

**CREATION OF DSWD PLANNING AND  
BUDGET STEERING COMMITTEE (PBSC)****I. RATIONALE**

Resource management is one of the inherent responsibilities of the Department; and it is imperative to provide sound stewardship of the limited resources available to accomplish the Department's mandate. To aid in carrying out this responsibility, a committee is necessary to assist in the systematic process of planning, programming, budgeting, and performance review and assessment for the limited resources among various priorities of the Department.

The Planning and Budget Steering Committee (PBSC) shall be responsible on matters pertaining to DSWD resource management including but not limited to planning, programming, budgeting, and program performance review and assessment. The PBSC shall review and approve disposition along the aforementioned areas. Its process shall provide coordination and prioritization of financial resources to ensure efficient use.

The actions of the PBSC will reflect the collaborative effort of management officials.

**II. LEGAL BASIS**

**Memorandum Circular No. 2019-01** – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2019 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016 (*issued by Acting Secretary, DBM and Chair, AO 25 Inter-Agency Task Force on 3 September 2019*)

**Memorandum Circular No. 2019-2** – Supplemental Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016 (*issued by Secretary, DBM and Chair, AO 25 Inter-Agency Task Force on 12 November 2019*)

**Republic Act No. 1146 General Appropriations Act Fiscal Year 2020**

### III. COVERAGE

This Administrative Order prescribes the guidelines in the establishment of the Planning and Budget Steering Committee (PBSC) – its Steering Committee and Technical Working Group (TWG).

### IV. COMPOSITION

#### A. Composition of PBSC

The Steering Committee shall be composed of the Undersecretaries, who are fund managers of their respective clusters, and headed by the Secretary as the Chairperson, and the Undersecretary for Social Welfare and Development as the Vice-Chairperson.

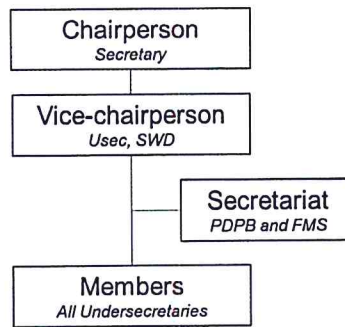


Figure 1. Composition of PBSC

Moreover, Assistant Secretaries and Regional Directors may be invited to attend meetings as need arises.

#### B. Composition of PBSC Technical Working Group

The TWG shall be composed of the Heads of all Services, Bureaus and National Program Management Office; headed by the Undersecretary for Policy and Plans as the Chairperson and the Undersecretary for General Administration and Support Services (GASS) as the Co-Chairperson.

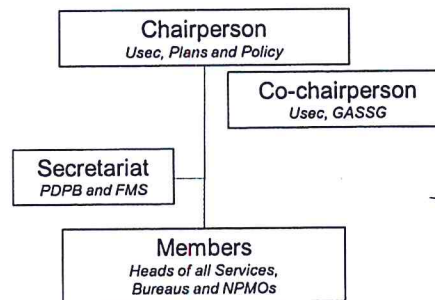


Figure 2. Composition of PBSC TWG

## **V. FUNCTIONS**

### **A. Functions of the PBSC**

1. Coordinate and integrate the Department's plans, programs, budget, and program performance review and assessment;
2. Oversee budget formulation, justification, utilization to include reallocation/realignment of resources when deemed necessary, as well as attainment of physical and financial targets;
3. Establish rational balance between objectives and resources.
4. Recommend policies, objectives, and goals in accordance with the current and future programs, and priority guidance;
5. Provide inputs for the formulation of guidelines for related planning and budget deliverables;
6. Ensure the attainment of the Department Strategic Plan, realization of the Department's organizational outcomes, and contribution to the Philippine Development Plan 2017-2022 and Ambisyon Natin 2040; in consonance with DSWD Administrative Order No. 8, s. 2019 ("Guidelines for the Harmonized Planning, Monitoring and Evaluation System"); and,
7. PBSC shall meet at least once every quarter or as need arises per Secretary's guidance and/or recommendation of the PBSC TWG. A quorum shall be required to call the meeting to order.

### **B. Functions of the PBSC Technical Working Group**

1. Assist the PBSC in coordinating and integrating activities related to planning, programming, budgeting and execution by providing technical assistance;
2. Provide data with analysis and recommendations on the programs, activities, projects (PAPs) target and implementation before the budget hearings and deliberations;
3. Monitor the execution of all activities to comply and ensure alignment Department of Budget and Management deliverables and timelines; and,
4. PBSC TWG shall meet at least once every quarter. A quorum is not required to convene the TWG. Only those concerned Heads of Bureaus and Services may be invited through Notice of Meeting.

## **VI. COORDINATING INSTRUCTIONS**

The personnel from the Policy Development and Planning Bureau (PDPB) and the Finance and Management Service (FMS) shall compose the PBSC Secretariat whose primary function is to provide secretariat service to the PBSC, headed by Director PDPB and co-headed by Director, FMS.

Specific functions of the members of PBSC Secretariat *from PDPB*:

1. Issue notices of meetings and other activities;
2. Prepare minutes and summaries of agreements/directives;
3. Prepare memoranda to follow on or follow through agreements/directives;
4. Monitor the status of agreements/directives and submit monitoring reports to the PBSC;
5. Prepare reference materials related to physical targets and accomplishments of the Department as necessary; and,
6. Perform other related tasks as may be assigned, in cooperation with members from the FMS.

Specific functions of the members of PBSC Secretariat *from FMS*:

1. Prepare minutes and summaries of agreements/directives, alternately with members from the PDPB;
2. Prepare reference materials related to financial targets and accomplishments of the Department, as necessary;
3. Arrange for the venue and other logistical requirements for meetings and other activities;
4. Take charge of the registration of attendees to meetings and other activities; and,
5. Perform other related tasks as may be assigned, in cooperation with members from PDPB.

## VII. EFFECTIVITY

This Administrative Order shall take effect upon publication.

Done this 28<sup>th</sup> day of February 2020 in Quezon City.

  
ROLANDO JOSELITO D. BAUTISTA  
Secretary

Certified True Copy:

  
MYRNA H. REYES  
OIC-Division Chief  
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