

ADMINISTRATIVE ORDER

 No. 09

Series of 2020

Subject: AMENDMENT TO ADMINISTRATIVE ORDER NO. 1, SERIES 2019

To expedite legal aid provision to Central Office-OBS and Field Offices, the Legal Service is hereby recommended to be placed under the direct supervision of the Secretary. Hence, the following amendments to Administrative Order No. 1, series 2019 are made:

Page 32 to read as follows:

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) and Procurement Management Service (PMS).

**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, and related strategic support services. The OASSS directly supervises the FMS and the PMS.
Specific Functions	<ol style="list-style-type: none"> 1. Provide advice on fiscal policy formulation, financial management, procurement planning, monitoring, supply management, and contract monitoring. 2. Help direct and coordinate the formulation and implementation of policies and systems relevant to financial management and procurement 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 and the PMS. 7. Perform other functions, and 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

Page 8 to read as follows:

**ANNEX B
The Secretary**

The Secretary has the authority and responsibility to exercise the mandate of the Department and discharge its powers and functions, and thus exercises supervision and control over the entire Department. The Secretary shall also directly supervise and monitor the performance of all Field Offices (FOs) to ensure the delivery of strategic outputs, including timely, efficient, and effective program implementation. As such, all FOs shall report directly to the Secretary.

Office of the Secretary Proper (OSEC Proper)

Description	<p>The OSEC Proper provides administrative and technical support as well as field programs management to the Secretary. The Head Executive Assistant (HEA) shall be in charge of the OSEC Proper.</p> <p>The administrative staff takes care of the Secretary's appointments, the OSEC Proper's incoming and outgoing communications, office supplies and equipment, transportation, and finance. It also provides administrative support to the OSEC technical staff. The technical staff, on the other hand, are assigned distinct portfolios to which they are expected to conduct complete staff work for the Secretary's action, decision, and information. Further, the technical staff prepares all relevant researches and information to assist the Secretary with meetings and appointments.</p>
Specific Functions	<ol style="list-style-type: none"> 1. Undertake complete staff work for every meeting and activity to be attended by the Secretary including documents for action or approval of the Secretary. 2. Manage the daily schedule of the Secretary. 3. Provide secretariat support to the Executive Committee. 4. Ensure action on referrals to OSEC from within the Department, the public, and other government agencies. 5. Participate in various committees, organized internal and external to DSWD.
Key Result Areas	<ol style="list-style-type: none"> 1. Provision of support toward engaged collaboration between the Secretary and the Department's officials and partners 2. Timely communication of the Secretary's instructions 3. Proper management of the Secretary's schedule 4. Quality service delivery through increased efficiency and continuing improvement
Divisions	<ul style="list-style-type: none"> • Protocol Desk • Administration Desk • Communications Desk

Legal Service

Description	<p>The LS provides legal assistance and support to the Secretary, 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 and functions, and rendering related services. LS shall report directly to the Secretary.</p>
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

Attached is the amended organizational structure of GASSG (Annex A) and OSEC Group (Annex B), reflecting the transfer of Legal Service under the direct supervision of the Secretary.

This amendment shall take effect on 1 October 2020.

Issued this 28th of September 2020 in Quezon City, Philippines.

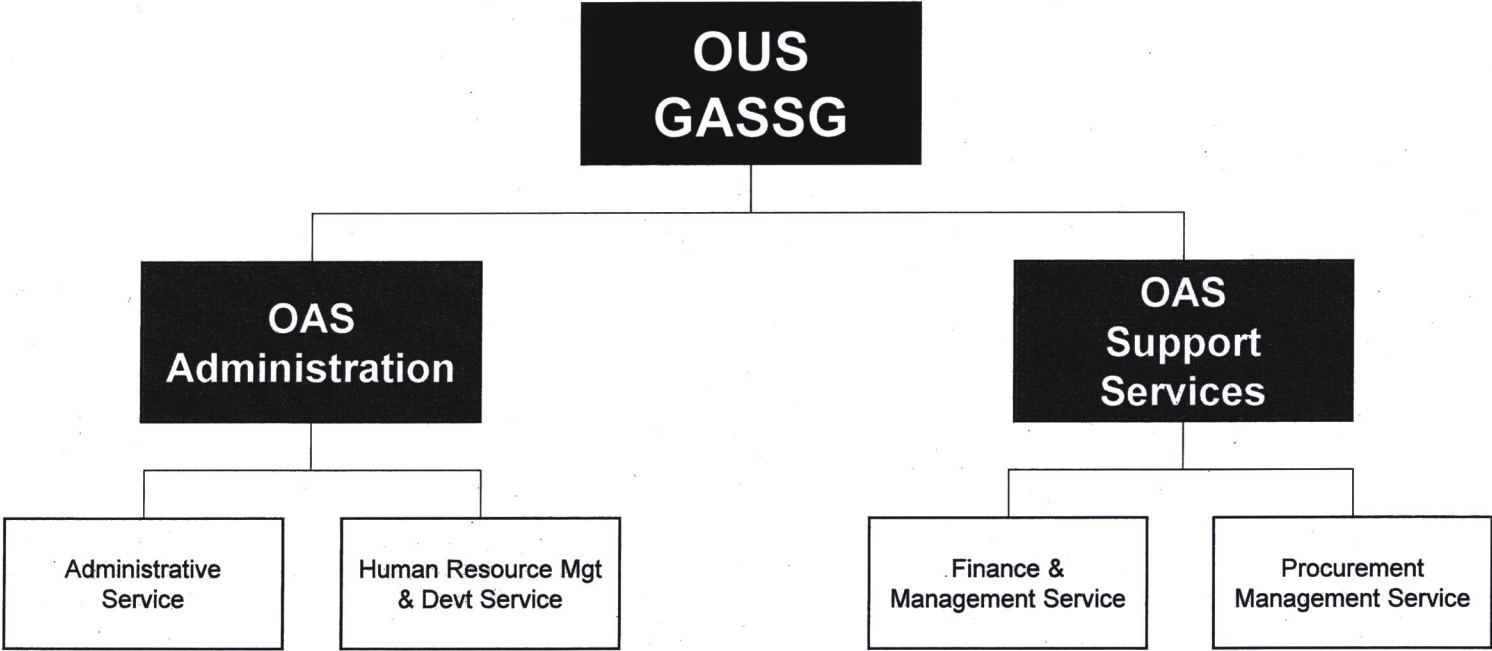

ROLANDO JOSELITO D. BAUTISTA
Secretary

Certified True Copy:


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29 SEP 2020

ANNEX A – GASSG ORGANIZATIONAL STRUCTURE



ANNEX B – OSEC GROUP ORGANIZATIONAL STRUCTURE

