

MEMORANDUM CIRCULAR

No. 26

Series of 2003

**SUBJECT : AMENDED TERMS OF REFERENCE OF THE DSWD
MANAGEMENT COMMITTEE**

The present members of the Management Committee (MANCOM) had deemed it proper to partly amend Administrative Order No. 9, Series of 1999, entitled: "Terms of Reference of the DSWD Management Committee", to enhance and distinguish it with the recently established management clusters such as the Operations and Capacity Building Group (OCBG), Program and Policy Group (PPG) and General Administrative and Support Services (GASS) of the Department.

I. PURPOSE

The MANCOM shall serve as a forum for comprehensive review and integration of inputs for all draft guidelines, position papers, policies, issuances and for surfacing of issues affecting two or more clusters.

II. GUIDING PRINCIPLES

1. The MANCOM shall primarily maintain a consultative and collegial interaction in its deliberations and discussions, and encourage frank and open exchange of views.
2. All matters brought to MANCOM should be decided/acted during the regular meeting of the MANCOM, except for those needing further study or deliberations.
3. Documents brought to MANCOM bearing the notation "for discussion only," "draft only," or "restricted copies" shall be treated as such.
4. The MANCOM should also have their timeline in all activities to be undertaken to facilitate/ensure a continuous review and deliberation of draft guidelines, similar documents and discussion of issues.

III. TASKS AND RESPONSIBILITIES

1. Deliberate on draft guidelines, position papers, policies, issuances and similar documents circulated to all MANCOM members and recommend/submit a unified position and/or recommendation for EXECOM approval.
2. Create as deemed necessary inter-office ad hoc committees or task forces to act on cross-cutting issues and concerns and come up with an integrated draft output for presentation to MANCOM.
3. Propose/Recommend internal policies or measures not yet existing in the Department.
4. Enhance, revise and/or renew existing policies.
5. Whenever indicated, invite resource persons within and outside the Department to articulate views, current trends, technologies and other subjects relevant to its interests.

IV. COMPOSITION AND ROLES

Chairperson

- The MANCOM Chairperson shall be designated by the Secretary, from among the Assistant Secretaries on a rotation basis.
- The designated MANCOM Chairperson shall have a tenure of one year.
- The MANCOM Chairperson shall be the signatory of all documents passed by MANCOM for endorsement/elevation to EXECOM for appropriate action.
- The MANCOM Chairperson shall also serve as spokesperson of the body during EXECOM meeting.

Members

- The MANCOM regular members shall be composed of the Assistant Secretaries and Bureau/Office/Service Directors.

- In the event that the regular member could not attend the meeting, either the Executive Assistant, Assistant Director, designated Division Chief or Acting Division Chief can attend as alternate.
- It is the responsibility of the regular member to adequately brief and prepare the alternate for the meeting.
- Any of the MANCOM regular members may also act as Presiding Officer upon request by the Chairperson.

Secretariat

The Policy, Plans and Information System Bureau shall serve as Secretariat of the MANCOM. Its duties shall consist of the following:

1. Prepare the agenda in coordination with the Chairperson and in consultation with all MANCOM members, as well as distribute notice of meetings.
2. Document, prepare and distribute highlights of the meetings;
3. Monitor and prepare reports on the action taken or status of implementation of tasks assigned to units, offices and ad hoc task forces or committees which includes the preparation of semestral reports;
4. Ensure that all administrative requirements during meetings are provided for;
5. Act as repository of documents pertinent to all meetings conducted;
6. Prepare project proposal to fund the expenses related to the conduct of the meetings and monitor utilization of such fund.

V. FREQUENCY, TIME AND VENUE OF MEETING

- Regular meetings shall be held every last Wednesday of the month. Venue and time shall be reflected in the notice of meetings which must be issued at least two days prior to the meeting.
- Special meetings shall be called by the Chair when needed.

VI. QUORUM AND SANCTIONS


- An attendance of 50% of the members plus one shall constitute a quorum for a meeting.
- Sanctions for latecomers and absences shall be set by MANCOM members.
- The Secretariat shall serve as the official timekeeper.

VII. ADMINISTRATIVE COST OF MEETINGS

- Reproduction of discussion materials enough for all members of the MANCOM, including that of the Secretariat, shall be on account of presenter.
- Expenses related to the conduct of the meetings of MANCOM shall be charged against General Administrative and Support Services (GASS) budget intended for meeting purposes.

This Order shall take effect immediately and rescinds previous orders inconsistent hereto.

Issued this 30th day of July, 2003 at Quezon City, Philippines


CORAZON JULIANO-SOLIMAN
Secretary
