



## ADMINISTRATIVE ORDER

No. 16  
Series of 2024

### Subject: **AMENDMENT TO ADMINISTRATIVE ORDER NO. 1, SERIES OF 2018 FOR THE CREATION OF THE INNOVATIONS DIVISION WITHIN THE DSWD FIELD OFFICES**

In the exigency of service, DSWD Administrative Order No. 1 series of 2018 is hereby amended as to create the Innovations Division under the Office of the Regional Director. The section below is hereby amended to read as follows:

#### LEGAL BASIS

- **Executive Order (EO) No. 396** (3 June 1951), which created the Social Welfare Administration (SWA)
- **Republic Act (RA) No. 5416** (15 May 1968), the Social Welfare Act, which upgraded the SWA into the Department of Social Welfare (DSW), a department-level agency
- **Presidential Decree (PD) No. 994** (18 September 1976), which renamed the DSW as the Department of Social Services and Development (DSSD)
- **PD No. 1397** (2 June 1978), which converted the DSSD to the Ministry of Social Services and Development (MSSD)
- **EO No. 123** (30 January 1987), which renamed and reorganized the MSSD to the Department of Social Welfare and Development (DSWD)
- **EO No. 292** (25 July 1987), the Administrative Code, which restructured the DSWD
- **RA No. 7160** (10 October 1991), the Local Government Code, which devolved the delivery of basic social services - except the maintenance and operations of centers and institutions - from the DSWD to local government units (LGUs)
- **EO No. 15** (20 August 1998), which redirected the functions and operations of the DSWD from a direct service deliverer to a Technical Assistance provider as a result of the devolution of basic social services
- **EO No. 221** (30 June 2003), which amended EO 15, s.1998, adding the implementation of statutory and specialized programs to the DSWD mandate
- **EO No. 05, s. 2016 or the "Ambisyon Natin 2040"** which aims to triple real per capita income and eradicate hunger and poverty by 2040
- **AO No. 15, s. 2021 or the "Creation of the Enhanced Partnership Against Hunger and Poverty (EPAHP) - National Program Management Office and Regional Program Management Offices of the DSWD"** which was issued for the efficient operationalization and harmonization of the EPAHP programs, activities, projects, and initiatives, and to ensure achievement of its target goals and objectives
- **AO No. 10, s. 2023 or the Guidelines for the Pilot Implementation of Oplan Pag-Abot Project (Reach out) to Individuals and Families in Street Situations"** which establishes the goal to reduce the risk and vulnerabilities of children, individuals and families in street situations through the provision of various interventions, services and opportunities, and improve their social status



- **EO No. 24, Series of 2023 or the “Walang Gutom 2027: Food Stamp Program”** which declared the Walang Gutom Program a flagship program of the National Government and mandates DSWD to undertake necessary steps for the successful implementation and expansion of the program
- **AO No. 07, s. 2024 or the “Amendment to Administrative Order No. 01, s. 2019 Management Structure of Social Technology Bureau”** which was issued to address the organizational concerns for Social Technology Development
- **AO No. 12, series of 2024 amending AO No. 01, s. 2019 or the “Creation of the Innovations Group”** which provides the aim to spearhead the enhancement and implementation of the innovative social protection and development flagship programs and projects of the Department

**THE NEW STRUCTURE**

The Field Office is headed by one (1) Regional Director. He or she is assisted by two (2) Assistant Regional Directors. One for Operations and one for Administration. There are a total of eight (8) divisions at the Field Offices, namely:

1. Policy and Plans Division
2. Promotive Services Division
3. Protective Services Division
4. Disaster Response Management Division
5. Financial Management Division
6. Administrative Division
7. Human Resource Management Division
8. Innovations Division

Annex A of the document is also amended to include the following:

**INNOVATIONS DIVISION**

<b>Description</b>	The Innovations Division provides overall support in the program development/ enhancement of innovative social protection technologies as well as in the implementation of special programs and projects to contribute effectively to the realization of the goals of the DSWD. To achieve this, it fosters consistent collaboration with partners, networks, and other intermediaries in the region. The Division oversees the operations of units, including Regional Project Management Offices (RPMO), by ensuring the implementation of efficient sections and workflows.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Coordinate and implement programs and projects under the Innovations Group</li> <li>2. Coordinate the pilot testing of social technologies and assist in all stages of social technology development</li> <li>3. Ensure the institutionalization, adoption and/or replication of innovative models of intervention</li> <li>4. Document and submit periodic reports to the Innovations Cluster Head and the concerned offices, as necessary</li> <li>5. Conduct periodic assessment of programs, project and initiatives of the division</li> </ol>
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Pilot testing of social technologies</li> <li>2. Implementation of innovative programs and services based on program guidelines/policies</li> <li>3. Technical assistance and resource augmentation to LGUs and other stakeholders on program development</li> </ol>



	4. Promotion of social technologies and innovative programs, projects and initiatives
<b>Sections</b>	<ol style="list-style-type: none"> <li>1. Social Technology Section</li> <li>2. Walang Gutom Program RPMO</li> <li>3. Tara, Basa! Tutoring Program RPMO</li> <li>4. Pag-Abot Program RPMO</li> <li>5. Enhanced Partnership Against Hunger and Poverty RPMO</li> <li>6. Bangsamoro Umpungan sa Nutrisyon (BangUN) Program RPMO<sup>1</sup></li> </ol>
<b>Social Technology Section (STS)</b>	
<b>Description</b>	The Social Technology Section shall support the pilot implementation of social technologies in the region. After a model of intervention is completed, the STS shall also lead its promotion and marketing to Local Government Units (LGU), Non-Government Organizations (NGO), and other intermediaries for the purpose of replication. Additionally, whenever deemed necessary, the STS may also initiate the development of social technologies that shall respond to emerging needs and issues in the region or locality within their jurisdiction.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Pilot test social technologies</li> <li>2. Monitor and provide technical assistance to local LGUs and other stakeholders along social technology development</li> <li>3. Assist in the analysis, documentation and evaluation of the Social Technology Bureau relative to ongoing and completed social technologies</li> <li>4. Conduct social marketing activities that will raise awareness and spark interest of the LGUs and other intermediaries on the completed social technologies</li> <li>5. Facilitate legally binding documents, i.e., Memorandum of Agreement, with LGUs and other intermediaries adopting or replicating social technologies</li> <li>6. Formulate social technologies based on their assessment in their own areas of jurisdiction</li> <li>7. Provide periodic reports to the Social Technology Bureau</li> <li>8. Submit annual work and financial plan and ensure timely utilization of fund</li> </ol>
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Pilot testing and documentation of social technologies</li> <li>2. Social marketing of completed social technologies</li> </ol>
<b>Walang Gutom Program RPMO</b>	
<b>Description</b>	The role of the Walang Gutom RPMO is to operationalize the Walang Gutom Program (WGP). The mission is to efficiently decrease the incidence of involuntary hunger experienced by low-income households and make them productive citizens of the country.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Provide households access to food through food credit assistance using Electronic Benefit Transfer cards and other modalities;</li> <li>2. Establish systems and mechanisms to make the assistance readily available and accessible;</li> <li>3. Capacitate implementers of the WGP and stakeholders to converge with existing relevant programs and services of the government and of the department;</li> <li>4. Provide opportunities through job training and other employment promotion activities; and</li> <li>5. Encourage a whole-of-nation approach through the participation of Small and Medium Enterprises, supermarkets, Kadiwa, and other government</li> <li>6. Provide periodic monitoring reports to the National Program Management Office (NPMO)</li> </ol>

<sup>1</sup> To be established only in Field Offices implementing the BangUN Program



	7. Other Functions under the Program Support (Item V. B.) and Program Implementation (Item V. C.) of Administrative Order No. 06 Series of 2024.
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Project Coordination</li> <li>2. Project Planning and Implementation</li> </ol>
<b>Pag-Abot Program RPMO</b>	
<b>Description</b>	The Pag-Abot Program RPMO is responsible for the overall implementation of the program and services at the regional level specifically on the monitoring and provision of packages of services to reintegrated Children, Individuals, and Families in Street Situations (C//FISS).
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Facilitate the provision of grants in the comprehensive package of social protection services of the Pag-abot Program to the reintegrated beneficiaries</li> <li>2. Conduct validation on the given address of the receiving family or relatives of the reached out individuals and families by the NPMO</li> <li>3. Submit feedback report on the result of the conducted validation and assessment including the recommendation of the region to the NPMO</li> <li>4. Establish partnerships and coordination with the LGUs and partner agencies for the other provision of appropriate services to the reintegrated beneficiaries in the regional level</li> <li>5. Monitor the reintegrated beneficiaries and provide updates to the NPMO</li> <li>6. Capacitate the LGUs and partner agencies on the implementation of the Pag-abot Program at the regional level</li> <li>7. Conduct advocacy activities at the regional level for the promotion of the program</li> <li>8. Submit annual work and financial plan and ensure timely utilization of fund</li> <li>9. Participate and provide technical assistance during conduct of TWG meetings.</li> </ol>
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Project Coordination</li> <li>2. Project Planning and Implementation</li> <li>3. Regional Program Assessment</li> </ol>
<b>Tara, Basa! Tutoring Program RPMO</b>	
<b>Description</b>	The Tara, Basa! Tutoring Program is responsible for the overall implementation of the Tara, Basa! Tutoring Program.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Coordinate with the Department of Education (DepEd) Regional Office to secure and acquire data on the number of learners (moderate and full refreshers) as program beneficiaries, as reference for baselining/targeting</li> <li>2. Strengthen partnership and collaboration with key partners and stakeholders through alliance building, coordination meetings, and consultation activities</li> <li>3. Provide technical assistance to partners such as LGUS, DepEd, State/Local Universities and Colleges (SLUC), Commission on Higher Education, and other intermediaries</li> <li>4. Forge legally binding documents with program implementers/partners such as Memorandum of Agreement</li> <li>5. Facilitate the selection, matching, contracting, and endorsement of qualified/eligible program beneficiaries in coordination with concerned LGUs, DepEd-Schools Division Offices (SDO), and SLUCs</li> <li>6. Lead the capacity-building activities for tutors and Youth Development Workers prior to deployment in identified areas</li> </ol>


	<ol style="list-style-type: none"> <li>7. Preparation of data/masterlist of learners with school's name and address, assigned Tara, Basa focal person/s, learners' parents, assigned tutors, and YDWs from DepEd-SDOs and SLUCs</li> <li>8. Monitor and supervise the conduct of Tutoring and Nanay-Tatay Sessions</li> <li>9. Facilitate the provision of Cash-for-Work (CFW) for program beneficiaries through payout activities</li> <li>10. Monitor and evaluate the program using the Results Framework</li> </ol>
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Program Coordination</li> <li>2. Program Planning and Implementation</li> <li>3. Regional Program Assessment</li> </ol>
<b>Enhanced Partnership Against Hunger and Poverty (EPAHP) RPMO</b>	
<b>Description</b>	The EPAHP RPMO shall monitor the implementation of the EPAHP at the regional level.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Provide assistance to support food production, processing and market linkages</li> <li>2. Collaboration and coordination with partner agencies on feeding programs</li> <li>3. Establish and maintain community linkages in institutional feeding program</li> <li>4. Register and links the Community-Based Organizations in the EPAHP Digital Mapping System</li> <li>5. Adoption of the Community Participation Procurement of Community-Based Organizations (CBO) in the Program</li> <li>6. Provision of technical assistance on program implementation to external partners</li> </ol>
<b>Key Result Areas</b>	<ol style="list-style-type: none"> <li>1. Project Coordination</li> <li>2. Project Planning and Implementation</li> <li>3. Regional Program Assessment</li> </ol>

Also attached is the organizational structure of the Office of the Regional Director reflecting the Innovations Division.

All issuances inconsistent herewith are hereby repealed, modified, or amended accordingly.

This amendment shall take immediately and shall be circulated to all DSWD Central and Field Offices for information and guidance.

Issued at DSWD Central Office, Batasan Hills, Quezon City, Philippines.

  
**REX GATCHALIAN**  
 Secretary  
 Date: 09 AUG 2024

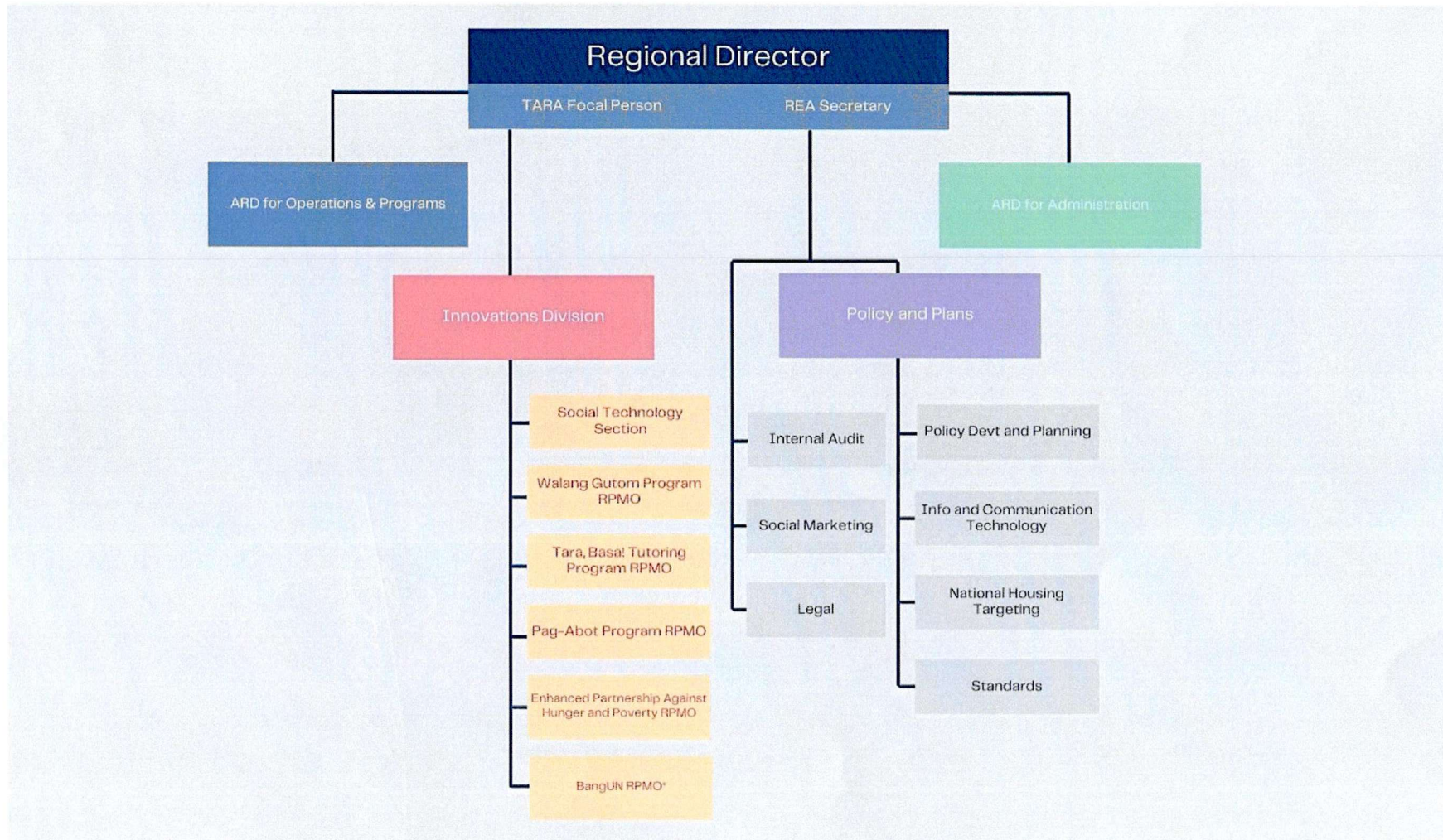
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**WILLIAM V. GARCIA, JR.**  
 OIC-Division Chief  
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**17 AUG 2024**



## OFFICE OF THE REGIONAL DIRECTOR Organizational Structure



\*To be established only in Field Offices implementing the BangUN Program.