

**ADMINISTRATIVE ORDER**No. 07

Series of 2024

**SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER NO. 1 SERIES OF 2019  
MANAGEMENT STRUCTURE OF SOCIAL TECHNOLOGY BUREAU**

To address the organizational concerns for social technology development and enhancement, the Social Technology Bureau is hereby restructured from process-based divisions to sectoral divisions. Hence, the following amendments to Administrative Order No. 1, series of 2019 are hereby made:

*Page 26 to read as follows:*

<b>SOCIAL TECHNOLOGY BUREAU (STB)</b>	
<b>MANDATE</b>	The STB is responsible for developing and enhancing client-driven social technologies addressing current and emerging needs and issues of the poor, vulnerable, and disadvantaged individuals, groups, and families.
<b>KEY RESULTS AREA</b>	<ol style="list-style-type: none"> <li>1. Social Welfare and Development Technology Formulation</li> <li>2. Social Welfare and Development Programs and Services Enhancement</li> </ol>
<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Conduct and utilize research studies, and benchmarking activities based on the emerging needs of SWD sectors toward developing and enhancing responsive and innovative programs, projects, strategies, approaches, and interventions;</li> <li>2. Develop program or project design, guidelines, and manuals on the implementation of social technologies;</li> <li>3. Pilot test social technologies and document experiences;</li> <li>4. Conduct evaluation studies to determine the relevance, effectiveness, efficiency, and sustainability of social technologies;</li> <li>5. Ensure the adoption or institutionalization of social technologies;</li> <li>6. Conduct social marketing and promotion for the replication of social technologies;</li> <li>7. Provide technical assistance to Field Offices and other stakeholders on program development and document best practices;</li> <li>8. Coordinate and collaborate with different offices for partnership building;</li> <li>9. Maintain a portfolio of social technologies development, and contribute to the DSWD Knowledge Exchange Center; and</li> </ol>

	10. Perform such other functions as maybe assigned or delegated by the Secretary, Undersecretary, Assistant Secretary, or as may be required by law.
<b>DIVISION</b>	<ul style="list-style-type: none"><li>• Children and Youth Division</li><li>• Family and Women Division</li><li>• Older Persons, Persons with Disability, Indigenous People and Internally Displaced Persons Division</li></ul>

Attached is the amended organizational structure of the Social Technology Bureau.

This amendment shall take effect immediately.

Issued this 12nd of April, 2024 in Quezon City, Philippines.



**REX GATCHALIAN**  
Secretary

**Certified True Copy**



**WILLIAM V. GARCIA, JR.**  
OIC-Division Chief  
Records and Archives Mgt. Division

22 APR 2024

**ANNEX A  
ORGANIZATIONAL STRUCTURE**

