



ADMINISTRATIVE ORDER

No. 27
Series of 2022

SUBJECT: Enhancement of the DSWD Administrative Order No. 1, series of 2019, Management Reorganization of the DSWD Central Office, Annex G - Special Concerns Group

In 2019, the Department of Social Welfare and Development (DSWD) issued Administrative Order (AO) No. 1, series of 2019, entitled Management Reorganization of the DSWD Central Office, proposed the new structure of DSWD Central Office to make the DSWD more responsive to the needs of its clients; strengthen the DSWD's operations and support offices; and to address issues that have risen with the organizational structure of AO No. 2, series of 2018. One of the clusters created under the DSWD AO No. 1, series of 2019, was the Special Concerns Group (SCG).

This proposed Terms of Reference (TOR) shall update the existing TOR of the SCG as indicated in AO 1, series of 2019, and merge the functions of the "Island Adviser" as stipulated in the DSWD Memorandum from the Secretary, dated August 13, 2021, entitled Creation and Establishment of "Island Adviser", and the Assistant Secretary for Regional Affairs under the Office of the Undersecretary for Special Concerns". This will ensure the effective, efficient and responsive implementation of all programs, services, and plans of the DSWD. A stronger collaboration between Central Office and Field Offices will be maintained at all times in order to continuously improve and be strategic in managing the DSWD operational capacities.

ANNEX G Special Concerns Group (SCG)

The SCG shall be headed by the Undersecretary for Special Concerns, assisted by three (3) Assistant Secretaries, responsible in providing the technical support to the Field Offices (FOs) in the three Island Clusters, to ensure their responsiveness to the demands of the geographic island for technical assistance and resource augmentation.

The SCG is one of the strategic groups which helps the Department Secretary address the social welfare and development concerns of the DSWD, especially those not covered by other operations groups and units; provision of technical and operational support to the FOs to support the DSWD clusters/groups relative to fast tracking and smooth delivery and implementation of social welfare and development programs; monitoring and improvement of the physical condition of the residential centers and non-residential facilities, and other concerns assigned by the Department Secretary.

**Office of the Undersecretary
for Special Concerns (OUSSC)**

Description	The Office of the Undersecretary for Special Concerns, to be headed by an Undersecretary, shall assist the Secretary in addressing timely and emerging social welfare and development concerns requiring urgent response and resolutions, nationwide. The Undersecretary of the Group will provide the leadership and support to the three (3) Assistant Secretaries, one each Island Cluster.
Specific Functions	<ol style="list-style-type: none"> 1. Provide leadership in special concerns that are identified by the Department Secretary and the Office of the President coursed through the Department. 2. Identify timely and emerging social welfare and development concerns and formulate plans of action to address the same. 3. Ensure that these directives and concerns related to SWD programs, projects, services and interventions are responded to by the concerned DSWD FOs, offices, bureaus, services and units. 4. Identify the specific concerns in the provision of technical assistance to the FOs relative to the Department Key Result Areas and instructions of the Department Secretary. 5. Recommend strategies to support the generation of resources for the SWD programs and interventions, strengthen partnership and cooperation between the DSWD and development partners, other national agencies, and other relevant partners to generate support and resources intended to benefit the poor and the vulnerable sectors. 6. Ensure the efficient and effective management of all Centers and Residential Care Facilities (CRCFs) construction/improvement/rehabilitation projects of the Department. 7. Provide support to the Operations Group and Disaster Response Management Group among others in responding to concerns and matters emanating from program implementation, including among others augmentation support for disaster response and early recovery, support to national security, and matters which concern other Clusters of the DSWD. 8. Provide support and technical assistance needed by the 3 Assistant Secretaries in resolving concerns and challenges of the FOs. 9. Submit regular update/s on matters which concern the Department to enhance its effectiveness and responsiveness to the requirements of the sector it intends to assist. 10. Work closely with the other clusters of the Department towards supporting the Government in delivering its commitment for the well-being of the Filipinos. 11. Submit recommendation/s to the Department Secretary to resolve challenges and concerns raised by the Luzon, Visayas and Mindanao Cluster Island Advisers. 12. Perform other functions as the Department Secretary may assign.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary on Regional Concerns, other than that of the Quality Management Systems; 2. Planning and Policy Formulation 3. Partnership Promotion 4. Research and Studies on Social Welfare and Development 5. Networking, Linkages, and Coordination 6. Special Projects as may be assigned by the Secretary



**Office of the Assistant Secretary
for Luzon Affairs (OASLA)**

Description	The OASLA shall assist the Secretary and the OUSSC address timely and emerging concerns common to all Regions located within the Luzon island cluster, <i>i.e.</i> , Regions I, II, III, IV-A, MIMAROPA, V, the Cordillera Administrative Region (CAR), and the National Capital Region (NCR). The Assistant Secretary shall serve as the Island Adviser for the Luzon Cluster and implement/oversee any special concerns the Secretary and Undersecretary for Special Concerns may assign.
Specific Functions	<ol style="list-style-type: none"> 1. Implement directives and concerns from the Office of the President, the Office of the Department Secretary, and Undersecretary for Special Concerns on matters related to SWD programs, projects, services, and interventions. 2. Serve as the Island Adviser for Luzon Cluster under the guidance of the Secretary and the OUSSC. 3. Cascade new policies, guidelines, and instructions to the FOs. 4. Conduct conferences/meetings with the Regional Directors (RDs) of the Luzon Cluster. 5. Identify timely and emerging concerns common to all Regions located within the Luzon island cluster, and formulate plans of action to address the same. 6. Maintain continuous engagement with the RDs through various means of communication, including the creation of a group chat. 7. Ensure the efficient and effective management of all CRCF construction/improvement/rehabilitation projects within the Luzon Cluster's area of responsibility. 8. Provide support to the Operations Group and Disaster Response Management Group among others in responding to concerns and matters emanating from program implementation, including among others augmentation support for disaster response and early recovery, support to national security, and matters which concern other Clusters of the DSWD. 9. Coordinate actions and responses of concerned OBSUs and FOs 10. Perform other functions as the Secretary and/or Undersecretary for Special Concerns may assign.
Key Result Areas	<ol style="list-style-type: none"> 1. Advisory to the Secretary on Luzon Island Cluster Concerns 2. Planning and Policy Formulation 3. Partnership Promotion 4. Research and Studies on Social Welfare and Development 5. Networking, Linkages, and Coordination

**Office of the Assistant Secretary
for Visayas Affairs (OASVA)**

Description	The OASVA shall assist the Secretary and the OUSSC address timely and emerging concerns common to all Regions located within the Visayas island cluster, <i>i.e.</i> , Regions VI, VII and VIII. The Assistant Secretary shall serve as the Island Adviser for the Visayas Cluster and implement/oversee any special concerns the Secretary and/or Undersecretary for Special Concerns may assign.
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<p>Specific Functions</p>	<ol style="list-style-type: none"> 1. Implement directives and concerns from the Office of the President, the Office of the Department Secretary, and Undersecretary for Special Concerns on matters related to SWD programs, projects, services and interventions. 2. Serve as the Island Adviser for the Visayas Cluster under the guidance of the Secretary and OUSSC. 3. Cascade new policies, guidelines, and instructions to the FOs. 4. Conduct conferences/meetings with the RDs of the Visayas Cluster. 5. Identify timely and emerging concerns common to all Regions located within the Visayas island cluster, and formulate plans of action to address the same. 6. Maintain continuous engagement with the RDs through various means of communication, including the creation of a group chat. 7. Ensure the efficient and effective management of all CRCF construction/improvement/rehabilitation projects within the Visayas Cluster's area of responsibility. 8. Provide support to the Operations Group and Disaster Response Management Group among others in responding to concerns and matters emanating from program implementation, including among others augmentation support for disaster response and early recovery, support to national security, and matters which concern other Clusters of the DSWD. 9. Coordinate actions and responses of concerned OBSUs and FOs 10. Perform other functions as the Secretary and/or Undersecretary for Special Concerns may assign.
<p>Key Result Areas</p>	<ol style="list-style-type: none"> 1. Advisory to the Secretary on Visayas Island Cluster concerns 2. Planning and Policy Formulation 3. Partnership Promotion 4. Research and Studies on Social Welfare and Development 5. Networking, Linkages, and Coordination

Office of the Assistant Secretary for Mindanao Affairs (OASMA)

<p>Description</p>	<p>The OASMA shall assist the Secretary and the OUSSC address timely and emerging concerns common to all Regions located within the Visayas island cluster, <i>i.e.</i>, Regions IX, X, XI, XII and CARAGA, as well as coordinate and liaise with the DSWD-Autonomous Region in Muslim Mindanao (DSWD-ARMM). The Assistant Secretary shall serve as the Island Adviser for the Mindanao Cluster and implement/oversee any special concerns the Secretary and/or Undersecretary for Special Concerns may assign</p>
<p>Specific Functions</p>	<ol style="list-style-type: none"> 1. Implement directives and concerns from the Office of the President, the Office of the Department Secretary, and Undersecretary for Special Concerns on matters related to SWD programs, projects, services, and interventions. 2. Serve as the Island Adviser for the Mindanao Cluster under the guidance of the Secretary and OUSSC. 3. Cascade new policies, guidelines, and instructions to the FOs. 4. Conduct conferences/meetings with the RDs of Mindanao Cluster.




	<ol style="list-style-type: none"> 5. Identify timely and emerging concerns common to all Regions located within the Mindanao island cluster, and formulate plans of action to address the same. 6. Maintain continuous engagement with the RDs through various means of communication, including the creation of a group chat. 7. Ensure the efficient and effective management of all CRCF construction/improvement/rehabilitation projects within the Mindanao Cluster's area of responsibility. 8. Provide support to the Operations Group and Disaster Response Management Group among others in responding to concerns and matters emanating from program implementation, including among others augmentation support for disaster response and early recovery, support to national security, and matters which concern other Clusters of the DSWD. 9. Coordinate actions and responses of concerned OBSUs and FOs. 10. Perform other functions as the Secretary and/or Undersecretary for Special Concerns may assign.
<p>Key Result Areas</p>	<ol style="list-style-type: none"> 1. Advisory to the Secretary on Mindanao Island Cluster Concerns 2. Planning and Policy Formulation 3. Partnership Promotion 4. Research and Studies on Social Welfare and Development 5. Networking, Linkages, and Coordination

The SCG shall perform its roles and functions as stipulated in the administrative order. All other Orders inconsistent herewith are hereby amended and/or revoked.

Let copies of this order be issued to all offices in the Central Office and Field Offices for information and guidance.

Issued in Quezon City, Metro Manila.


ERWIN T. TULFO
 Secretary
 Date: 15 NOV 2022

Certified True Copy

MYRNA H. REYES
 OIC-Division Chief
 Records and Archives Mgt. Division
 16 NOV 2022

