

ADMINISTRATIVE ORDER

 No. 06
 Series of 2019

**Subject : SUPPORT TO OPERATIONS - POLICY AND PLANS
 OBSUs DESCRIPTION AND KEY RESULTS AREAS**

Pursuant to the Transitory Provisions stated under the DSWD Admin. Order No. 01 series of 2019 (AO 2019-001) entitled *Management Re-organizations of the Central Office*, the following supplemental provisions to Annex E are made:

**ANNEX E
 POLICY AND PLANS**

Policy and Plans Sub-Cluster per AO1

The Policy and Plans Sub-Cluster shall be responsible for fulfilling the DSWD's roles on policy and plans development, implementation of programs and services for the poor, vulnerable, and marginalized sectors of society.

The Policy and Plans Sub-Cluster shall be headed by the Undersecretary for Policy and Plans, assisted by the Assistant Secretary for Policy and Plans, and shall include the Policy Development and Planning Bureau (PDPB), the National Household Targeting Office (NHTO), and the Resource Generation and Management Office (RGMO).

Office of the Undersecretary for Policy and Plans (OUSPP)

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| Description | The OUSPP shall provide overall supervision, policy direction, and input in the management and operations of the key offices under its Sub-Cluster. |
| Specific Functions | <ol style="list-style-type: none"> 1. Oversees the operational activities of the Sub-Cluster for which the Undersecretary shall be responsible to the Secretary, such as policy formulation and development, planning, research, monitoring and evaluation, sustaining cooperation at the regional (e.g., ASEAN) and international level, national poverty targeting at the family level. 2. Establishes and promotes the adoption of a unified targeting system to identify poor households who shall be prioritized by social protection and welfare programs nationwide. 3. Serves as the clearing house for regional and international coordination and cooperation at the ASEAN, APEC, and the UN levels, including those bilateral and multilateral in nature. 4. Performs other functions the Secretary may assign. |
| Key Result Areas | <ol style="list-style-type: none"> 1. Policy and Plans Development 2. Mainstreaming of Social Protection 3. Research Development and Monitoring 4. Management of National, Regional, and International Commitments 5. Management of the Listahanan |

**Office of the Assistant Secretary
for Policy and Plans**

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| Description | The primary responsibility of the OUSPP is to assist the OUSPP in the overall formulation, communication, implementation, and evaluation of the DSWD's policies and plans. |
| Specific Functions | <ol style="list-style-type: none"> 1. Oversees and maintains the overall alignment to the thrusts and priorities of the DSWD of the day-to-day operations of the PDPB, the NHTO, and the RGMO. 2. Ensures the instructions of the OUSPP are immediately implemented. 3. Performs other functions the Secretary may assign. |
| Key Result Areas | <ol style="list-style-type: none"> 1. Policy and Plans Development 2. Mainstreaming of Social Protection 3. Research Development and Monitoring 4. Management of National, Regional, and International Commitments 5. Management of the Listahanan |

There shall also be a Department Legislative Liaison Office (DLLO), which shall be attached to the office of the designated Department Legislative Liaison Officer.

Department Legislative Liaison Office (DLLO)

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| Description | The DLLO provides Department Legislative Liaison Officer needed technical and administrative support. It also promotes the DSWD Legislative Agenda and other proposed legislative measures identified as urgent by the Executive Department through sustained day-to-day collaboration with both Houses of Congress, as well as with other interest groups to generate maximum support for the DSWD Legislative Agenda. |
| Specific Functions | <ol style="list-style-type: none"> 1. Prepares and submits DSWD priority legislations and official position papers on social welfare and development (SWD) bills. 2. Ensures attendance of concerned officials in Committee Hearings, Technical Working Group (TWG) Meetings, and Legislative Briefings convened by both Houses of Congress. 3. Responds to, refer, record, and monitor requests and queries of legislators and concerned Committees concerning social welfare and development (SWD), including those emanating from budget deliberations. 4. Monitors the enactment of relevant SWD laws, and notify DSWD Management of the formulation of the corresponding Implementing Rules and Regulations, if necessary. |
| Key Result Area | 1. Legislative Liaising |
| Division | 1. Legislative Coordination Division |

Policy Development and Planning Bureau (PDPB)

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| Description | The PDPB provides leadership in developing policies and plans of the DSWD and of the social welfare and development sector. To ensure that plans and policies are evidence-based, the PDPB shall also lead in conducting researches, and monitoring and evaluating plans and policies to influence decisions of DSWD Management. At the regional and international levels, the PDPB shall support the leadership role of the DSWD in ASEAN, APEC, and the UN in matters concerning social welfare and development. |
| Specific Functions | <ol style="list-style-type: none"> 1. Leads in formulating and updating the DSWD's plans and policies. 2. Monitors, evaluates and reports plan and policy implementation. 3. Undertakes researches and evaluation studies for evidence-based decision-making. 4. Monitors compliance with regional and international commitments. |
| Key Result Areas | <ol style="list-style-type: none"> 1. Plan and Policy Development 2. Results-based Monitoring, Evaluation, and Reporting 3. Technical Support and Technical Assistance to OBSUs, LGUs, and other stakeholders Leadership on ASEAN, APEC, and UN along social welfare and development. |
| Divisions | <ol style="list-style-type: none"> 1. Planning and Monitoring Division 2. Research and Evaluation Division 3. Policy and External Affairs Division 4. Governance and Roadmap Division |

Planning and Monitoring Division is tasked to influence, facilitate and support effective planning and monitoring of the Department's programs aimed at improving its performance delivery. It leads in the formulation and updating of the Department's annual and medium terms plans (i.e. strategic plans, annual thrusts and priorities, sectoral plans, agency's performance contracts and annual work and financial plans) to ensure its alignment in the national government plans and international commitments.

Functions

1. Leads in the formulation and updating of the Department's annual thrusts and priorities, sectoral plans, and annual work and financial plan, and ensure their alignment with national plans and international commitments.
2. Monitors and reports the implementation of the Department's plans and agency performance commitments;
3. Leads in the development and implementation of harmonized planning, monitoring and evaluation system to ensure timely reporting and feedback of lessons learnt from the implementation of plans, policies and programs.
4. Provides technical assistance on planning, monitoring, reporting, data management along PDPB standards on data generation and utilization including process that will support efficient plan development and reporting

across the Divisions, Offices, Bureaus and Services (OBS) of the DSWD, and its Field Offices.

5. Performs technical secretariat functions on Office Performance Contracting/Review (OPC/R), for Sectoral and GAD Technical Working Groups and Annual Report Committee.

Key Result Areas

1. DSWD operational and sectoral plans
2. DSWD operational and sectoral monitoring and reporting
3. Technical Assistance (TA) provision along planning and monitoring.

Research and Evaluation Division is responsible for providing leadership in the conduct of researches and evaluation of Department's organizational performance, including programs and projects implemented by the Department, promoting evidence-based policymaking and results-based management and accountability in the Government.

Functions

1. Develops and monitors the implementation of the Department's strategic medium term research and evaluation agenda.
2. Develops and conducts research and evaluation studies.
3. Reviews research and evaluation proposals.
4. Evaluates the Department's organizational performance.
5. Evaluates and recommends actions on existing/on-going and proposed M&E-related plans/programs of the Department for evidence-based decision making.
6. Assesses all integrated PREW documentation reports to present a holistic image of the Department's accomplishments.
7. Disseminates research and evaluation findings for policy and plan development.
8. Provides technical assistance to the Offices, Bureaus and Services (OBS) of the DSWD, and its Field Offices along research and evaluation.

Key Result Areas

1. Research development and implementation
2. Research and evaluation results dissemination
3. Program and project evaluation
4. Organizational performance review
5. TA provision along research and evaluation

Policy and External Affairs Division as the policy arm of the Bureau, provides leadership in the formulation of the Department's policies along social welfare and development, and social protection. It is also responsible in assisting the Department and relevant inter-agency counterparts in implementing national/regional/international commitments on SWD, and social protection.

Functions

1. Undertakes analysis of the current social welfare and development (SWD) and social protection policies and initiate the development and/or enhancement of policies in response thereof.

2. Prepares the Department's policy agenda based on mandate, vision, mission and goals.
3. Leads the crafting of DSWD/country position papers, statements, and reports relative to its engagement at the ASEAN, UN, APEC and Bilateral/Multilateral Cooperation.
4. Monitors the implementation of Department's policies as mandated by various laws, as well as DSWD and SWD sectors' compliance to existing laws and policy issuances.
5. Monitors compliance to relevant social welfare and development policies, declarations and commitments at the regional level (ASEAN and APEC), UN conventions and other international instruments.
6. Coordinates and liaises with internal and external counterparts on matters relative to compliance with national/regional/international policies, agreements and instruments.
7. Oversees implementation of commitments to relevant ASEAN sectoral work plans.
8. Provides technical assistance and secretariat support to inter-office and inter-agency committees, regional sectoral bodies, and representations at the international level (i.e., Field Offices, MANCOM, NCMB, SDC-SCSP, NCFE, SRC-Solo Parents, PH IA-ASCC, PH ASCC Council Minister/AMMSWD Minister and PH SOCA and SOMSWD Leader).

Key Result Areas

1. Social Welfare and Development Policies Formulation
2. Social Welfare and Development Laws Monitoring
3. Regional and International Cooperation Strengthening
4. Regional and International Commitments Compliance Management
5. TA provision along policy development and external affairs

Governance and Roadmap Division is primarily responsible for the crafting of medium and long term roadmap of the Department. The Division is expected to spearhead the integration of organizational strategic initiatives and implementation of the roadmap towards achieving the DSWD's vision, mission and goals. The GRD shall keep track the agency's performance in terms of operationalizing its roadmap.

Functions:

1. Leads in the formulation and updating of the roadmap and risk treatment plan of the Department.
2. Directs the development and implementation of all strategic initiatives of the Department to ensure that they are regularly and actively progressing towards the achievement of the organizational outcome.
3. Sets milestones for the accomplishment of Department's roadmap.

Key Result Areas

1. Strategy Development
2. Strategy Review, Monitoring and Execution

National Household Targeting Office (NHTO)

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| Description | The NHTO ensures the development and adoption of relevant unified criteria to identify poor households who would be beneficiaries of social protection programs. It aims to improve access to, and utility of, the national database of poor households of and to various social protection stakeholders. |
| Specific Functions | <ol style="list-style-type: none"> 1. Promotes the adoption of the National Household Targeting System for Poverty Reduction (NHTS-PR) as the sole source of beneficiaries for social protection programs. 2. Maintains the database of poor household or Listahanan. 3. Conducts household assessments every four (4) years to update the Listahanan. 4. Undertakes special validation to update the Listahanan as a result of disasters or special circumstances as instructed. |
| Key Result Areas | <ol style="list-style-type: none"> 1. Management of Database of Poor Households 2. Household Targeting System Management 3. Data Sharing |
| Division | <ol style="list-style-type: none"> 1. Operations Division 2. Information Technology Division |

Operations Division is in charge of the overall implementation of the National Household Targeting System or Listahanan - including its planning, monitoring, and evaluation

The **Division** is consist of **three (3) units** with the following specific functions:

1. **Statistics Unit**

- Develops and evaluates methodologies and procedures in identifying poor households;
- Serves as the Secretariat of the National Technical Advisory Group during the review, development, enhancement, and updating of the proxy means test model;
- Generates pertinent statistical data and other poverty related reports that would assist various stakeholders in the implementation of social protection programs, as well as the Management for policy and decision-making; and
- Coordinates with PSA and other statistical agencies/organizations for statistical concerns related to the Listahanan.

2. **Planning and Monitoring Unit**

- Formulates, reviews and/or enhances policies and procedures in the conduct of Listahanan;
- Leads the conduct of the nationwide assessment, including the special validation and other related activities;
- Monitors accomplishments of the Field Offices relative to the implementation of Listahanan field activities, and assists in the resolution of issues and concerns in the field;

- Consolidates and prepares reports on the status of the Project; and
- Provides technical assistance to Field Offices along the implementation of the system.

3. Advocacy and Capacity Building Unit

- Leads the conduct of trainings of Field Office staff on the implementation of household assessment;
- Prepares communication plan and conducts advocacy and social marketing activities for the Project
- Establishes and maintains liaison and networking with data users, and in particular, provides orientation and technical assistance on the sharing of Listahanan data to internal and external stakeholders; and
- Monitors utilization of Listahanan from data users and partners.

Information Technology Division takes charge in the [1] establishment and implementation of IT policies based on the mandate and requirements of the Listahanan project; [2] development of information systems and systems analysis; [3] database administration and management; [4] data processing through data generation and name matching; and [5] provision of technical assistance and support to field offices.

1. Resource Management Section

- Performs IT resource planning for the Listahanan
- Management and maintenance of Listahanan infrastructure
- Management, maintenance and deployment of Listahanan information systems and database.

2. Systems Development Section

- Gathers and analyses business requirements, and development of system design for the Listahanan
- Implements information systems of the Listahanan based on appropriate software development lifecycle; Execute change management for existing information systems of the Listahanan
- Conducts capacity building activities for the staff of National Household Targeting Section of DSWD Field Offices.

3. Quality Management Section

- Develops and designs the appropriate solutions through quality control and assurance plans, protocols and policies
- Performs testing, analysis of quality control and assurance requirements.

4. Data Processing Section

- Performs data management and integration of the Listahanan database
- Performs data processing for facilitating data sharing requests

Resource Generation and Management Office (RGMO)

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| Description | The RGMO is responsible for providing support to OBSUs in accessing grants and Technical Assistance (TA) from the DSWD's development partners. |
| Specific Functions | <ol style="list-style-type: none"> 1. Reviews and analyzes project proposals based on identified strategic priorities. 2. Together with the proponent OBSUs and NPMOs, monitor implementation of approved TA activities. 3. Establishes and maintains strategic alliances with different Development Partners and proponent organizations to ensure timely provision of resources to stakeholders. 4. Evaluates completed TA activities and provides policy recommendations to promote mutual accountability for results between Development Partners and government. |
| Key Result Areas | <ol style="list-style-type: none"> 1. Timely and efficient accessing of resources and TA 2. Coordinated and harmonized donor funds 3. Activity monitoring and evaluation |
| Division | Technical Assistance |

Technical Assistance Division

- Convenes and facilitates coordination between and among different DSWD TWGs and TAF Consultative Bodies, including NGAs, DPs, intermediaries and other stakeholders.
- Formulate the Annual TA and Resource Generation Plan and periodically review the 5-year Strategic Plan for the operation of the TAF
- Provides technical assistance in the development and packaging of project proposals based on the resource generation plan.
- Ensures documentation of best practices and lessons learned from TA delivery and resource generation.

This Order shall take effect immediately.

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


ROLANDO JOSELITO D. BAUTISTA
 Secretary

Certify True Copy:

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