

ADMINISTRATIVE ORDERNo. 08

Series of 2019

**GUIDELINES FOR THE
HARMONIZED PLANNING, MONITORING AND EVALUATION SYSTEM****I. RATIONALE**

In a continuous effort to strengthen its contributions towards attaining the country's socio-economic agenda, the Department of Social Welfare and Development (DSWD) develops its department-wide medium-term Strategic Plan every six (6) years. This medium-term plan—a collaborative effort of the DSWD Offices, Bureaus and Services (OBSs) and Field Offices (FOs)—lays out the desired outcomes and corresponding strategies necessary to achieve the Department's objectives which are contributory to the national development goals.

The development of the DSWD Strategic Plan further facilitates the Department's transition to outcome-based planning, monitoring and evaluation. Until 2017, the planning and monitoring process was focused on attaining the DSWD Major Final Outputs (MFOs) as shown by the performance indicators committed by the Department to the oversight agencies. Following the implementation of the Program Expenditure Classification (PREXC) approach, which requires planning, monitoring and evaluation at the outcome level, the DSWD Strategic Plan incorporated sets of performance indicators focused on realizing the Department's organizational outcomes (OOs).

Reform of the existing reporting systems is therefore necessary to accommodate these new initiatives, hence, the establishment of the Harmonized Planning, Monitoring and Evaluation System (HPMES). This shall be used to monitor and evaluate the implementation of the DSWD Strategic Plan, accounting for both physical and financial targets and accomplishments.

Through HPMES, two existing reporting systems of the Department—the Unified Results-Based Monitoring and Evaluation System (URBMES) which accounts for outcome level objectives and the Refined MFO Reporting System which accounts for output level objectives—are coordinated, prompting for a more efficient planning, monitoring and evaluation process.

II. LEGAL BASES

- A. DBM National Budget Circular No. 552-2014 – Guidelines on the Shift to the Outcome-based Performance-Informed Budget: Provides guidance in developing Agency's organizational outcomes and their associated performance indicators

- B. NEDA-DBM Joint Memorandum Circular No. 2015-01 – National Evaluation Policy Framework of the Philippines: Required government agencies to strengthen the evaluation system of its program and organizational outcomes for evidence-based decision making
- C. DSWD Memorandum Circular No. 20, s.2009 – Synchronized Planning and Budgeting Process: Synchronizes the planning, programming, budgeting and expenditure management in the Department focusing the efforts on the delivery of outputs directly contributing to the agency's goals
- D. DSWD Memorandum Circular No. 04, s.2014 – Guidelines in the Operationalization of the Unified Results-Based Monitoring and Evaluation System: Institutionalizes the adoption of Results-Based Monitoring and Evaluation as an approach in measuring the Department's contribution to development effectiveness
- E. DSWD Memorandum Circular No. 27, s.2014 – Enhanced DSWD Risk Management Framework: Establishes the risk management structures within DSWD that will supervise the implementation of risk treatment plans in order to achieve the Department's set risk management objectives
- F. DSWD Administrative Order No. 10, s.2018 – Adopting the DSWD Strategic Plan 2017-2022: Adopts the DSWD Strategic Plan 2017-2022 as the Department's medium-term articulation of strategic directives
- G. DSWD Administrative Order No. 17, s.2018 - Adopting the DSWD Risk Treatment Plan 2018-2022
- H. DSWD Administrative Order No. 23, s.2018 – DSWD Strategic Performance Management System: Ensures the achievement of organizational outcomes by cascading DSWD priorities and accountabilities anchored on the ability to articulate appropriate performance targets, indicators and measures

III. OBJECTIVES

This Administrative Order officially defines the HPMS or the harmonized planning, monitoring and evaluation system for the implementation of the DSWD Strategic Plan. Specifically, it aims to:

- A. Provide direction in recording, reporting and analyzing performance of all OBSs and FOs related to the fulfillment of the organizational and foundational outcomes identified in the DSWD Strategic Plan; and
- B. Provide medium in documenting good practices and lessons learned from program and project implementation towards improving plans and organizational performance.

IV. THE HPMES CYCLE VIS-À-VIS THE RESULTS-BASED MANAGEMENT PRINCIPLES

Anchored on the principles of results-based management, the HPMES is focused on defining expected results (organizational and foundational outcomes), monitoring progress, reporting performance, and integrating lessons learned into management decisions. As such, the HPMES also complements the budget, performance management cycles of the Department. These three crucial systems of results-based management are further operationalized in separate guidelines.

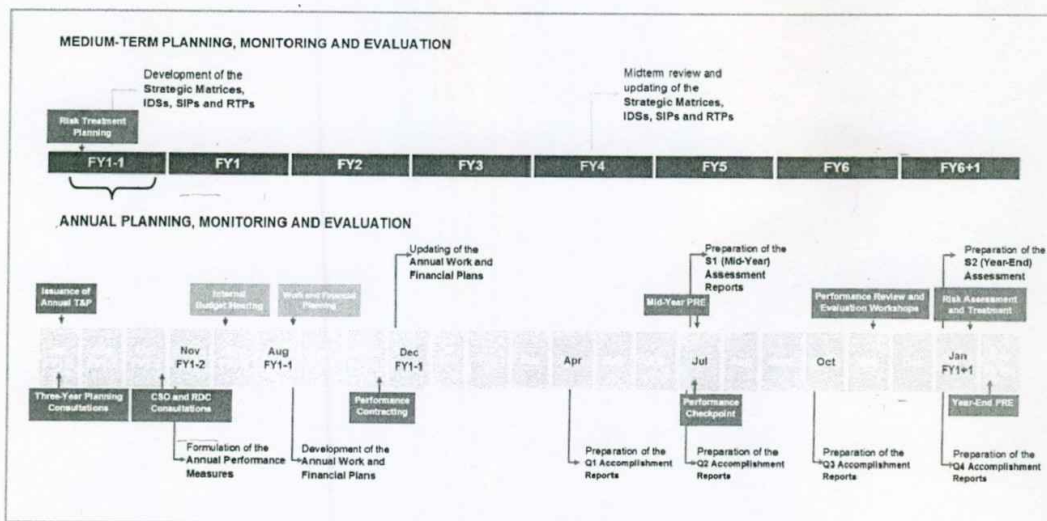


Figure 1. The HPMES Cycle vis-à-vis RBM Principles

A. Budget Cycle

While the planning process identifies physical targets of priority programs, projects and activities, budgeting determines the financial requirements to implement or conduct these programs, projects and activities. The interlinkage between these two processes are better illustrated through the activities covered by the budget cycle:

- 1) Budget Call – The issuance of the annual Budget Call requires the agencies to submit budget proposals for the plan year. The Department of Budget and Management (DBM) issues the budget in December two years prior to the target plan year.
- 2) Internal Budget Hearing – In response to the DBM's Budget Call, the Department conducts Internal Budget Hearing to ensure that the budget proposal is fully and accurately aligned to the organizational outcomes. The Internal Budget Hearing is conducted in January one year prior to the target plan year.
- 3) Work and Financial Planning – Upon availability of the Department's budget proposal or the issuance of the National Expenditure Program (NEP), the Department conducts the Work and Financial Planning to identify specific activities

and corresponding budgetary requirements for outcome and output level performance indicators. The Work and Financial Planning is conducted in August one year prior to the target plan year.

B. Performance Management Cycle

Through performance management, plans are translated into office performance commitments; taking into account the internal and external context of the Department to plan, monitor, drive and enhance performance at all levels.

- 1) Performance Contracting – The DSWD Offices commit to deliver the Department's and the Offices' targets through the formulation of office performance contracts (OPCs). Once the Annual and Work and Financial Plans are finalized, office performance contracting is conducted in November one year prior to the target plan year.
- 2) Performance Review and Evaluation (PRE) – Accomplishments are evaluated based on office performance commitments twice during the plan year. The mid-year PRE or performance assessment is conducted in July while the year-end PRE is conducted in February of the succeeding year.
- 3) Performance Checkpoints – Performance checkpoints are conducted to situate the extent of accomplishments in terms of the commitments of the DSWD Offices. This involves carrying out of additional activities that will ensure successful deliver of service or adjusting plans and performance targets. The checkpoints are conducted in July simultaneous with the conduct of the mid-year performance assessment.
- 4) Performance Review and Evaluation Workshop (PREW) – The PREW is conducted to review, assess and evaluate programs, projects and services in order to track and monitor the extent of implementation. It is conducted in November as a preparatory activity for the year-end PRE.

C. Risk Management Cycle

The attainment of the Department's organizational objectives is also dependent on managing identified risks to minimize their negative impact such as loss of resources on the Department's programs, projects and services. A coordinated set of activities is in place to direct the Department in terms of risk management:

- 1) Risk Assessment – Risk Assessment is the overall process of risk identification, risk analysis and risk evaluation. Through this, potential risks are identified with their corresponding potential impacts evaluated.
- 2) Risk Treatment - Following risk assessment, the Department develops a risk treatment plan to mitigate risks and reduce the impact of potential risks in the implementation of programs, projects and services.

- 3) Risk Treatment Monitoring – This monitors the implementation of the Risk Treatment Plan to assess if indeed risks are mitigated and impact of identified risks is reduced.

V. THE HARMONIZED PLANNING, MONITORING AND EVALUATION SYSTEM

The HPMES is a system for regular planning, monitoring and evaluation of the DSWD's objectives through the performance of its offices, programs and projects as they contribute to the attainment of the organizational goals and outcomes stipulated in the medium-term Strategic Plan.

A. Forms

There are six (6) forms prepared by the DSWD Offices (CO-OBSs and FOs) that are considered as major outputs of the Harmonized Planning, Monitoring and Evaluation System.

Form ¹	Description
HPMES Forms 1, 1A and 1B Strategic Results Matrix	<p>The Results Matrix (HPMES Form 1) of the Strategic Plan translates the causal interrelatedness or logic of the Department's objectives into identified performance indicators at the outcome and output levels.</p> <p>The following are the accompanying documents of the Strategic Results Matrix:</p> <ul style="list-style-type: none"> • The Indicator Documentation Sheet (HPMES Form 1-IDS) describes the performance indicators by providing definition, measures and data source. • The Strategic Initiatives Profile (HPMES Form 1-SIP)² describes the strategic initiatives by listing the critical activities to be conducted to attain the Department's organizational outcomes. • The Risk Treatment Plan (HPMES Form 1-RTP)³ describes the sources and causes of the vulnerabilities and risks that may hinder the achievement of the Department's goals and objectives, including the areas of impact and their potential consequences as well as

¹ Forms A are for CO-OBSs, Forms B are for FOs, and Forms without appended letters A/B are for DSWD-wide plans and reports.

² The Strategic Initiatives Profiles will be developed and finalized by the CO-OBSs and coordinated to the FOs.

³ The monitoring form for the Risk Treatment Plan shall be issued in a separate guidelines for risk management.

Form ¹	Description
	the application of appropriate controls to manage the risks.
HPMES Forms 2 and 2A Annual Performance Measures	<p>The Annual Performance Measures (HPMES Form 2) present the Department's accomplishments, targets and proposed budget allocation for the programs, activities and projects identified in the Department's Budget structure. This document is the Department's input to the National Expenditure Program and serves as basis for target setting during the Department's Internal Budget Hearing.</p> <p>This is the reference document for the DSWD Budget Proposal and Agency Performance Measures (APM) Form B and B-1 submitted to DBM.</p>
HPMES Forms 3, 3A and 3B Annual Work and Financial Plan	<p>The Annual Work and Financial Plan (HPMES Form 3) presents the Department's physical and financial targets during the fiscal year in terms of plans for conduct of activities and program/project implementation with corresponding budget allocation that is consistent with the National Expenditure Program (NEP) and the General Appropriations Act (GAA).</p> <p>This is the reference document for the Budget Execution Document (BED) Forms 1-3 submitted to DBM.</p>
HPMES Forms 4, 4A and 4B Quarterly Accomplishment Reports⁴	<p>The Quarterly Accomplishment Report (HPMES Form 4) presents the Department's physical and financial accomplishments along the performance measures identified in the DSWD Strategic Results Matrix. This provides periodic information on the status of implementation of the Department's programs, activities and projects.</p> <p>This is the reference document for the Budget Accountability Report – Quarterly Physical Report of Operations (BAR-QPRO) submitted to DBM.</p>
HPMES Forms 5, 5A and 5B Semestral Assessment Reports	<p>The Semestral Assessment Report (HPMES Form 5) details the summary of performance for each level of the Department's committed objectives and presents recommendations or necessary actions to address variances in the Department's accomplishments vis-à-vis plans and targets.</p>

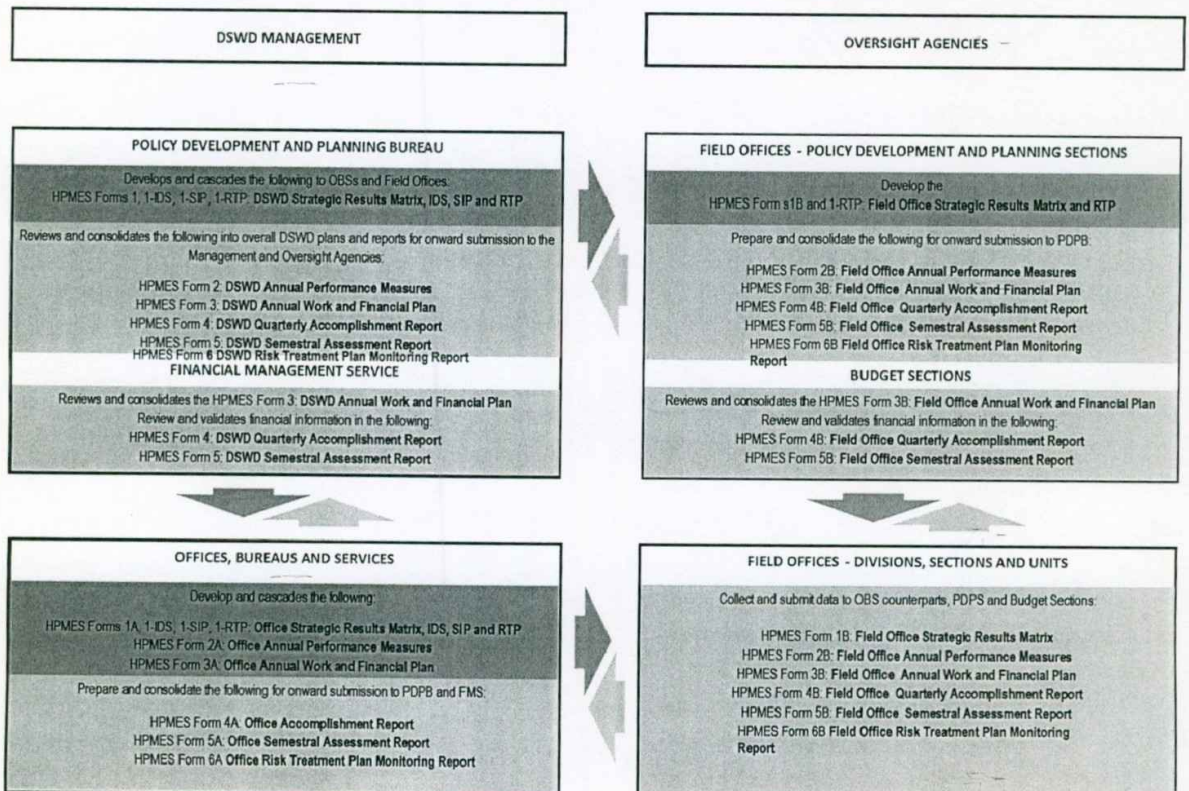
⁴ Additional forms (accomplishment report) shall be requested for the monitoring of clients of residential care and community-based programs.

Form ¹	Description
	This is the reference document for the following documents submitted to NEDA: Official Development Assistance (ODA) and Locally Funded Projects (LFP) Reports.
HPMES Forms 6, 6A and 6B Risk Treatment Monitoring Reports	The Risk Treatment Monitoring Report (HPMES Form 6) details the summary of performance for the Risk Treatment Measures as identified in the Risk Treatment Plan. It presents how risks are mitigated and addressed based on the changes in risk rating once the measures are implemented.

All plans and accomplishments produced are provided to the DSWD Management for reference in policy and decision-making processes. These also serve as reference in the preparation of reportorial requirements of oversight agencies, regional and international organizations.

B. Process Flow

The planning process of the HPMES commenced with the development of the DSWD Strategic Plan which encompasses the thrusts and priorities envisioned by the management for the six-year period. As the Strategic Plan lays out the Department's medium and long-term objectives along with the corresponding programs, strategies



and initiatives to be implemented for the entire planning period, this serves as the primary document on which all other plans (Annual Performance Measures, Annual Work and Financial Plans and Office Performance Contracts) will be anchored. Correspondingly, all reports (Quarterly Accomplishment Reports and Semestral Assessment Reports) produced through the HPMS refer to the implementation of the Strategic Plan.

The HPMS process flow is further elaborated in the following steps:

1) Planning for Results

- 1.1) The framework of the Strategic Plan is translated by the Policy Development and Planning Bureau (PDPB) into the DSWD Results Matrix (HPMS Form 1) which contains outcome and output level performance indicators with their respective annual targets. The DSWD Results Matrix is cascaded to OBSs and FOs as their reference in the formulation of their respective Office Results Matrices (HPMS Forms 1A and 1B).

Any changes in the SRM targets shall be duly approved by the Cluster Head with concurrence from PDPB.

Further, every important assumption and risk identified in the Strategic Results Matrix shall be monitored relative to their impact in attaining the organizational outcomes. The Department shall be employing risk management strategies to mitigate, prevent and treat risks that will affect the DSWD objectives. These strategies will be translated into Risk Treatment Plans (HPMS Form 1-RTP).

- 1.2) For annual setting of performance targets based on proposed budget, the OBSs prepare the Annual Performance Measures (HPMS Form 2A). These targets are cascaded to regional counterparts to develop the FO's APM (HPMS Form 2B). Subsequently, PDPB submits the consolidated Annual Performance Measures (HPMS Form 2), and FMS the consolidated DSWD Budget Proposal to DBM (by Object of Expenditure) as the Department's inputs to the National Expenditure Program (NEP). This document also serves as reference during the conduct of the Department's Internal Budget Hearing.
- 1.3) Upon availability of the NEP and GAA and based on the targets proposed by the OBSs in the Annual Performance Measures, the FO Offices, Divisions, Sections and Units (ODSUs) prepare their Annual Work and Financial Plans for onward submission to their counterparts at the Central Office and the FO's Policy Development and Planning Section (PDPS). The PDPS consolidates the submissions into the Field Office Annual-Work and Financial Plan (HPMS Form 3B), respectively, for onward submission to PDPB and the Financial Management Service (FMS).

Simultaneously, the OBSs consolidate the targets received from the FOs into their respective Office Work and Financial Plan (HPMES Form 3A). In this case, the OBSs serve as the clearing house of data provided by their regional counterparts. PDPB and FMS then consolidates the submission of the OBSs into the DSWD Work and Financial Plan (HPMES Form 3). These plans are validated/cross-checked with the Annual Work and Financial Plans provided to PDPB and FMS by the FOs.

2) Monitoring and Evaluation for Results

- 2.1) For the preparation of the physical and financial accomplishment reports, the process starts with the FO-ODSUs submitting their Accomplishment Report to the OBSs, and the OBSs submitting their consolidated Office Accomplishment Reports (HPMES Form 4A) based on the inputs from the FOs to PDPB for overall consolidation. For the FOs, the ODSUs also submit Accomplishment Reports to the PDPS for consolidation of the nationwide reports (HPMES Form 4B), and the Budget Section for validation of financial information. The DSWD Accomplishment Reports (HPMES Form 4) are submitted to the DSWD management on a quarterly basis.
- 2.2) In a similar manner, the preparation of Assessment Reports follows the same procedural flow: from the FOs (HPMES Form 5B) to the OBSs (HPMES Form 5A), and with PDPB facilitating the preparation of the department-wide assessment report (HPMES Form 5). To ensure comprehensive assessment of the status of implementation of programs, projects and activities, the Offices should conduct a one-day internal assessment and validation session with their respective Divisions and Units to finalize the HPMES Forms 5A and 5B.
- 2.3) Evaluation activities⁵ are conducted, such as but not limited to process and impact evaluations, of the Department's key programs and projects, to support the measurement of particular outcome indicators in the DSWD Strategic Results Matrix.
- 2.3) Documented good practices and lessons learned from the implementation are disseminated to all DSWD Offices for possible replication.
- 2.4) Accomplishments and results of the assessment and evaluation studies are feedback to the management to serve as basis for informed decision making and direction setting towards improvement of organizational performance.

⁵ A separate guideline shall be issued for the conduct of evaluation studies in the Department.

C. Coverage Period

The HPMES plans and reports shall contain data and information covering the periodic timeline indicated below.

Forms and Frequency of Reporting		Period Covered
HPMES Forms 1, 1A and 1B Strategic Results Matrix		01 January Y1 to 31 December Y6
HPMES Forms 2 and 2A Annual Performance Measures		01 January to 31 December
HPMES Forms 3, 3A and 3B Annual Work and Financial Plan		
HPMES Forms 4, 4A and 4B Quarterly Accomplishment Reports	Q1	01 January to 31 March
	Q2	01 April to 30 June
	Q3	01 July to 30 September
	Q4	01 October to 31 December
HPMES Forms 5, 5A and 5B Semestral Assessment Reports	S1 (Mid-Year)	01 January to 30 June
	S2 (Year-End)	01 January to 31 December
HPMES Forms 6, 6A and 6B Risk Treatment Plan Monitoring Report	S1 (Mid-Year)	01 January to 30 June
	S2 (Year-End)	01 January to 31 December

The cut-off date for the content of each report is the last day of the period covered, i.e., for the Quarterly Accomplishment Report, the cut-off date for the 1st Quarter (Q1) is 31 March.

D. Timeline

All DSWD Offices shall submit plans and reports following the schedule listed in the table below.

Form	Timeline of Submission		
	FOs	OBSs	PDPB
HPMES Forms 1, 1A and 1B Strategic Results Matrix	Every 25 September of the Year Prior to the Planning Period and Updated every 25 September of the Midterm of the Planning Period	Every 25 September of the Year Prior to the Planning Period and Updated every 25 September of the Midterm of the Planning Period	Every 25 August of the Year Prior to the Planning Period and Updated every 25 August of the Midterm of the Planning Period
HPMES Forms 1-IDS and 1-SIP <ul style="list-style-type: none"> • Strategic Results Matrix – IDS • Strategic Initiatives Profile • Risk Treatment Plan 			
HPMES Forms 2, 2A and 2B Annual Performance Measures	<i>ODSUs to PDPs and CO-OBSs:</i> 10 November Two Years Prior to the Plan Year	25 July Two Years Prior to the Plan Year and Updated Every 20 November	30 July Two Years Prior to the Plan Year and Updated Every 25 November

Form	Timeline of Submission		
	FOs	OBSs	PDPB
	<p><i>PDPs to PDPB: (Consolidated Regional Plan)</i> 25 November Two Years Prior to the Plan Year</p>	Two Years Prior to the Plan Year	Two Years Prior to the Plan Year
<p>HPMES Forms 3, 3A and 3B Annual Work and Financial Plan</p>	<p><i>ODSUs to PDPs, Budget Sections and CO-OBSs:</i> 10 September of the Year Prior to the Plan Year and Updated Every 10 December of the Year Prior to the Plan Year</p> <p><i>PDPs and Budget Sections to PDPB and FMS: (Consolidated Regional Plan)</i> 20 September of the Year Prior to the Plan Year and Updated Every 20 December of the Year Prior to the Plan Year</p>	<p>20 September of the Year Prior to the Plan Year and Updated Every 20 December of the Year Prior to the Plan Year</p>	<p>25 September of the Year Prior to the Plan Year and Updated Every 30 December of the Year Prior to the Plan Year</p>
<p>HPMES Forms 4, 4A and 4B Quarterly Accomplishment Reports</p>	<p><i>ODSUs to PDPs and CO-OBSs:</i> Every 10th day of the Initial Month of the Succeeding Quarter Q1 - 10 April Q2 - 10 July Q3 - 10 October Q4 - 10 January of the Succeeding Year</p> <p><i>PDPs to PDPB: (Consolidated Regional Report)</i> Every 20th day of the Initial Month of the Succeeding Quarter</p>	<p>Every 20th day of the Initial Month of the Succeeding Quarter Q1 - 20 April Q2 - 20 July Q3 - 20 October Q4 - 20 January of the Succeeding Year</p>	<p>Every 25th day of the Initial Month of the Succeeding Quarter Q1 - 25 April Q2 - 25 July Q3 - 25 October Q4 - 25 January of the Succeeding Year</p>

Form	Timeline of Submission		
	FOs	OBSs	PDPB
HPMES Forms 5, 5A and 5B Semestral Assessment Reports	<p><i>ODSUs to PDPSs and CO-OBSs:</i> Every 10th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 10 July 2017 S2 (Year-End) - 10 January of the Succeeding Year</p> <p><i>PDPSs to PDPB: (Consolidated Regional Report)</i> Every 20th day of the Initial Month of the Succeeding Semester</p>	<p>Every 20th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 20 July 2017 S2 (Year-End) - 20 January of the Succeeding Year</p>	<p>Every 25th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 25 July 2017 S2 (Year-End) - 25 January of the Succeeding Year</p>
HPMES Form 6, 6a and 6b Risk Treatment Plan Monitoring Report	<p><i>ODSUs to PDPSs and CO-OBSs:</i> Every 10th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 10 July 2017 S2 (Year-End) - 10 January of the Succeeding Year</p> <p><i>PDPSs to PDPB: (Consolidated Regional Report)</i> Every 20th day of the Initial Month of the Succeeding Semester</p>	<p>Every 20th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 20 July 2017 S2 (Year-End) - 20 January of the Succeeding Year</p> <p>Responsible Office: Identified Risk Owners based on A.O. 17 s, 2018 Adopting the DSWD Risk Treatment Plan</p>	<p>Every 25th day of the Initial Month of the Succeeding Semester S1 (Mid-Year) - 25 July 2017 S2 (Year-End) - 25 January of the Succeeding Year</p>

VI. INSTITUTIONAL ARRANGEMENTS

All DSWD Offices are involved and accountable in the planning and monitoring of the implementation of the DSWD Strategic Plan.

A. Planning, Monitoring and Evaluation Technical Team (PMETT)

The representatives from all Central Office OBS will form the Planning, Monitoring and Evaluation Technical Team. As the Department's core group on Planning and M&E, the team shall:

- 1) Ensure and partake in the overall implementation of the Harmonize Planning, Monitoring and Evaluation System (HPMES), particularly in the development of the Results Matrices as well as submission of other HPMES forms.
- 2) Ensure coordination, data sharing. Tracking and monitoring within and across OBS and FOs of the Department; and
- 3) Attend regular meetings and actively participate in Planning and M&E activities to discuss issues and challenges on Planning and M&E experienced by OBS.

Further, PMETT members are also expected to perform duties and functions relative to Organizational/Department-wide Risk Management:

- 4) Serve as facilitator on RM initiatives, devising ways on how to further promote risk management in the Department;
- 5) Synchronize efforts towards effective mainstreaming of RM in the regular planning and budgeting process, making it an integral part rather than a separate process;
- 6) Assist in the operationalization of the overall RM in the Department, i.e., development of risk registers, treatment plans, and RM communication plan and participate in RM-related activities as may be organized by the PDPB.

The PMETT members shall convene once every quarter or as often as may be deemed necessary.

The Policy Development and Planning Section at the Field Offices may constitute and convene a **Regional Planning, Monitoring and Evaluation Technical Team (RPMETT)** for the above-stated purposes.

In addition to their functions as members of the PMETT, the following are the respective roles of the concerned Offices in operationalizing the system:

B. PDPB

The PDPB shall lead the conduct of relevant planning, monitoring and evaluation activities in support to the implementation of the HPMES. In particular, as the lead Office in the development of the DSWD Strategic Plan, also leads the planning, monitoring and evaluation of its implementation:

- 1) Develops the DSWD Strategic Results Matrix by identifying objectives and performance indicators in collaboration with other DSWD Offices;
- 2) Cascades the DSWD Strategic Results Matrix by providing technical assistance to OBSs and FOs in formulating their respective results matrices;
- 3) Prepares department-wide plans and accomplishment reports for submission to the DSWD Management and oversight agencies;
- 4) Consolidates and validates plans and accomplishment reports submitted by CO-OBSs and FO Policy Development and Planning Sections;
- 5) Processes and analyses results of the assessment reports to provide inputs for policy development and agenda setting for the succeeding plan period;
- 6) Facilitates capability building activities related to planning, monitoring and evaluation of DSWD organizational outcomes;

- 7) Coordinates with Designated Planning Officers (DPOs) of Central Office-OBSs and Planning Officers (POs) of Field Offices to ensure efficient data sharing and report preparation within the Department; and
- 8) Convenes DPOs and POs in annual planning conference that shall serve as venue to discuss good practices, innovations, issues and challenges related to planning, monitoring and evaluation:
 - a) Annual OBS Planning, Monitoring and Evaluation Conference for Central Office-OBSs
 - b) Annual Planning Conference for Field Offices

C. Central Office – Offices, Bureaus and Services

The Central Office-OBSs, through its Designated Planning Officers, shall serve as the clearing house of reports from their counterparts at the regional level. Further, the Central Office-OBSs shall:

- 1) Develop their respective Office Results Framework and Matrix anchored on the DSWD Strategic Plan;
- 2) Identify overall target for each performance indicator corresponding to mandated programs, activities and projects;
- 3) Guide regional counterparts in preparing plans based on the overall target set and proposed budget;
- 4) Prepare and consolidate plans and accomplishment reports from regional counterparts;
- 5) Document results of assessment based on the findings of the regional counterparts and own implementation monitoring; and
- 6) Conduct evaluation activities that will support the measurement of committed outcome indicators in the Results Matrix.

C.1 Financial Management Service

- 1) Provides overall guidance in budgeting and monitoring fund utilization of the Department; and
- 2) Prepares and consolidates work and financial plans from all DSWD Offices.

C.2 Information and Communication Technology Management Service

- 1) Develops and maintains the information system which shall be used to generate and monitor plans and reports;
- 2) Provides the required ICT resources for the deployment and maintenance of the information system; and
- 3) Deploys the information system through conduct of users' trainings participated by all DSWD Offices.

C.3 Social Marketing Service

- 1) Formulates the communication plan for the popularization and implementation of the HPMS among the DSWD; and
- 2) Develops advocacy materials to communicate the requirements of the HPMS.

D. Field Offices

D.1 Policy Development and Planning Sections

- 1) Cascade the DSWD Strategic Results Matrix by conducting orientations and providing technical assistance to the FO-ODSUs;
- 2) Initiate the development of the FO's Strategic Results Matrix;
- 3) Coordinate with the RPMOs and other FO Units on the submission of the plans and accomplishment reports to the Central Office-OBSs; and
- 4) Prepare the FO's region-wide plans and accomplishment reports for approval of the Regional Director and submission to PDPB.

D.2 Budget Sections

- 1) Provide guidance in budgeting and monitoring fund utilization of the FO-ODSUs;
- 2) Coordinate with the PDPs in the preparation of the regionwide plans; and
- 3) Validate all information accounting for financial targets and accomplishments of the FO.

D.3 Offices, Divisions, Sections and Units

- 1) Collect and process data for the performance indicators cascaded by their respective CO-OBSs counterparts;
- 2) Prepare plans based on the targets set by their respective CO-OBSs counterparts; and
- 3) Prepare accomplishment and assessment reports for submission to CO-OBSs and the FOs' PDPs.

VII. REPEALING AND TRANSITORY CLAUSE

All previous issuances inconsistent with this Administrative Order are hereby repealed, modified or amended accordingly.

The PDPB shall conduct rollout activities to ensure accurate cascading of the HPMES to all DSWD Offices.

VIII. EFFECTIVITY

This Administrative Order shall take effect immediately.

Issued in Quezon City this 15th day of May 2019.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Certify True Copy:


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