain and update the Human Resource Information System. 7. Generate, maintain and provide human resource information and reports in support of human resource policy development and decision-making of the management, and oversight agencies.
Key Result Areas	<ol style="list-style-type: none"> 1. Workforce Planning 2. Recruitment, Selection and Placement 3. Performance Management

Learning and Development Division (LDD)

Description	The LDD is responsible for developing, promoting and fostering individual and organizational effectiveness by providing an array of learning and development programs and interventions geared towards employee development and organizational enrichment.
General Function	The LDD shall develop, implement, and monitor & evaluate learning and development plans, programs, and interventions for the Department's human resources to enable the organization to achieve its goals by having competent and committed human resources.
Specific Functions	<ol style="list-style-type: none"> 1. Conduct learning needs assessments of the Department's human resources to identify appropriate learning and development interventions. 2. Coordinate with the Social Welfare Institutional Development Bureau and other OBSUs in the planning and development of learning and development interventions for the Department's human resources. 3. Develop, implement, and monitor & evaluate learning and development plans and interventions to address performance gaps of the Department's human resources. 4. Develop/enhance, implement and monitor & evaluate DSWD programs on local and foreign scholarships, short term courses, and other related educational support programs. 5. Source out other external training, scholarship and capability building programs for the professional development of the Department's human resources. 6. Provide assistance to officials and employees relative to their participation in scholarships, trainings and other personnel development programs. 7. Develop, implement, and monitor & evaluate alternative capability building interventions appropriate to the needs of the Department's human

	resources, such as job rotation, job coaching, mentoring, work improvement teams, among others. 8. Develop, implement, and monitor & evaluate succession management programs in the Department.
Key Result Areas	1. Human Resource Learning Needs Assessment 2. Learning and Development 3. Succession Management

Human Resource Welfare Division (HRWD)

Description	The HRWD is responsible in ensuring the promotion of the Department's personnel well-being towards greater employee productivity and overall organizational effectiveness.
General Function	The HRWD shall provide operational support through the development, implementation, enhancement, monitoring and evaluation of programs, services, and interventions to address current and emerging needs of DSWD personnel in the areas of health and wellness, employee welfare, employee relations, and rewards and recognition. Further, it shall formulate necessary policies to promote a supportive organizational environment.
Specific Functions	<ol style="list-style-type: none"> 1. Develop/enhance and implement Employee Wellness Programs to maintain a healthy, motivated, and professional workforce in the Department. 2. Provide medical and dental services, as well as conduct health-related fora and activities promoting holistic health. 3. Coordinate and establish partnership with other government agencies and organizations external to the Department in the provision of employee welfare programs and services. 4. Develop/enhance and provide assistance and interventions to personnel in difficult situations and special needs. 5. Promote ethics, discipline and other values formation activities in the Department. 6. Develop/enhance and implement mechanisms for addressing complaints and grievances on Department's personnel. 7. Provide support and assistance on matters pertaining to employee conduct, interpersonal conflicts, and grievances. 8. Develop/enhance and implement employee rewards and recognition programs. 9. Monitor and evaluate programs, services and interventions delivered to DSWD personnel through needs assessment, surveys, focus-group discussions, etc.
Key Result Areas	1. Health and Wellness 2. Employee Welfare 3. Employee Relations 4. Rewards and Recognition

Personnel Administration Division (PAD)

Description	The Personnel Administration Division (PAD) is responsible in ensuring proper administration of personnel compensation and benefits and other personnel transactions.
General Function	The PAD shall enhance, develop and implement human resource management programs and policies along the areas of compensation, leave administration and other personnel administration/transactions.
Specific	1. Advise and update management on personnel policy and administration.

Functions	<ol style="list-style-type: none"> 2. Establish and implement an integrated personnel program that shall ensure periodic review of classification and remuneration of positions in the Department. 3. Administer policies and rules, monitor and act on all personnel matters relating to attendance, tardiness, leave of absence, retirement, and other personnel records transactions. 4. Administer the classification and compensation plan of DSWD positions and personnel. 5. Prepare payroll of personnel for salaries and other compensation and benefits. 6. Facilitate employee contribution to agencies concerned (i.e., PhilHealth, SSS/GSIS and Pag-Ibig). 7. Manage personnel records and files (e.g. keep records of appointments and contracts of service of personnel). 8. Manage the plantilla of personnel of the Department. 9. Determine and recommend expenditure level of Personnel Services. 10. Facilitate the required authority for personal travel abroad.
Key Result Areas	Personnel Administration

Support Services Sub-Cluster

The Support Services Sub-Cluster shall be headed by the Assistant Secretary for Support Services, and shall include the Finance and Management Service (FMS), the Procurement Management Service (PMS), and the Legal Service (LS).

Office of the Assistant Secretary for Support Services (OASSS)

Description	The OASSS is responsible for providing the Secretary and the OUSGASS advice and assistance relevant to the operations of the Department, specifically on financial management, procurement management, legal management, and related strategic support services. The OASSS directly supervises the FMS, the PMS, and the LS.
Specific Functions	<ol style="list-style-type: none"> 1. Provide advice on fiscal policy formulation, financial management, procurement planning and monitoring, supply management, contract monitoring, and legal management and assistance. 2. Help direct and coordinate the formulation and implementation of policies and systems relevant to financial management, procurement management, and legal management. 3. Provide inputs in preparing the agency budget proposal and work and financial plan, utilizing the agency budget, and executing the agency work and financial plan. 4. Help monitor undertakings and partnerships to provide related strategic support services. 5. Help initiate change and innovation to achieve process excellence and client-friendliness. 6. Manage the work performance of the FMS, the PMS, and the LS. 7. Perform other functions the Secretary may assign.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary and Undersecretary 2. Policy Direction 3. Strategic Support Supervision 4. Office Performance Management

Finance and Management Service (FMS)

Description	The Finance and Management Service is responsible for the preparation and implementation of an effective financial plan to support the Department's program/activities/ projects aimed at achieving its desired outcome and mandate; development and implementation of policies and guidelines for the effective, efficient and economical management of financial resources of the department; management of financial and related non-financial information system to ensure timely compliance with reporting requirements of oversight agencies and statutes, and to support or provide management with relevant information and advice / options in decision making process; and the evaluation and analysis of the operating performance of various responsibility centers of the Department.
Specific Functions	<ol style="list-style-type: none"> 1. Formulate and implement fiscal policies and guidelines of the agency; 2. Review and consolidated the Department budget proposal; 3. Prepare annual financial plans of the Department; 4. Ensure propriety, legality and completeness of claims, financial transaction of the Department; 5. Provide management and oversight agencies with timely, relevant and accurate financial and management reports;

	<ol style="list-style-type: none"> 6. Provide efficient and effective management of cash of the Department to ensure optimal utilization; 7. Translates issuances of the DBM and other oversight agencies into easily understandable terms for dissemination to the Department's OBSUs and Field Offices; and 8. Whether the DSWD operation refers to regular or specific or resulting from directives of the Secretary and/or the President, the Financial Management Service provides technical assistance with respect to the planning/budgeting, utilization of funds and accuracy/legality of financial transactions in conformity to the existing accounting, budgeting and auditing rules and regulations to various Offices, Bureaus, Services and Units.
Key Result Areas	<ol style="list-style-type: none"> 1. Fiscal Policy Formulation 2. Fiscal Management 3. Technical Assistance on Financial Concerns
Divisions	<ol style="list-style-type: none"> 1. Budget Division – Regular Programs and Special Projects 2. Accounting Division – Regular Programs and Special Projects 3. Cash Division – Regular Programs and Special Projects (Grants) 4. Management Division

Office of the Assistant Director for Regular Programs

The Finance and Management Service for Regular Programs (FMS-RP), headed by the Director III of FMS-RP, assists the Director in formulating/enhancing policy reforms to ensure efficient and effective financial operations in support of DSWD's goals, programs, projects, and activities, and oversees the operations of three (3) divisions namely:

1. Accounting Division;
2. Budget Division; and
3. Cash Division.

Office of the Assistant Director for Special Projects

The FMS-SP ensures strong planning and budget linkages; strategic support which provides the short-term and medium term resource requirements of the Pantawid Pamilya, KALAHI-CIDSS and Unconditional Cash Transfer (UCT); processes the cash grants and monitors the payouts; Coordinates with Landbank on all matters related to cash grants; prepares liquidation reports of cash grants released to beneficiaries; ensures compliance to existing budgeting, accounting and auditing rules and regulations; provides management, oversight agencies (COA, DBM, Congress, Senate and NEDA etc.) and International Financing Institutions (IFIs) like WB, ADB etc. with timely, relevant and accurate financial and management report and analyzes systems requirements and proposed business solutions, among others.

The Financial Management Service for Special Projects (FMS-SP), headed by the Director III of FMS-SP, oversees the operations of three (3) divisions namely:

1. Budget Division for Special Projects;
2. Accounting Division for Special Projects; and
3. Grants Division

FMS – SP acts on all directives and instructions emanating from the Office of the Secretary and other EXECOM pertaining to Pantawid Pamilya, KALAHI-CIDSS and Unconditional Cash Transfer (UCT).

Budget Division – Regular Programs

Description	<p>The Budget Division is involved in the planning and preparation of the requirements for budget proposal; presentation of the same in various bodies such as the EXECOM, DBM, House of Representatives, Senate of the Philippines and other oversight offices; preparation of reports for submission to oversight agencies and various management reports to be used for decision making</p>
General Function	<p>Budget Division is involved in the planning and preparation of the requirements to ensure submission of the annual consolidated budget proposal, i.e. budget proposal of every Office, Bureaus, Services and Units (OBSUs) including budget proposals of its Field Offices, of the Department of Social Welfare and Development for legislation and inclusion in the General Appropriations Act of each year. It includes presentation/justifications of the budget proposal to the various concern bodies/oversight agencies such as the DSWD-Executive Committee (ExeCom), National Management and Development Conference (NMDC), Department of Budget and Management (DBM), Regional Development Council (RDC), House of Representatives, Senate of the Philippines, among others.</p> <p>The Division also ensures the availability of funds to support the implementation of the Programs/Activities/Projects (P/A/P) of each OBSUs of the Department in accordance with their corresponding Work and Financial Plan (WFP). It also monitors the level of fund utilization of each of the OBSUs including FOs.</p>
Specific Functions – Regular Programs	<p>The Budget Division is composed of three (3) units namely: Budget Planning, Budget Execution, and Consolidation/Reporting.</p> <p>Budget Planning</p> <ol style="list-style-type: none"> 1. In coordination with Planning Bureau, formulate Key Performance Indicators (KPI) of bureaus/office/units of the Department; 2. Recommend policies and guidelines in the preparation of annual budget estimates and in execution of the budget; 3. Develop and improve budgetary methods and procedures; 4. Consolidates/submits annual fund estimates in support to the Department’s operations, plans and programs/projects/activities; 5. Review and consolidate the Department budget proposal; 6. Assist management in the preparation of the Department’s budget estimates before the DBM, legislative bodies and other oversight and administrative agencies; 7. Prepares Medium Term Expenditure Plan (MTEP) for submission to NEDA; 8. Consolidates and prepares annual Work and Financial Plan of the Department based on NEP; 9. Coordinates with DBM and other oversight agencies on budgetary matters; and 10. Provides technical assistance and coordinates with offices, bureaus, services and unit in the formulation of forward estimates and budget proposal. <p>Budget Execution</p> <ol style="list-style-type: none"> 1. Process the obligation requests of all financial transactions in accordance

	<p>with existing parameters, rules and regulations;</p> <ol style="list-style-type: none"> 2. Controls fund allocation of all programs/projects/activities (P/P/As) under the GAA, Regular Funds and of P/P/As under the Locally-funded and Foreign Assisted Funds; 3. Controls utilizations of all funds under the Trust Account Funds of the Department; 4. Evaluates Project Proposals of OBSUs/NPMOs in conformity with P/P/As within the approved WFP; 5. In coordination with concerned units, allocate available funds to priority programs and projects; 6. Issues sub-allotment advice (SAA) in support of the fund requirements of P/P/As of various field offices; 7. In coordination with concerned OBSUs/NPMOs, prepare operation performance analysis report indication variances between actual performance and set programs/activities of said OBSUs/NPMOs; and 8. Prepares utilization report of all funds entrusted to the Department. <p><i>Consolidation/Reporting</i></p> <ol style="list-style-type: none"> 1. Handles and review of financial reports of Field Offices and consolidation of financial reports of Central and Field Offices; 2. Prepares all required consolidated financial reports for submission to oversight agencies; 3. Prepare timely, relevant and accurate financial reports for management guidance and as required by the higher authorities; 4. Monitors all fund releases and unfunded allotment; 5. Provides technical assistance to FOs Budget units on budgetary matters; 6. Review performance reports to deter mine conformance with set standards; and 7. Handles safekeeping of financial reports of the Division.
<p>Specific Functions – Special Programs</p>	<ol style="list-style-type: none"> 1. Ensures that the budget preparation, budget implementation and monitoring of fund utilization are effectively executed; 2. Formulates policies in coordination with the NPMO to ensure that the budget is submitted within the timeline of the Department of Budget and Management (DBM) and in compliance with the parameters set for budgeting as embodied in the Budget Call; 3. Reviews and consolidated the submitted NPMO and ROs Pantawid proposed budget; 4. Ensures that the proposed budget is reflective of the needs of the program; 5. Submits the consolidated Pantawid proposed budget to the Budget Division, Financial Management Service on time for inclusion in the Department wide annual budget proposal; 6. Prepares necessary documents and cue cards to defend/justify the budget proposal of Pantawid; 7. Attends technical/committee/plenary budget hearings at the DBM, Congress and Senate; 8. Formulates and issues memoranda/ policy guidelines to NPMO/ RO on the agreed parameters and budget ceilings and sets deadlines on the submission of Annual Work and Financial Plan (WFP); 9. Conducts the Annual Work and Financial Planning Workshop for Pantawid Program; 10. Reviews and consolidates the NPMO and Regional Office WFPs for approval of the Undersecretary for GASS and Secretary; 11. Reviews an consolidates and submits the Monthly Disbursement

	<p>Program of Pantawid;</p> <ol style="list-style-type: none"> 12. Transmits the approved WFP to NPMO and RPMO to be the basis for implementation of the activities of Pantawid; 13. Reviews the Accounts Payable (AP) at end of year and provides certified correct statement of AP for LP (ADB and WB) and submits to Accounting Division for recording in the books; monitors the paid AP for ensuing year; 14. Reviews the requested due and demandable AP of all regions for LP SWRDP both ADB and WB funds. If the same is unfunded SAA for LP, ensures that the downloading of funds will be provided to the concerned regions; 15. Reviews and submits the monthly, quarterly and annual fund utilization/monitoring reports as to allotment and Notice of Cash Allocations and justifies the underspending and prepares catch up plans in coordination with the NPMO; 16. Consolidated Statement of Allotment, Obligations and Balances (SAOB) of CO and RO for Pantawid; and 17. Statement of Fund Utilization by components (grants, Personnel Services, Cost of Service (COS), training, advocacy, bank fees, M and E and Administrative Cost)
Key Result Areas	<ol style="list-style-type: none"> 1. Fiscal Policy Formulation 2. Fiscal Management 3. Technical Assistance on Financial Concerns

Accounting Division – Regular Programs

Description	The Accounting Division is responsible to provide services related to accounting of Agency Funds and Properties in accordance with Government Accounting Manual (GAM) and Philippine Public Sector Accounting Standard (PPSAS) in conformity with existing laws, rules and regulations.
General Function	The overall function of the Accounting Division is subdivided into four (4) units namely Pre-Audit and Miscellaneous Unit, Financial and Reporting Unit – Regular Programs, Accounting Records and Reporting Unit – Foreign Assisted Project Unit and Consolidation Unit.
Specific Functions – Regular Programs	<ol style="list-style-type: none"> 1. Advise the management on financial matters; 2. Prepare and submit financial reports to the management, oversight agencies, legislative and other administrative bodies, and financial institutions; 3. Maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management; 4. Ensure propriety, legality and completeness of all claims and financial transactions; 5. Certify the availability of funds; 6. Prepare billings to debtors or notices of liquidation to officials, employees and organizations or agencies with cash advances, suspensions and disallowances; 7. Provide technical assistance to OBSUs of the Department on accounting matters; 8. Certify that loans and grants proceeds are effectively and efficiently managed and utilized; 9. Review and consolidate liquidation reports for booking purposes; and 10. Perform such other functions as may be provided by law.
Specific	B.1 Pre-Audit/Claims Control

<p>Functions – Special Programs</p>	<ol style="list-style-type: none"> 1. Processing of complete documentation for funding of Purchase Order and Contracts; 2. Control and monitoring of cash availability for Disbursement Vouchers; 3. Review for the validity of claims and complete documentation for Disbursement Vouchers in accordance with COA and GP IRRs; and 4. Approval of Disbursement Vouchers by the Division Chief. <p>B.2 Loans Compliance/Reporting Section</p> <ol style="list-style-type: none"> 1. Ensures loan proceeds and GOP counterpart are utilized for the program/project/activity as stated in the loan agreement are reported to the World Bank and other oversight agencies in accordance with the requirement of the Loan Agreement. Borrower shall prepare and furnish the Bank as part of the Project, report not later than sixty (60) days after the end of each calendar quarter, interim unaudited financial reports for the Project covering the quarter, in form and substance satisfactory to the Bank; 2. Coordinates with the World Bank, the Department of Finance (DOF), the Department of Budget and Management (DBM), the Bureau of Treasury (Btr), the Bangko Sentral ng Pilipinas (BSP) and the Land Bank of the Philippines (LBP) in compliance with existing rules and regulation for the timely release of project funds; 3. Monitors the Designated Account and reviews the withdrawal applications, for submission of the World Bank and ADB, on the basis of the Statement of Expenditures (SOE) of the Central Offices and the Regional Offices (ROs); 4. Reviews Statement of the Expenditures for cash grants, implementing and operating costs for the Central Office and consolidates Regional SOE; 5. Reviews the Withdrawal Applications (WA) for the financial institutions (World Bank and ADB) based on the Statement of Expenditures of the central and regional offices; 6. Reviews and submits the financial monitoring reports to the World Bank and other oversight agencies as well as to the EXECOM for monitoring purposes; and 7. Attends various meetings, mission updates, seminars, workshops, etc. <p>B.3 Liquidation/Reports Section</p> <ol style="list-style-type: none"> 1. Monitors the liquidation reports of cash grants released to beneficiaries other than cash card; 2. Ensures that the liquidation reports from the Regional Office are complete, valid and in accordance with the existing policies, rules and regulations; 3. Signs letters/notifications to RO for noted deficiencies in the LR after completeness, validity check of their liquidation reports; 4. Reviews and signs the reports of the consolidated processed LRs for submission to Accounting Division for Regular Programs every 5th day of the following month for recording in the books; 5. Statement of Grants funded and disbursed per mode of payment, conduit and Bank Account; 6. Summary of unliquidated cash grants per conduit mode of payment/conduit and Bank Account; 7. Status of submission of LR per conduit and Field Office; 8. Monitors the liquidation workshops that are being conducted in all Regional Offices every after the bi-monthly cash card payout to gather all
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	<p>supporting documents for the immediate liquidation of payouts for current and prior years; and</p> <p>9. Reviews the monthly reconciliation of the records of the National Program Management Office (NPMO) Liquidation Team and the Regional Program Management Office (RPMO) Liquidation Team.</p>
Key Result Areas	<ol style="list-style-type: none"> 1. Ensure compliance to government accounting rules and regulations; 2. Ensure compliance with the reportorial requirements of the oversight agencies; 3. Monitoring of liquidation of cash advances and provision of necessary technical assistance to OBSUs and other partner implementers to ensure 100% liquidation within the reglementary period; 4. Build a culture of innovation and convergence; and 5. Establish process excellence.

Cash Division – Regular Programs

Description	<p>The Cash Division provides efficient and effective management of cash of the Department to ensure optimal utilization. It also provides management of timely, relevant and accurate cash position report to enable management to make sound financial decisions on matters relating to cash management.</p>
General Function	<p>The Cash Division monitors cash position of the Department to ensure maintenance of optimal cash balance. It prepares and submits cash position reports to management and oversight agencies. Likewise, the division collects, receives and deposits cash and checks accruing to the agency and National Treasury and ensures timely payment of accounts.</p> <p>The Cash Division provides technical assistance on collections and disbursements to various Offices/ Bureaus/ Services/ Units (OBSU) and Field Offices (FOs) of the Department. The Cash Division thru the viewing facility of FMS-CAUMS provides OBSUs an updated, if not a real time financial data regarding cash allocation and disbursements for a given period. It also handles cash advances for the different OBSUs.</p>
Specific Functions	<p>The Cash Division is composed of two (2) units namely: (1) Collection and Deposit Unit and (2) Disbursements Unit. The Disbursements Unit is further subdivided into three (3) sub-units namely: (a) Regular Program - LDDAP-ADA, (b) Regular Program – Checks/NTA and (c) Special Projects and Other MDS and Trust Funds.</p> <p>Collection and Deposit Unit</p> <ol style="list-style-type: none"> 1. Responsible in the issuance of official receipts for all collections under MDS general funds and currents accounts; 2. Deposit all collections with the National Treasury/ Authorized Government Depository Bank (AGDB); 3. Secure all collections either cash or check, Official Receipts and other accountable forms; 4. Prepare Report of Collections and Deposits, Cash Receipts Record and Report of Accountability for Accountable Forms (RAAF); 5. Responsible in updating of Statement of Donations in the Department's website for transparency; 6. Responsible in the monitoring of e-donation management system; 7. Prepare request for a Certification from Bureau of Treasury/servicing bank showing that the donation was deposited under the account of the Treasurer of the Philippines to support the request for a Special Budget

to DBM;

8. Responsible in vetting of donations as per request;

Disbursement Unit

(a) Regular Program - LDDAP-ADA

1. Prepare LDDAP-ADA drawn against DSWD Regular Modified Disbursement System (MDS) account;
2. Responsible in the monitoring of LDDAP-ADA issued against the released Notice of Cash Allocation (NCA) per fund cluster 01;
3. Prepare daily Advice of Checks Issued and Cancelled for submission to servicing bank –LBP as attachment to LDDAP-ADA issued;
4. Prepare Biller Data Entry System (BDES) for PLDT, Globe and Meralco; and OnColl Deposit Slip for Philippine Airlines as attachment to LDDAP-ADA;
5. Record all debit memo (DM)/LDDAP-ADA issued in the Warrant Register Book by fund account;
6. Sort/file/photocopy vouchers and payroll stamping “PAID” in all supporting documents indicating the DM no. and date in original and duplicate vouchers/payroll;
7. Undertake monthly reconciliation of account balances with the Accounting Division;
8. Monitor and ensure issuance of Official/Collection Receipt by creditors as proof of receipt of payment; and
9. Prepare Report of ADA Issued under Fund Cluster 01.

(b) Regular Program – Checks and NTAs including 4Ps NTA

1. Prepare checks drawn against DSWD Regular Modified Disbursement System (MDS) account;
2. Responsible in the monitoring of checks/NTA issued against the released Notice of Cash Allocation (NCA) per fund cluster;
3. Prepare daily Advice of Checks Issued and Cancelled for submission to servicing bank –LBP as basis for encashment of checks under DSWD Regular MDS account;
4. Prepare Report of Check Issued and Report of Accountability for Accountable Forms (RAAF) under fund cluster 01;
5. Record all checks issued in the Check Register Book by fund;
6. Undertake monthly reconciliation of account balances with the Accounting Division;
7. Prepare transmittal letter to Accounting Division for stale/cancelled checks and checks for replacement;
8. Sort/file/photocopy vouchers and payroll stamping “PAID” in all supporting documents indicating the check no. and date in original and duplicate vouchers/payroll;
9. Remit checks to different government and private institutions such as HDMF Pag-ibig, GSIS, LBP, Home Mortgage Finance Corporation, Health Insurance, Procurement Service, PLDT, etc.;
10. Prepare Aging of Unreleased Checks and Statement of Unreleased Checks every end of the month;
11. Prepare Notice of Unreleased of Checks to OBSUs to ensure timely release of checks;
12. Monitor and ensure issuance of Official/Collection Receipt by creditors as proof of receipt of payment;

13. Consolidate Monthly Cash Position Report of all field offices;
14. Coordinate/verify/attend to request of different FOs;
15. Monitor all approved SAA received and request for transfer of funds;
16. Prepare disbursement vouchers for fund transfer to different Field Offices;
17. Prepare Notice of Transfer of Allocation (NTA) to different field offices for all MDS accounts;
18. Prepare Notice of Fund Transfer/ transmittal letter to different FOs informing them of downloaded funds to their respective accounts;
19. Reconcile transfer of funds such as Notice of Transfer Allocation (NTA) in a regular basis.
20. Maintain updated monitoring of Status of SAA, NTA Issued and Balances; and
21. Prepare regular Cash Position Report with narrative for MDS account Fund Cluster 01.

(c) Special Projects and Other MDS and Trust Funds

1. Prepare checks drawn against DSWD accounts under Modified Disbursement System (MDS) and trust funds;
2. Responsible in the monitoring of checks/LDDAP-ADA issued against the released Notice of Cash Allocation (NCA) per fund and trust balances;
3. Prepare daily Advice of Checks Issued and Cancelled for submission to servicing bank –LBP, DBP, and PVB as basis for encashment of checks for DSWD other MDS and trust accounts;
4. Prepare Report of Check Issued and Report of Accountability for Accountable Forms (RAAF) under MDS and trust accounts;
5. Record all checks issued in the Check Register Book by fund and all trust accounts;
6. Undertake monthly reconciliation of account balances with the Accounting Division;
7. Prepare transmittal letter to Accounting Division for stale/cancelled checks and checks for replacement;
8. Sort/file/photocopy vouchers and payroll stamping “PAID” in all supporting documents indicating the check/DM no. and date in original and duplicate vouchers/payroll;
9. Remit checks to different government and private institutions such as HDMF Pag-ibig, GSIS, LBP, Home Mortgage Finance Corporation, Health Insurance, Procurement Service, PLDT, etc.
10. Prepare Aging of Unreleased Checks and Statement of Unreleased Checks every end of the month;
11. Prepare Notice of Unreleased of Checks to OBSUs to ensure timely release of checks;
12. Monitor and ensure issuance of Official/Collection Receipt by creditors as proof of receipt of payment;
13. Consolidate Monthly Cash Position Report of all field offices;
14. Reconcile transfer of funds such as Notice of Transfer Allocation (NTA) and funding checks with field offices in a monthly basis;
15. Monitor all approved SAA received and request for transfer of funds;
16. Prepare disbursement vouchers for fund transfer to different Field Offices;
17. Prepare Notice of Transfer of Allocation (NTA) to different field offices for all MDS accounts;
18. Prepare Authority to Debit/Credit Account (ADA) for payroll account, barangay transfer of funds (BTF) and Fund Transfer Advice (FTA);

	<p>19. Accomplish individual deposit slips for funding checks under trust accounts indicating the account number, amount, check number and date for deposit to servicing bank LBP/DBP/PVB to be credited to the respective accounts of different Field Offices (FOs);</p> <p>20. Prepare Notice of Fund Transfer/ transmittal letter to different FOs informing them of downloaded funds to their respective accounts;</p> <p>21. Coordinate/verify/attend to the request of different FOs for funding checks;</p> <p>22. File copies of voucher, deposit slip, transmittal letter of bank transfer to different Field Offices;</p> <p>23. Maintain updated monitoring of Status of SAA, NTA Issued and Balances;</p> <p>24. Prepare various reports required by funding agencies/institutions; and</p> <p>25. Prepare regular Cash Position Report with narrative for all MDS accounts handled.</p>
Key Result Areas	<p>1. Fiscal management</p> <p>2. Technical assistance on financial concerns.</p>

Grants Division – Special Programs

Description	The Grants Division provides efficient and effective management of grants of the Department to ensure optimal utilization.
General Function	The Grants Division is responsible for the efficient and effective preparation of grants. In coordination with the Land Bank of the Philippines (LBP) and other Authorized Government Depository Banks (AGDBs), shall ensure that the targeted Pantawid beneficiaries are given the cash grant at the most timely, efficient and cost - effective means.
Specific Functions	<p>C.1 Cash Card Creation and Distribution</p> <ol style="list-style-type: none"> 1. Ensures that targeted no. of cards to be requested for card creation are prepared and submitted to Landbank and other AGDB; 2. Reviews and initials on request for card creation; 3. Ensures that card numbers assigned by Landbank/AGDB to respective Pantawid HHs are requested to ICTMS to be reflected in the Pantawid Database; 4. Ensures that reports from FOs on unclaimed/undistributed cards are consolidated; and 5. Ensures that reports on the status of card creation and card distribution are reported regularly and within the allotted timeframe. <p>C.2 Funding and Card Maintenance for UCT and CCT</p> <ol style="list-style-type: none"> 1. Keys in approval of the payroll in behalf of the Deputy Director for Finance in the Pantawid database; 2. Checks the generated Obligation Requests and Status and Disbursement Vouchers; 3. Signs the Grants Summary as attachment to the Disbursement Vouchers; 4. Prepares actual cash requirements for cash grants; 5. Reconciles records with Budget, Accounting and Cash Division on the funding of cash grants; 6. Responds to ROs payout issues and complains on delayed transfer of funds to conduits and delayed payouts; 7. Ensures that the list of UCT grants beneficiaries are submitted to Landbank; and

	<p>8. Ensures that status reports on UCT for Pantawid Pamilya are submitted to various stakeholders;</p> <p>C.3 Reconciliation and Reporting</p> <ol style="list-style-type: none"> 1. Processes RO requests for the rescheduling of payouts; 2. Monitors payouts conducted by LBP and conduits; 3. Consolidates status of payouts reported by the ROs; 4. Reviews ROs requests for return to the Bureau of the Treasury of the undisbursed funds of payouts; 5. Prepares responses for Audit Observation Memoranda (AOM) from COA regarding cash grants preparation, delayed cash cards, etc.; 6. Analyzes aging of accounts/cards; and 7. Process remittance to BTR of undisbursed funds and non-moving accounts. <p>C.4 External Relations and Service Fees Section</p> <ol style="list-style-type: none"> 1. Evaluates new proposals of conduits, banks to participate in the payout of grants; per submission of LBP; 2. Responds to concerns of LBP e.g. series of unremitted balances of conduits, low performance of conduits, payment of service fees; 3. Reviews billing of service fees for cost of card generation, loading fees, interbank fees, withdrawal fees; 4. Reviews generated Disbursement Vouchers (DVs) and Obligation Requests (OBRs) and signs Statement of Service Fees; and 5. Ensures that Status Updates on payment of service fees are prepared and submitted to stakeholders.
Key Result Areas	<ol style="list-style-type: none"> 1. Ensure values-based and strategy-based allocation and utilization of Pantawid Pamilya, NHTO, KC-NCDDP and UCT resources; 2. Establish process excellence; 3. Ensure efficient and effective cash grant processes; 4. Ensure strong planning and budget link; 5. Establish process excellence; 6. Provide management oversight agencies and institutional financing like WB with timely, relevant and accurate financial and management reports; and 7. Build a culture of innovation and convergence.

Management Division

Description	The Management Division assists and provides technical services to the heads of the Offices, Bureaus, Services and Units (OBSUs), including Field Offices (FOs) in the improvement of its organizational governance, risk management and control processes.
General Function	The Management Division is responsible for the conduct of management improvement services by reviewing the support and management systems and the operations; its methods, systems, and processes, and submitting to the appropriate management levels recommended improvements and monitor effective implementation thereof.
Specific Functions	<ol style="list-style-type: none"> 1. Develop plans and programs relative to management improvement in the Department using as reference, among others, the reports of the Internal Audit Service (IAS), Policy Development and Planning Bureau (PDPB), Commission on Audit (COA) and other oversight agencies (DBM, BTr, DOF, etc.), as well as partner financial institutions, local and foreign, such

	<p>as the World Bank (WB) and Asian Development Bank (ADB), etc.;</p> <ol style="list-style-type: none"> 2. Examine the administrative organization of the Department and provide recommendations for improvement; 3. Maintain and update the Department's organization and other manuals; 4. Conduct regular management surveys of the organizational structure, human resources and operations, and studies on special problems as assigned; 5. Review existing methods, systems and processes/procedures of the OBSUs and FOs in the development of new and improved management systems, among others; 6. Examine specific processes, identify rooms for improvements and eliminate duplicate processes through integrated systems in coordination with the ICTMS; 7. Supervises OBSUs and FOs in the implementation of improvements. 8. In close coordination with the HRDS, develop staffing standards and human resource requirements of the Department; and 9. Perform such other functions as may be prescribed by management and provided by law.
Key Result Areas	Improvements in the governance, risk management and control processes.

Procurement Management Service (PMS)

Description	The PMS is responsible for ensuring the efficient, effective, and timely provision of goods and non-consulting services, contracting for infrastructure projects, and consulting services to support the DSWD in attaining its vision and mission. It shall lead all activities of the DSWD pertaining to procurement planning, purchasing, and contract management and monitoring.
Specific Functions	<ol style="list-style-type: none"> 1. Manage and monitor all phases of the procurement process to ensure the provision of goods and non-consulting services, contracting of infrastructure projects and consulting services to all OBSUs. 2. Ensure compliance with applicable laws, rules and regulations, and other issuances pertaining to procurement policies, procedures and systems. 3. Manage the receipt of procured supplies, materials and equipment. 4. Manage the contracting process for suppliers of goods and non-consulting services, infrastructure projects and consulting services, including contract preparation, contract review by OBSUs concerned, signing of the parties concerned, and completion of documents relative to fund release pursuant to contract provisions. 5. Coordinate with OBSUs concerned to monitor compliance with the terms and conditions of the procurement contract, the release of payment to suppliers of goods and consulting services, infrastructure projects, and consulting services, and explore options for non-performance, including contract termination and imposition of sanctions against erring suppliers. 6. Create and maintain the price monitoring system and the registry of suppliers, contractors and consultants. 7. Conduct research and market studies on frequently procured goods and services. 8. Provide technical assistance to OBSUs on areas of expertise. 9. Provide administrative and technical support to the Bids and Awards Committee (BAC).
Key Result Areas	<ol style="list-style-type: none"> 1. Procurement Management and Monitoring 2. Contract Management and Monitoring 3. Market Research and Product Standards Development

	4. Capacity Building on Procurement and Contract Management
Divisions	<ul style="list-style-type: none"> ▪ Procurement Planning and Management Division (PPMD) ▪ Contract Monitoring Division (CMD) ▪ Bids and Awards Committee (BAC) Secretariat Division

Procurement Planning and Management Division (PPMD)

Description	The Procurement Planning and Management Division (PPMD) is responsible for the planning and procurement activities of the Department. The PPMD shall also monitor the submission of PRs of OBSUs consistent with their planned activities in their submitted PPMP and Work and Financial Plan (WFP).
General Function	Manage and monitor all procurement activities of the Department.
Specific Functions	<ol style="list-style-type: none"> 1. Manage all procurement activities, from pre-procurement stage (planning stage) to the conduct of the actual procurement process of the Department. 2. Provide technical assistance to the end-user OBSUs, including Field Offices and Attached Agencies, whenever necessary, in the preparation of their PPMP and PRs and the corresponding supporting documents. 3. Coordinate and monitor procurement phases, activities and milestones for proper reporting to relevant agencies when required. 4. Maintain a price monitoring list of goods and services regularly procured by the Department. 5. Maintain a list of suppliers, contracts and consultants. 6. Conduct market sourcing/market scanning to determine the availability of the Department's requirements in the market.
Key Result Areas	<ol style="list-style-type: none"> 1. Procurement Planning 2. Procurement Management and Monitoring 3. Market Research and Product Standards Development 4. Price Monitoring 5. Capacity Building on Procurement

Bids and Awards Committee Secretariat (BACSEC) Division

Description	The Bids and Awards Committee (BAC) Secretariat shall serve as the main support unit of the BAC.
General Function	Provide administrative and technical support to the BAC and the duly designated Technical Working Group (TWG).
Specific Functions	<ol style="list-style-type: none"> 1. Organize and make all necessary arrangements for the BAC and the TWG meetings and conferences. 2. Prepare minutes of the meetings and resolutions of the BAC. 3. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Central Office are properly documented. 4. Manage the sale and distribution of Bidding Documents to interested bidders. 5. Advertise and/or post procurement opportunities, including Bidding Documents, Notice of Awards, Contracts, Purchase Orders, and Notices to Proceed. 6. Assist in the management of the procurement process. 7. Assist in the management and monitoring of procurement activities and milestones for proper reporting to relevant agencies when required. 8. Consolidate PPMPs of OBSUs in the Central Office to make them

	<p>available for review and prepare Annual Procurement Plan (APP).</p> <p>9. Act as central channel of communications for the BAC with end-users, special program/project management offices, other OBSUs of the agency, other government agencies, providers of goods and non-consulting services, infrastructure projects and consulting services, observers and the general public.</p>
Key Result Areas	<ol style="list-style-type: none"> 1. Procurement Management and Monitoring 2. Capacity Building on Procurement 3. Compliance to RA No. 9184, its 2016 IRR and other applicable procurement guidelines of international financing institutions

Contract Monitoring Division (CMD)

Description	The CMD takes charge of the “tail-end” of the procurement process, ensuring the performance and actual delivery of goods or compliance with the contract through proper monitoring until completion, and eventual payment.
General Function	CMD shall be responsible for all post-award contract management and administration activities.
Specific Functions	<ol style="list-style-type: none"> 1. Ensure that proper Performance Security has been posted by the suppliers, service provider or consultant. 2. Monitor and ensure compliance of all parties with the Terms and Conditions of the procurement contract, such as the submission of deliverables or actual delivery of goods in the required quantity and quality within the specified timelines. 3. Manage the receipt of procured supplies, materials and equipment. 4. Monitor contract management milestones and prepare progress chronology or accomplishment reports. 5. Coordinate with the End-User OBSU and other OBSUs concerned for inspection and final acceptance. 6. Coordinate with the End-User/OBSU and FMS for completion of necessary supporting documents for processing of payment to the supplier/service provider. 7. Initiate review and assessment of performance and recommend sanctions to the Secretary or his duly authorized representative, through the BAC, against erring suppliers, contractors, and consultants, including Termination of Contract, forfeiture of performance security and blacklisting. 8. Take charge of requests for repairs and replacement of goods under warranties, and other After-Sales concerns. 9. Assist in contract management activities of OBSUs and Field Offices, and provide technical assistance and support whenever necessary. 10. Ensure that proper Performance Security has been posted by the suppliers, service provider or consultant.
Key Result Areas	<ol style="list-style-type: none"> 1. Contract Administration and Monitoring 2. Payment and Termination of Contracts 3. Warranties and After-Sales Concerns 4. Capability Building on Procurement

Legal Service (LS)

Description	The LS provides legal assistance and support to the DSWD’s various OBSUs and personnel by handling administrative and litigated cases involving the DSWD or DSWD personnel, providing legal opinions and advice on matters involving the DSWD mandate and the exercise of its official powers
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	and functions, and rendering related services.
Specific Functions	<ol style="list-style-type: none"> 1. Handle, and provide Technical Assistance regarding administrative and litigated cases. 2. Provide legal opinions, advice, and services on matters involving the DSWD mandate and the performance of its authorized powers and functions.
Key Result Areas	<ol style="list-style-type: none"> 1. Legal Management 2. Legal Assistance
Divisions	<ul style="list-style-type: none"> ▪ Legal Assistance Division ▪ Legal Management Division

Legal Assistance Division

Description	The Legal Assistance Division provides technical assistance and legal support through legal opinions, advice and other related services.
General Function	Provide legal opinions, advice, and other related services on matters involving the Department's official mandate and the performance of its authorized powers and functions.
Specific Functions	<ol style="list-style-type: none"> 1. Render legal opinions and advice on proposed policies, guidelines, internal rules, personnel matters, and other matters relating to the official functions of the Department offices, bureaus, services, units and personnel. 2. Draft and review contracts, agreements and other legal documents and instruments involving the Department. 3. Comment on relevant draft treaties and bills pending in Congress. 4. Help draft Implementing Rules and Regulations for relevant laws, and other executive issuances. 5. Respond to legal queries from Department clients and other partners. 6. Render other legal services the Department Secretary may request.
Key Result Areas	<ol style="list-style-type: none"> 1. Legal Assistance 2. Legal Opinions 3. Capacity Building Activities

Legal Management Division

Description	The Legal Management Division handles administrative cases and litigated cases.
General Function	Handles administrative and litigated cases.
Specific Functions	<ol style="list-style-type: none"> 1. Prosecute and hear administrative cases involving Department employees. 2. Assist in fact-finding investigations regarding possible administrative offenses involving Department personnel. 3. In certain instances, and with the proper deputation, represent the Department, and Department personnel in their official capacities, in litigated cases. 4. Coordinate with and assist the Solicitor General or the State Prosecutor in cases involving the Department and Department personnel in their official capacities. 5. Provide technical assistance to retrained and volunteer lawyers handling litigated cases

	6. Render other legal services the Department Secretary may request.
Key Result Areas	1. Legal Management 2. Legal Representation 3. Capacity Building Activities

This Order shall take effect immediately.

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



ROLANDO JOSELITO D. BAUTISTA
Secretary

Certify True Copy:

M 3.12.19

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