

**ADMINISTRATIVE ORDER**

No. 09

Series of 2023

**SUBJECT: AMENDMENT OF THE DSWD ADMINISTRATIVE ORDER NO. 1 MANAGEMENT REORGANIZATION OF DSWD CENTRAL OFFICE (CO) AND ADMINISTRATIVE ORDER NO. 6 (SUPPORT TO OPERATIONS- POLICY AND PLANS), SERIES OF 2019**

In the interest of the service and to strengthen the effectiveness and efficiency of the Department of Social Welfare and Development (DSWD) policy and plans development, Annex E-Support to Operations Group, Policy and Plans Sub Cluster of Administrative Order No. 1, series of 2019 or the Management Reorganization of DSWD Central Office (CO) and supplemental provisions of AO No. 6, series of 2019 Support to Operations-Policy and Plans are hereby amended as follows:

1. Composition of the Policy and Plans Group (PPG)

The PPG shall be headed by the Undersecretary for Policy and Plans and to be assisted by two (2) Assistant Secretaries, i.e., Assistant Secretary for Policy and Plans and Assistant Secretary for External Assistance and Development and shall include the Policy Development and Planning Bureau (PDPB). The PDPB shall have five (5) divisions as follows:

- a) Planning Division (PD);
- b) Policy and Research Division (PRD);
- c) Monitoring and Evaluation Division (MED);
- d) External Assistance and Development Division (EADD); and
- e) Management Division (MD).

The PPG shall be responsible for fulfilling the DSWD's roles on policy and plans development for the poor, vulnerable and marginalized sectors of society. With the new structure and composition, this will enable the Department to achieve a better approach to policy-making, planning, research, and monitoring and evaluation.


The new structure, general description, specific functions and key result areas of the Policy and Plans Group marked as **Annex A** of this Order, thereof shall be immediately implemented and take effect upon the approval of the undersigned.

All offices are directed to provide assistance to ensure smooth implementation of these directives. The Financial Management Service (FMS), Administrative Service (AS) and Human Resources Management and Development Service (HRMDS) are further directed to provide technical assistance along budgetary requirements, office space rationalization to implement the mandate of the PPG.

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 at the DSWD Central Office in Quezon City, Manila.

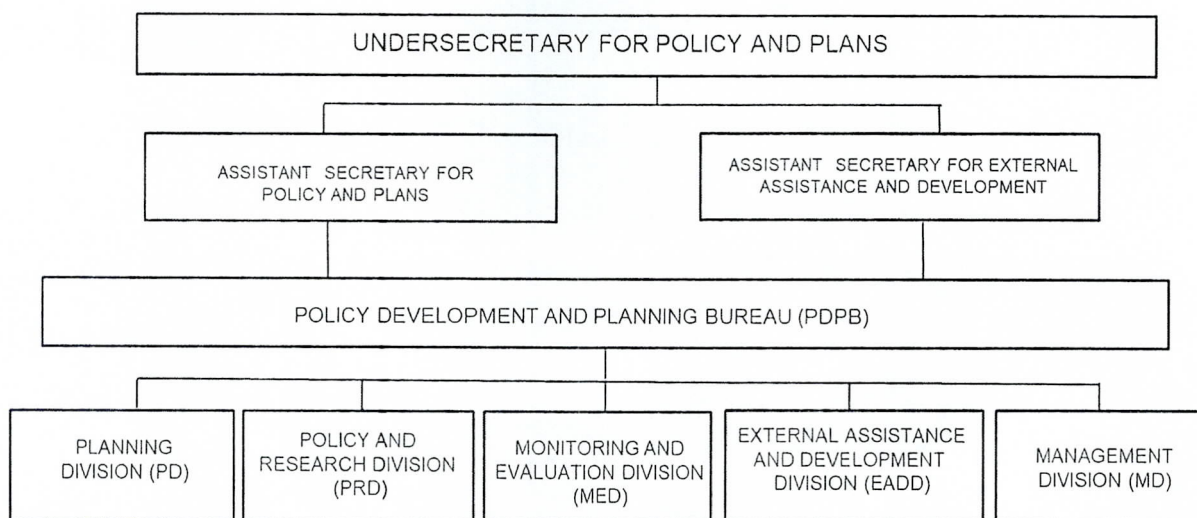
  
REX GATCHALIAN  
Secretary  
Date: AUG 24 2023

CERTIFIED TRUE COPY  
*Kean* 29 AUG 2023  
ATTY. KARINA ANTONETTE A. AGUDO  
Director IV, Administrative Service

**Annex A**

The reorganized Policy and Plans Group will be able to achieve a better coordination and integration of policies and programs across different areas of focus and alignment of policy-making and program planning with the Department's overall goals and objectives.

**Organizational Chart of Policy and Plans Group**



**Description, Functions and Key Result Areas**

**Office of the Undersecretary for Policy and Plans (OUSPP)**

<p>Description</p>	<p>The Office of the Undersecretary for Policy and Plans shall provide overall direction, guidance, and supervision on the following:</p> <ol style="list-style-type: none"> <li>1. Formulation, development implementation and evaluation of policies and plans of the Department;</li> <li>2. Organizational development and management of performance standards; and</li> <li>3. Monitoring and evaluation of existing partnerships with development partners.</li> </ol>
<p>Functions</p>	<ol style="list-style-type: none"> <li>1. Oversees the operational activities of the Cluster for which the Undersecretary shall be responsible to the Secretary, such as policy development, planning, research, organizational development, performance excellence, monitoring and evaluation of plans, programs and partnerships, risk management, and beneficiary/client targeting and database management, among others;</li> <li>2. Coordinates or collaborates with national government agencies in the development and implementation of social protection and social welfare policies and plans;</li> <li>3. Establishes and promotes the adoption of a unified targeting system for identifying eligible beneficiaries which shall be prioritized by social protection and welfare programs nationwide;</li> <li>4. Represent the Department in various national policy and planning technical working groups or inter-agency committees; and</li> <li>5. Performs other functions the Secretary may assign.</li> </ol>

Key Result Areas	<ol style="list-style-type: none"> <li>1. Policy and Plans Development</li> <li>2. Social Protection Mainstreaming</li> <li>3. Monitoring and Evaluation</li> <li>4. Research Development</li> <li>5. Management of National, Regional and International Commitments</li> <li>6. Data Governance</li> <li>7. National Household Targeting for Poverty Reduction</li> <li>8. Performance Management</li> <li>9. Risk Management</li> <li>10. Cooperation Portfolio Management</li> <li>11. Resource Management for Development Partners TA Support</li> <li>12. Official Development Assistance Program Management</li> <li>13. Organizational Development and Process Improvement</li> </ol>
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### Office of the Assistant Secretary for Policy and Plans

Description	<p>The Office of the Assistant Secretary for Policy and Plans is responsible for planning, monitoring, evaluation, policy, research and assists the OUSPP in the overall formulation, implementation, monitoring and evaluation of DSWD policies, plans and programs. The OASPP will provide advice and recommendations to the Undersecretary and other officials on matters related to the organization's policies, plans and programs. The OASPP shall be primarily responsible in assisting the OUSPP in overseeing the development, monitoring and implementation of SWD policies, plans, programs and researches.</p> <p>Further, the OASPP provides assistance to matters relating to performance management, organizational development and process improvement.</p>
Functions	<ol style="list-style-type: none"> <li>1. Provides advice and direction on policy, plans and research development to ensure evidence-based, data-driven policy formulation and planning, and promotes the adoption of the National Household Targeting System for Poverty Reduction (NHTS-PR) as the database of poor households to various social protection stakeholders;</li> <li>2. Leads in the implementation or mainstreaming of relevant national policies/laws/issuances into the existing policies of the Department and recommends approval/adoption of relevant policies and plans to the PPG Cluster Head or EXECOM;</li> <li>3. Leads in the monitoring and evaluation of the Department's performance against its targets;</li> <li>4. Oversees the development and implementation of Department's short-term and long-term plans;</li> <li>5. Leads the implementation of the Unified Results-based Monitoring and Evaluation System;</li> <li>6. Provides advice and direction in the Agency Performance Management;</li> <li>7. Ensures the effective implementation of the Ease of Doing Business(EODB) compliances and initiatives in the Department;</li> <li>8. Leads the coordination with the Attached and Supervised Agencies to ensure alignment of their policies, plans, programs, and services with the policies and plans of the Department; and</li> <li>9. Performs other functions the Cluster Head or the Secretary may assign</li> </ol>

Key Result Areas	<ol style="list-style-type: none"> <li>1. Policy and Plans Development</li> <li>2. Monitoring and Evaluation</li> <li>3. Data Governance</li> <li>4. National Household Targeting for Poverty Reduction</li> <li>5. Social Protection Mainstreaming</li> <li>6. Research and Development</li> <li>7. SWD Laws Monitoring</li> <li>8. Networking, Linkages, and Coordination</li> <li>9. Organizational Development and Process Improvement</li> <li>10. Performance Management</li> </ol>
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### Office of the Assistant Secretary for External Assistance and Development (OASEAD)

Description	<p>The Office of the Assistant Secretary for External Assistance and Development (OASEAD) is responsible for responsible in monitoring and evaluating the existing partnerships with Development Partners, and managing the official development assistance (ODA) programs.</p> <p>The OASEAD is also expected to assist the Department and relevant inter-agency counterparts in the implementation of regional/ international commitments on SWD and social protection. It also supports the management and coordination of the Department's legislative activities and its leadership role in ASEAN, APEC, and the UN in matters concerning social welfare and development, and social protection.</p>
Functions	<ol style="list-style-type: none"> <li>1. Liaise with internal and external counterparts on matters relative to compliance with national/regional/international/ multilateral policies, agreements and instruments;</li> <li>2. Provides advice and direction/leadership in monitoring of the existing partnerships with development partners;</li> <li>3. Leads the monitoring and management of the Official Development Assistance (ODA) programs as well as evaluation of completed technical assistance projects;</li> <li>4. Reviews and approves project proposals and identify priorities for funding recommendation through ODA and other local and international assistance;</li> <li>5. Provides advice and direction to the Project Management Unit (PMU) on the project implementation;</li> <li>6. Ensures timely compliance and delivery of output of official development assistance programs;</li> <li>7. Assists the Department's Project Implementation Officer (PIO); and</li> <li>8. Performs other functions the Cluster Head or the Secretary may assign.</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Management of National, Regional and International Commitments</li> <li>2. Cooperation Portfolio Management</li> <li>3. Resource Management for Development Partners TA Support</li> <li>4. Official Development Assistance Program Management</li> <li>5. Networking, Linkages, and Coordination</li> </ol>

## Policy Development and Planning Bureau (PDPB)

Description	<p>The PDPB provides leadership in developing policies and plans for the DSWD and the social welfare and development sector. To ensure that policies and plans are evidence-based, the PDPB also leads in monitoring and evaluating programs, plans, policies, and office performance to influence the decisions of DSWD Management including those under loan covenants and agreements with Development Partners.</p> <p>Likewise, the PDPB supports the management and coordination of the Department's legislative activities and its leadership role of the DSWD at the national, regional and international levels (ASEAN, APEC, and the UN) in matters concerning social welfare and development, and social protection.</p> <p>Moreover, the Bureau shall institutionalize and implement the Total Quality Management Program ensuring the Department's compliance with EODB Act and other related laws, rules, and regulations towards organizational performance excellence.</p>
Functions	<ol style="list-style-type: none"> <li>1. Leads in formulating and updating DSWD's plans and policies;</li> <li>2. Monitors the implementation of policy, plans and performance of the organizations;</li> <li>3. Spearheads the conduct of evaluation of policies/programs/projects;</li> <li>4. Facilitates the effective implementation of the DSWD Strategic Performance Management System;</li> <li>5. Develops SWD Database and other Information Systems in coordination with ICTMS;</li> <li>6. Leads the development and implementation of data governance framework;</li> <li>7. Monitors the Department's compliance with regional and international commitments on social welfare and development including Department's legislative activities;</li> <li>8. Leads the streamlining, standardization, reengineering, digitization and automation of DSWD processes;</li> <li>9. Leads the monitoring and evaluation of existing partnerships with development partners; and</li> <li>10. Perform other relevant functions that may be assigned</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Policy and Plans Development</li> <li>2. Social Protection Mainstreaming</li> <li>3. Monitoring and Evaluation</li> <li>4. Research and Development</li> <li>5. Management of National, Regional and International Commitments</li> <li>6. Performance Management</li> <li>7. Risk Management</li> <li>8. Resource Management for Development Partners TA Support</li> <li>9. Organizational Development and Process Improvement</li> </ol>

**Planning Division (PD)**

Description	The Planning Division is responsible for enabling the Department to focus on long-term directions and interface with the internal and external environment and stakeholders by developing a national framework for planning. Likewise, the Division provides the Department with economical, efficient, and effective services relating to strategic and operational planning and sector monitoring and evaluation.
Functions	<ol style="list-style-type: none"> <li>1. Formulates and updates the social welfare and development (SWD) sector plan and Department strategic plan;</li> <li>2. Monitors and reports the progress of the strategy and plans execution;</li> <li>3. Develops tools for planning, monitoring and evaluation of the SWD sector plans and strategic plan;</li> <li>4. Provides technical assistance and secretariat functions to TWGs related to strategic management, planning and budgeting and sectoral planning;</li> <li>5. Provides technical support to inter-agency committees (i.e. SDC-SCSP, SGLG, IAC-SPS); and</li> <li>6. Performs other relevant functions that may be assigned</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Sectoral Planning</li> <li>2. Strategy Development</li> </ol>

**Policy and Research Division (PRD)**

Description	The Policy and Research Division (PRD) is mandated to formulate and advocate a just and responsive social welfare policies. The PRD is responsible for the development and monitoring of the implementation of social welfare and development policies and research.
Functions	<ol style="list-style-type: none"> <li>1. Leads the development and review of social welfare and development policies (i.e. Republic Acts, Executive Orders, JMCs, programs/projects guidelines and other relevant SWD guidelines);</li> <li>2. Monitors the implementation of the Department's policies and compliance to existing SWD laws and national policies;</li> <li>3. Develops, monitors and implements the Department's policy and researches;</li> <li>4. Conducts policy research for evidence-informed decision and policy making;</li> <li>5. Provides technical support to inter-office committees (i.e. NMDC, MANCOM, NRE-TWG, REC); and</li> <li>6. Performs other relevant functions that may be assigned</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Policy Review and Formulation</li> <li>2. SWD Laws Monitoring</li> <li>3. Research Development and Implementation</li> <li>4. Research Monitoring, Dissemination and Utilization</li> </ol>

**Monitoring and Evaluation Division (MED)**

Description	The Monitoring and Evaluation Division is responsible for the implementation of the Unified Results-based Monitoring and Evaluation System.
Functions	<ol style="list-style-type: none"> <li>1. Develops standards and assessment tools in the monitoring and evaluation of program outcome indicators;</li> <li>2. Conducts program evaluation for evidence-based decision making;</li> <li>3. Leads the development and implementation of data governance system;</li> <li>4. Provides technical assistance along results-based monitoring and evaluation;</li> <li>5. Validates and assesses program and project performance (e.g. conduct of spot check, internal process evaluation);</li> <li>6. Disseminates M&amp;E findings for planning and policy-making; and</li> <li>7. Performs other relevant functions that may be assigned.</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Results-Based Monitoring and Evaluation</li> <li>2. Program and Project Evaluation</li> <li>3. Data Governance</li> </ol>

**External Assistance and Development Division (EADD)**

Description	The External Assistance and Development Division (EADD) is responsible for assisting the Department in implementing regional/international commitments on SWD and social protection. EADD is also responsible for monitoring and review of the existing partnerships with development partners, including official development assistance programs.
Functions	<ol style="list-style-type: none"> <li>1. Liaise and coordinates with counterparts on compliance with regional/international policy instruments and agreements;</li> <li>2. Participate in the formulation of social protection policies at ASEAN, APEC, UN and within the bounds of other bilateral/multilateral agreements;</li> <li>3. Monitors compliance to relevant SWD policies, declarations, and commitments at the regional level (ASEAN and APEC), UN conventions, and other international instruments;</li> <li>4. Provides technical support to inter-governmental committees (i.e. PH IA-ASCC, PH ASCC Council Minister/AMMSWD Minister, and PH SOCA and SOMSWD Leader) for SWD policies at regional and international levels;</li> <li>5. Monitors the implementation of approved technical assistance projects and foreign-assisted projects, including Official Development Assistance (ODA) Program;</li> <li>6. Ensures the Department's timely compliance in all ODA/loan covenants;</li> <li>7. Evaluates completed technical assistance projects with Development Partners and Proponent OBS;</li> <li>8. Coordinates with concerned project management unit on project implementation;</li> <li>9. Provides technical support to the Department's Project Implementation Officer (PIO);</li> </ol>



	10. Provides technical assistance on resource management; and 11. Perform other relevant functions that may be assigned.
Key Result Areas	1. Compliance to Regional Commitments along SWD and Social Protection 2. Cooperation Portfolio Management 3. Resource Management for Development Partners TA Support 4. Official Development Assistance Program Management

### Management Division (MD)

Description	The Management Division is responsible for the conduct of management improvement services and ensures performance results by reviewing and monitoring the implementation of the various management systems of the Department and providing recommendations for its improvement.
Functions	<ol style="list-style-type: none"> <li>1. Develops new and review existing internal control and improvements on management systems (including methods and procedures), and recommend improvement to ensure relevance and alignment with the Department's strategic priorities;</li> <li>2. Develops plans and programs relative to organizational management improvement towards performance excellence;</li> <li>3. Develops, monitors and reports the Risk Management (RM) Framework;</li> <li>4. Examines the organizational structures of the Department and serves as a clearing house and provides recommendations for improvement;</li> <li>5. Formulates standards, and lead the regular review of the Department's administrative organization and staffing standards (in coordination with concerned offices);</li> <li>7. Formulates standards on the development of manuals, and serve as the Department's clearing house prior to its approval;</li> <li>8. Recommend policy directions and procedures on organizational development along internal controls, process improvements and compliances to audit observations as recommended by law and oversight agencies;</li> <li>9. Develop standards and monitor performance commitments to ensure performance results;</li> <li>10. Provides technical and secretariat support to inter-office committees on performance management, anti-red tape, standardization, streamlining, reengineering, digitalization/automation, quality management, and continuous improvement, among others, and perform tasks related to compliance reporting with Oversight Requirements; and</li> <li>11. Performs other relevant functions that may be assigned.</li> </ol>
Key Result Areas	<ol style="list-style-type: none"> <li>1. Process Improvement</li> <li>2. Risk Management</li> <li>3. Organizational Development</li> <li>4. Compliance Assurance and Quality Management</li> <li>5. Performance Management</li> </ol>