

ADMINISTRATIVE ORDER
No. 03
Series of 2022

SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER NOS. 01, 03, 04 and 09 SERIES OF 2019

To address the organizational concerns within the General Administration and Support Services Cluster, said Cluster is hereby restructured wherein the Procurement Management Service will be reverted back as a Division under the Administrative Service (AS) and will be renamed as Procurement Management Division (PMD).

Said restructuring aims to:

1. Streamline the procurement process through the decrease in steps and signatories;
2. Removal of redundant positions thereby generating savings for the Department; and
3. Increased accountability for full-fledged officers.

The following description, functions and key result areas of the affected offices under the Administration Sub-Cluster shall be adopted:

Office of the Assistant Secretary for Administration (OASA)

Description	The Office of the Assistant Secretary for Administration is responsible for providing advice and assistance to the Office of the Secretary and the Office of the Undersecretary for GASSG relevant to the operations and management of the Department, specifically on human resource management, organizational development, asset and property management, procurement management, and other related strategic support services. The OASA takes charge of direct supervision of the AS and the HRMDS
Functions	<ol style="list-style-type: none"> 1. Provides advice on general services; asset and property management; records management; building and grounds management; procurement management; personnel administration, recruitment, selection, placement and retention; performance management; career development; and organizational development 2. Assists in directing and coordinating the formulation and implementation of policies and systems relevant to administrative services and human resource management as well as organizational development 3. Provides direction and assists in monitoring undertakings and partnerships for the provision of related strategic support services 4. Leads in initiating change and innovation to achieve process excellence, client-friendliness, and operational efficiency especially on matters involving administrative, human resource, and organizational development concerns 5. Manages the work performance of the AS and HRMDS

	<p>6. Provides inputs in the preparation of agency budget proposal and work and financial plan, utilization of agency budget, and execution of agency work and financial plan</p> <p>7. Performs other functions the Secretary may assign</p>
Key Areas	<p>Result</p> <p>1. Advisory to the Secretary and the Undersecretary</p> <p>2. Policy Direction and Development</p> <p>3. Strategic Support Supervision</p> <p>4. Administrative Support Management</p> <p>5. Human Resource Management</p> <p>6. Organizational Development</p> <p>7. Office Performance Management</p>

Administrative Service (AS)

Description	<p>The Administrative Service 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 and supply management, records management, asset and property maintenance, transportation, communication, utilities, and janitorial and security services. The AS also leads all activities of the DSWD pertaining to procurement planning, purchase and contract management and monitoring. It ensures that appropriate management systems and procedures are in place for efficient and effective administrative services.</p>
Functions	<p>1. Develops and recommends policies, programs and procedures on efficient and effective records, property, supply, and asset management, provision of transportation, communication, security and janitorial services, maintenance of properties and assets, and procurement management</p> <p>2. Provides logistical support, strategic services, and technical assistance to the Department on administrative concerns</p> <p>3. Responsible for the custodianship of all properties of the DSWD</p> <p>4. Ensures 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, and procurement management are in place and implemented</p>

Key Result Areas	<ol style="list-style-type: none"> 1. Property Management 2. Asset Management 3. Supply Management 4. Records and Archives Management 5. Facility Improvement and Maintenance 6. Transportation, Communication, Utility, Janitorial, and Security Services 7. Procurement Management
Divisions	<ol style="list-style-type: none"> 1. General Services Division 2. Property, Supply and Assets Management Division 3. Records and Archives Management Division 4. Building and Grounds Management Division 5. Procurement Management Division

Procurement Management Division (PMD)

Description	<p>The Procurement Management Division 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 ensures compliance of the procurement activities of the DSWD to RA 9184 or the Government Procurement Reform Act, its 2016 IRR, other procurement guidelines issued by partner and/or financial institutions and the Government Procurement Policy Board.</p>
Functions	<ol style="list-style-type: none"> 1. Manages and monitors 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. Ensures compliance with applicable laws, rules and regulations, and other issuances pertaining to procurement policies, procedures and systems 3. Manage the receipt, and issuance to requesting units, of procured supplies, materials, and equipment 4. Manages the contracting process for suppliers of goods and non-consulting services, infrastructure projects and consulting services, including contract preparation, contract review by OBSUs concerned, contract execution, and completion of documents for fund releases pursuant to contract provision 5. Coordinates 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

	<ol style="list-style-type: none">6. Creates and maintains the price monitoring system and the registry of suppliers, contractors and consultants7. Conducts research and market studies on frequently procured goods and services8. Provide Technical Assistance (TAs) to all OBSUs on procurement-related matter9. Provides administrative and technical support to the Bids and Awards Committee (BAC)
Key Result Areas	<ol style="list-style-type: none">1. Procurement Management and Monitoring2. Contract Management and Monitoring3. Market Research and Product Standards Development4. Capacity Building on Procurement and Contract Management
Sections	<ol style="list-style-type: none">1. Procurement Planning and Management Section2. Bids and Awards Committee Secretariat Section3. Contract Management Section

Attached is the amended organization structure of GASSG (Annex A).

This amendment shall take effect immediately upon its approval.

Issued this _____ of February 2022 in Quezon City, Philippines.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Date: FEB 04 2022

Cert. True Copy:

08 FEB 2022

MYRNA H. REYES

OIC-Division Chief

Records and Archives Mgt. Division

