

Administrative Order

No: 13

Series of 2024

SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER NO. 16 SERIES OF 2023 OR THE CREATION OF DSWD PEACE AND DEVELOPMENT REGIONAL PROGRAM MANAGEMENT OFFICES (PD-RPMOs), PROGRAM MANAGEMENT UNIT (PD-PMU) AND WORKING GROUP (PD-WG)

I. RATIONALE

Since 2011, the Department of Social Welfare and Development (DSWD) has been supporting the peace and development agenda of the Philippine Government through the implementation of the PAYapa at MASaganang PamayaNAn (PAMANA) Program. This support continued with the 2019 operations of the Moro Islamic Liberation Front (MILF) Normalization Program, Moro National Liberation Front (MNLF) Transformation Program, Socio-economic Interventions for the KAPATIRAN, Executive Order No. 70 s. 2018, and services for Former Violent Extremists (FVEs) and Disbanded Private Armed Groups (DPAGs) Surrenderees.

Through the initiative of the Offices of the Undersecretary and Assistant Secretary for Inclusive-Sustainable Peace and Special Concerns, an implementing arm for these programs was created by issuing Administrative Order (AO) No. 16, series of 2023, which established the Peace and Development Regional Program Management Offices (PD-RPMOs), Program Management Unit (PD-PMU), and Working Group (PD-WG).

However, during the process of institutionalizing the PD-PMU in the Central Office and PD-RPMOs in the Field Offices, several organizational concerns have emerged. These include the composition of the organizational structure and the need to elevate the PD-PMU to a National Program Management Office (NPMO) due to its role in managing established DSWD programs.

To address these emerging concerns, these guidelines shall amend specific provisions of AO No. 16, series of 2023.

II. AMENDMENTS

The following provisions of Administrative Order No. 16, series of 2023 are hereby amended as follows:

A. **Title** is hereby amended to:

Creation of DSWD Peace and Development Buong Bansa Mapayapa (PDBBM) National Program Management Office (NPMO) and Regional Program Management Offices (RPMOs)

B. Clause I. Rationale, third and fourth paragraph is hereby amended to:

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Thus, to ensure the effective implementation of the current and future peace and development programs of the Department, this Administrative Order (AO) provides for the creation of a **Peace and Development Buong Bansa Mapayapa National Program Management Office (PDBBM-NPMO)** at the Central Office level, and counterpart Regional Program Management Offices (RPMOs) to facilitate smooth program coordination. The creation of RPMOs and their implementation of the PDBBM will be pilot-tested at DSWD Field Offices III, IX, X, and XII, subject to expansion to other Field Offices.

Apart from the convergence of the Department's individual peace initiatives, the NPMO shall be responsible for overall monitoring, policy development, program management, provision of technical assistance to DSWD Field Offices, consolidation of reports at the national level, and maintenance of strong linkages with partner agencies on peace and development, in particular, the lines of jurisdiction between DSWD and other national agencies with regard to the government's overall peace efforts.

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C. Clause III. Objectives is hereby amended to:

This Administrative Order is crafted to create the Peace and Development Buong Bansa Mapayapa NPMO and the RPMOs, which shall implement the programs and activities under the **Peace and Development "Buong Bansa Mapayapa" (PDBBM) Program** of the DSWD.

D. Clause IV. Scope and Coverage, items 1, 2, and 3 are hereby amended to:

The Guidelines shall cover the following:

1. The PDBBM-NPMO in the DSWD Central Office; and
2. The PDBBM-RPMOs in DSWD Field Offices III, IX, X, and XII, for the pilot phase of implementation.

The scope and coverage of this Administrative Order is subject to further expansion. **DSWD Field Offices not identified as pilot areas may initiate the establishment of their own RPMOs during the pilot period as deemed necessary, upon request to the Office of the Undersecretary for Inclusive-Sustainable Peace and Special Concerns (OUS-ISPSC).**

E. Clause V. Composition and Structure is hereby amended to:

V. ORGANIZATIONAL STRUCTURE AND FUNCTIONS

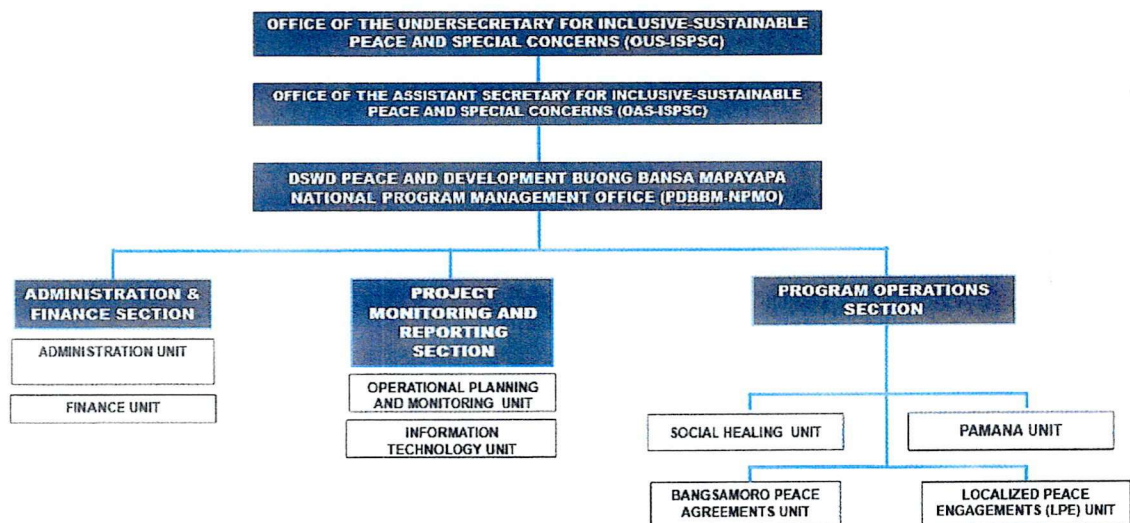
A. DSWD Central Office: Peace and Development Buong Bansa Mapayapa National Program Management Office (PDBBM-NPMO)

The PDBBM-NPMO shall plan, oversee the implementation of RPMOs (in pilot areas), implement through regional program focals (in non-pilot areas),

monitor, and report the PDBBM Program, and assist the Undersecretary and Assistant Secretary for Inclusive-Sustainable Peace and Special Concerns (OUS/ OAS- ISPSC) in addressing timely social welfare and development concerns of:

1. Former members of non-state armed groups and their families (with or without peace agreements);
2. Children in Situations of Armed Conflict (CSAC) / Children Involved in Armed Conflict (CIAC);
3. Individuals, families, and communities in conflict-affected and conflict-vulnerable areas; and
4. Individuals and families affected by armed conflict (i.e. Internally Displaced Persons).

The PDBBM-NPMO organizational structure and functions are as follows:



The PDBBM NPMO shall be composed of the following Sections:

A.1 Administration and Finance Section

The Section is responsible for performing administration support, finance, and human resource management, in coordination with concerned DSWD offices (i.e. Financial Management Service, Administrative Service). This section shall be composed of the following units:

A.1.1. Administration Unit

The Unit undertakes administrative functions related to Human Resource Management, Property/Procurement Management and Records Management. It serves as support in the implementation of office programs and activities and provides other administrative support services needed by the office.

A.1.2. Finance Unit

The Unit is responsible for all related financial reports, budget proposals, budget forecasts, work and financial plans, expense tracking for both community grants and admin costs, financial analysis, liquidation status/reports and any other financial documentation required by the program. These deliverables are essential for monitoring the financial status of the PDBBM-NPMO, making informed decisions, and ensuring compliance with financial regulations with the partnership of the Financial Management System. The finance team is responsible for preparing and presenting these deliverables to stakeholders, program management, and other relevant parties.

A.2 Program Monitoring and Reporting Section

The Section is responsible for planning, monitoring, managing, maintaining and analyzing data, and preparing reports relevant to the PDBBM program, in coordination with concerned DSWD offices (i.e. Policy Development and Planning Service, Information and Communication Technology Management Service. It is also responsible for Grievance Management. This section shall be composed of the following units:

A.2.1. Operational Planning and Monitoring Unit

The Unit focuses on strategizing and organizing activities for effective project implementation. It involves developing comprehensive project plans, setting goals, targets, timelines, allocating resources efficiently, and formulating a risk treatment plan. This plays a crucial role in ensuring project success by promoting coordination among team members, stakeholders, and partners. Through thorough operational planning, project targets can stay on track towards fulfilling the project objectives, and contribute to the Department's overall peace and development goals.

A.2.2. Information Technology Unit

The Unit is responsible for managing and maintaining data relevant to peace and development programs. This section oversees the collection, storage, and analysis of data to support evidence-based decision-making. The IT team ensures the security and integrity of project data and privacy of clients, develops technological solutions to enhance program efficiency, and provides technical support to staff members.

A.3 Program Operations Section

The Section is responsible for coordinating with RPMOs and program focal persons to ensure cascading of directives and attainment of both physical and financial targets of the project, providing capacity-building of program implementers to successfully carry out the peace and development efforts and identifying future projects appropriate to the needs of former members of non-state armed groups.

This section shall be composed of the following units:

A.3.1. Social Healing Unit

The Social Healing Unit shall be responsible for promoting the general welfare of the former members of the non-state armed groups, Children in Conflict with the Law (CIAC), Children in Situation of Armed Conflict (CSAC), Victims of Terrorism (VOT) and other conflict affected individuals and families by providing the appropriate interventions as determined during the case management process. Interventions may include provision of deradicalization, rehabilitation and reintegration sessions including sessions on Parent Effectiveness Sessions (PES), Empowerment and Reaffirmation of Paternal Abilities (ERPAT) and Youth Development Sessions (YDS) for the full reintegration of clients assessed to be needing such interventions. This Unit shall be responsible for providing technical assistance to Regional Program Management Offices and local government units in case management, conducting deradicalization, rehabilitation, and reintegration as well as PES, YDS and ERPAT sessions for the client. This Unit shall also develop and enhance interventions as need arises.

A.3.2. PAMANA Unit

This Unit shall be responsible for the implementation of the PAMANA Peace and Development and PAMANA LGU Led Program in coordination with the Office of the Presidential Adviser for Peace, Reconciliation and Unity as its program oversight.

A.3.3. Bangsamoro Peace Agreements Unit

The Unit shall be responsible for the DSWD program implementations in support of the completion of the Peace Agreements with the Moro Islamic Liberation Front, and the Moro National Liberation Front towards healing & reconciliation in the Bangsamoro. Specific functions include, but are not limited to, the supervision and monitoring of regional implementation of services and interventions, provision of technical assistance to field implementers, preparation of budget execution documents, coordination with partner-agencies, and development of operational guidelines to address needs of internal and external stakeholders.

This Unit shall likewise handle the program implementation of the National Task Force for Disbandment of Private Armed Groups (NTF-DPAGS), a task force created to focus on disbanding the PAGs in the proposed Bangsamoro core territory and adjacent regions to stabilize the security situation and effectively implement the other measures stipulated in the Comprehensive Agreement on the Bangsamoro. Included in its scope is the oversight of the National Task Group on

Rehabilitation and Reintegration (NTG-RnR) in which the DSWD is tasked to helm. The NTG-RnR is responsible for the support, assistance, and cooperation of the NTF in carrying out its mandate and functions by establishing a menu of socio-economic programs and services for the access of surrendered PAGs and their families based on the assessment of the Local Social Welfare and Development Office (LSWDO).

A.3.4. Localized Peace Engagements Unit

This Unit shall be responsible for the DSWD program implementations in support of Executive Order No. 70, s. 2018, as well as Provision of Assistance to Former Violent Extremists (FVEs), Cordillera Bodong Administration-Cordillera People's Liberation Army (CBA-CPLA) and, KAPATIRAN. Specific functions include, but are not limited to, the supervision and monitoring of regional implementation of social services and interventions, provision of technical assistance to field implementers, coordination with partner agencies, and development of operational guidelines to address needs of internal and external stakeholders.

B. DSWD Field Offices: Peace and Development Buong Bansa Mapayapa Regional Program Management Office (PDBBM-RPMO)

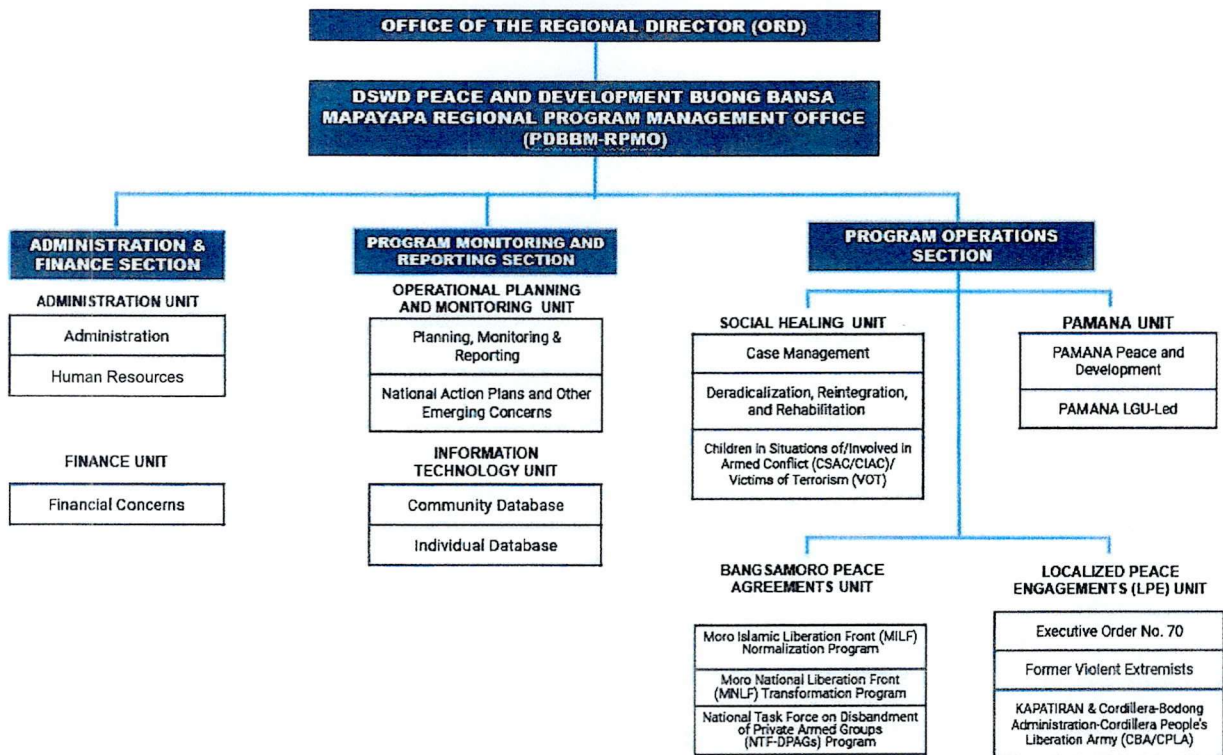
PDBBM-RPMOs shall be created under the Office of the Assistant Regional Director for Operations in DSWD Field Offices III, IX, X, and XII for the pilot phase of the implementation, subject to expansion to other Field Offices. The RPMOs shall implement all peace and development projects and activities in their respective regional offices.

Specifically, the PDBBM-RPMOs shall:

1. Monitor and provide a package of services under peace and development programs;
2. Provide technical assistance to Local Government Units and NGOs;
3. Prepare periodic accomplishment reports and fund obligation and utilization reports for submission to PDBBM-NPMO;
4. Ensure timely utilization of funds;
5. Prepare regional work and financial plan (WFP) to be submitted to NPMO;
6. Coordinate with regional partner agencies, LGUs and other stakeholders of peace and development programs; and
7. Document lessons learned, success stories and good practices for sharing within the Department and with its external stakeholders.

The RPMO structure shall be aligned with the NPMO structure, with adjustments based on the specific clientele served at the Field Office and subject to available resources.

The PDBBM-RPMO organizational structure and functions are as follows:



F. Clause VI. *Linking the PD-PMU, Working Group and RPMOs and their Counterparts* is hereby removed.

G. Clause VII. *Reporting and Periodic Meetings* is hereby amended to read as:

VII. MONITORING, REPORTING AND PERIODIC MEETINGS

The **PDBBM-NPMO** shall:

1. Prepare consolidated progress reports on a monthly, quarterly, semestral and annual basis based on submissions of RPMOs, in the case of pilot FOs, and of program focal persons, in the cases of non-pilot FOs. Said reports shall capture fund utilization updates, and operational issues with corresponding proposed recommendations for management consideration and possible changes to project scope (i.e. target areas), schedule and resources;
2. Create project documents, technical reports, and budget documents to provide updates on peace and development projects to DSWD management, inter-agency bodies and oversight agencies; and
3. Submit special reports (i.e. incident reports and other reports requested by oversight bodies) as the need arises

The **PDBBM-RPMOs** (in the case of pilot FOs), and **program focal persons** (in the case of non-pilot FOs) shall:

1. Monitor progress of peace and development activities to ensure that quarterly physical and financial targets are attained;
2. Submit accomplishment reports to PDBBM-NPMO as follows:
 - a. Monthly, quarterly, semestral, and/or annual accomplishment reports of the program implementation using the prescribed templates and

- b. Fund utilization reports based on obligations and disbursements; and
3. Document and report progress, challenges and achievements of peace and development initiatives to the Office of the Regional Directors, Assistant Regional Directors for Operations, for further submission to the PDBBM-NPMO.

The PDBBM-NPMO shall conduct regular quarterly meetings with PDBBM-RPMOs to discuss and address emerging concerns related to the implementation of the program. Special meetings may also be set as frequently as necessary.

A yearly Performance Review and Evaluation Workshop (PREW) shall also be conducted to assess and develop strategies and plans to address the challenges encountered.

III. EFFECTIVITY CLAUSE

This Order shall take effect immediately and shall be circulated to all DSWD Central and Field Offices, and shall remain in full force and effect until it is revoked.

IV. REPEALING CLAUSE

All guidelines inconsistent with the provisions of this Administrative Order are hereby modified or amended accordingly.

Issued in Quezon City, Metro Manila, Philippines.

REX GATCHALIAN
Secretary

Date: 25 JUN 2024

Certified True Copy

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

26 JUN 2024