



DEPT. OF SOCIAL WELFARE & DEVT.  
18F ROAD, CONSTITUTION HILLS, Q.C.

MAY 30 2003

LEGAL SERVICES

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Memorandum Circular No. 11  
Series of 2003

**SUBJECT: Roles and Functions of Focal Office/Bureau/Unit in the Celebration of Special Events**

**I. Rationale:**

The Department of Social Welfare and Development (DSWD) regularly observes, celebrates and joins special events every year that have social, economic and political relevance. The duration of the celebration can be for a day, a week or a month. The Department participates in these special events as part of its advocacy efforts to create awareness, to inform and to educate the public on the different programs of the Department that respond to the concerns and issues of the various sectoral groupings, the families, the communities, and the whole nation in general.

To ensure that DSWD will embark on a successful celebration of special events, it is imperative to identify specific office/bureau/unit of the Department (as lead/focal unit) who shall be involved in the formulation, planning, management of special events and to determine the Department's corresponding roles and functions based on its expertise and thrusts. This will set the expectations and allow a more defined working relationship among the bureaus/units concerned for a more efficient celebration of special events. Hence, this memorandum circular is issued for the purpose.

**II. Objectives:**

To identify/determine the specific roles, functions and responsibilities of focal bureau/office/unit in ensuring efficient and effective DSWD leadership and participation in national/annual celebration/observance of special events.

**III. Roles, Functions and Responsibilities of Focal Office/Bureau/Unit:**

*A. DSWD as Lead Agency of the Event*

As lead agency, the DSWD shall lead and serve as chair of the National Steering Committee (NSC) or National Organizing Committee (NOC) which shall have the following functions and responsibilities:

1. Formulate, plan and implement appropriate programs and activities to ensure the successful observance of the event;

2. Advocate for the promotion, appreciation and awareness of current issues/changes affecting the basic sector;
3. Lead the NSC/NOC members in undertaking appropriate actions to ensure development and further strengthening of information, education, advocacy, mobilization and social marketing strategies;
4. Create the sub-committees when necessary, to plan, coordinate and facilitate the implementation of activities;
5. Ensure the active participation of concerned agencies during the month/weeklong or one day activity;
6. Provide direction and supervision to the Secretariat of the committee which will be organized by the Undersecretary In-charge of the special event;
7. Approve/endorse and be authority/signatory to committee's documents;
8. Monitor and evaluate the conduct of celebration/observance of the special events;
9. Perform such other functions as may be assigned by the President; and
10. Prepare budget estimate for the activity.

*B. DSWD as a member of NSC/NOC for the Special Event*

The focal office/bureau/unit shall:

1. Represent the DSWD in meetings of NOC/NSC;
2. Draft Memorandum Circular to Central Office Units/Field Offices to be signed by the Undersecretary In-charge of the special event to be celebrated/ observed to include the theme and suggested activities for their reference and appropriate action;
3. Coordinate with the Public Assistance and Liaison Service and other concerned units for inputs for the advocacy efforts of the Department;
4. Assist the focal agency of the NSC/NOC in the conduct of the following:
  - a) Generation and management of resources/funding support for the activities;



- b) Advocacy/networking with other GOs, NGOs, socio-civic and religious organizations, business sectors and other entities to participate in the activities of the special events; and
  - c) Monitoring and evaluation of the conduct of the celebration.
5. Preparation and submission of report to the Secretary (copy furnished units concerned) on DSWD's participation to the committee. The report should have corresponding recommendations as basis for program development, policy review and standards development/enrichment as well as implementation of programs and services.

*C. Role of Public Affairs and Liaison Service (PALS)*

The PALS shall be responsible for:

1. Undertaking advocacy, promotions and publicity of special events,
2. Coming up with the yearly DSWD calendar of events; and
3. Coordinating closely with the concerned focal office/bureau/unit relative to the advocacy efforts in the celebration on the events.

*D. Role of Finance Service*

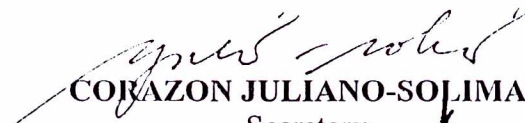
The Finance Service shall integrate in the budget proposals the funds for the event to be celebrated/observed.

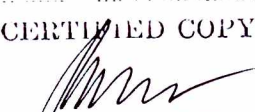
*E. Administrative Service*

The Administrative Service shall provide administrative support for the activity.

This Circular takes effect immediately and rescinds previous orders contrary to it.

Issued in Quezon City, this 27th day of May 2003.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary  
Department of Social Welfare and Development

A CERTIFIED COPY:  
  
**RENATO F. GILERA**  
Records Officer III

## DSWD Calendar of Events for CY 2003

MONTH	DATE	EVENTS/ACTIVITIES	RESPONSIBLE GROUP	RESPONSIBLE PERSON
January	3 <sup>rd</sup> week	Autism Consciousness Week	PPG/PPB	Dir Bonoan
	3 <sup>rd</sup> week	Cancer Consciousness Week	GASS/AS	A/Sec. Layug
February	1-29	Health Month	GASS/AS	A/Sec. Layug
	1 <sup>st</sup> Saturday	Adoption Consciousness Day	PPG	U/Sec. Balanon
	9-15	Respect and Care for Life Week	PPG	U/Sec. Balanon
	2 <sup>nd</sup> week	National Awareness Week for the Prevention of Child Sexual Abuse and Exploitation	PPG/PPB	Dir Bonoan
	14-20	National Retarded Children's Week	PPG/PPB	Dir Bonoan
	Last week	Leprosy Control Week	GASS/AS	A/Sec. Layug
	1-29	National Down Syndrome Consciousness Month	PPG/PPB	Dir Bonoan
March	1-31	Women's Month	PPG	A/Sec. Yap
	8	National Women's Day	PPG	A/Sec. Yap
	4 <sup>th</sup> week	Protection and Gender Fair Treatment of the Girl Child Week	PPG/PPB	Dir Bonoan
April	22	International Earth Day	PALS	Dir Argel
May	15	International Day of the Family	PPG/PPB	U/Sec. Balanon
	25	DSWD Anniversary	GASS	U/Sec. Pablo
July	1-31	National Nutrition Month	OCBG/NOO	A/Sec. Lucentales
	1 <sup>st</sup> week	Disaster Consciousness Week	OCBG/NOO	A/Sec. Lucentales
	17-23	National Disability Prevention and Rehabilitation Week (NDPR)	PPB	A/Sec. Yap
August	1	White Cane Safety Day	PPG/SB	Dir Ascaño
September	1 <sup>st</sup> Sunday	Annual Alay Lakad	OCBG	A/Sec. Yangco
	4 <sup>th</sup> week	Family Week/Family Thanksgiving Day	PPG	U/Sec. Balanon
October	1-31	National Children's Month	OCBG	A/Sec. Yangco
	1-31	National Statistics Month	PPG/PPISB	Dir Tabamo
	1-7	Elderly Filipino Week	PPG	U/Sec. Balanon
	15	International White Cane Safety Day	PPG/SB	Dir Ascaño
	2 <sup>nd</sup> week	Mental Health Week	GASS/AS	A/Sec. Layug
	17	National Day for Overcoming Poverty	OCBG/NOO	A/Sec. Lucentales
	Last week	National Corrections Consciousness Week	PPB	A/Sec Yap
November	9-15	Deaf Awareness Week	PPG/PPB	Dir Bonoan
	2 <sup>nd</sup> week	National Drug Abuse Prevention and Control Week	PPG/PPB	Dir Bonoan
	3 <sup>rd</sup> week	Social Welfare Week	GASS	U/Sec Pablo
	24	World Day for the Elimination of Violence Against Women	PPB	A/Sec Yap
December	3	International Day of Disabled Persons	PPG/SB	Dir Bawan
	2 <sup>nd</sup> week	Linggo ng Kabataan	OCBG	A/Sec Yangco
	4-10	National Human Rights Week	PPISB	Dir Tabamo