



Republic of the Philippines
Department of Social Welfare and Development

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LEGAL SERVICE

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MEMORANDUM CIRCULAR NO. 14
SERIES OF 2004

SUBJECT: GUIDELINES IN THE ASSIGNMENT/REASSIGNMENT OF
DIRECTORS III AND IV

I. RATIONALE

The Department of Social Welfare and Development (DSWD) recognizes that underpinning its ability to fulfill its mission, vision and strategic thrusts is the selection, employment and nurturance of officials/executives who are adequately prepared to take on the changing demands and challenges facing the Department. In planning for its human resource needs, the DSWD has to strategically address the development and movement of officials. Part of personnel movement requires the assignment of officials to the various offices, bureaus or services of the Department to perform managerial functions and ensure the consistent delivery of high quality programs and services.

The assignment process enables the exposure of officials to different systems, programs and services, enabling them to gain thorough knowledge of the organization. Leadership and managerial competencies are tested in different environments enabling officials to broaden their perspectives, develop skills, expand knowledge, revisit old paradigms, gain new insights and set better standards. As a result, creativity, innovation, initiative and productivity will be enhanced. At the same time, officials can share their expertise, management styles and best practices with staff of various organizational units.

The Omnibus Rules on Appointments and Other Personnel Actions promulgated by the Civil Service Commission provides as personnel action the assignment or reassignment of officials from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary. The Career Executive Service Board (CESB) also allows the reassignment of a member of the CES or CESO from one CES position to another and from one office to another.

While assignment or reassignment has been practiced in the movement of Department officials (from one region to another, from one office i.e. bureau or service to another or from a region to an office and vice-versa), no specific parameter(s) guiding its implementation has been clearly set. There is therefore a need to come up with guidelines in the assignment of Directors III and IV.

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These guidelines will ensure that officials concerned will be properly consulted in the process. The assignment of officials shall be made with transparency and objectivity taking into consideration public interest, enhanced productivity and professional development of concerned officials.

While the guidelines provide for the uniform application and implementation of the policy on assignment to all Regional Offices, Bureaus and Service Offices of the DSWD, this does not preclude the authority of the Secretary to exercise discretion for other personnel actions and movements when the exigency of service or the interest of public service so requires. Lastly, the required support system to ensure the continued personal and professional well-being of officials on assignment are to be considered.

II. LEGAL BASIS

- The Omnibus Rules on Appointments and Other Personnel Actions provides under Rule III, Section 6: "The following personnel movements which will not require issuance of an appointment shall nevertheless require an office order issued by a duly authorized official or body (in case of a collegial body): (a) Reassignment - movement of an employee from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary. If reassignment is without the consent of the employee being reassigned it shall be allowed only for a maximum period of one (1) year."
- The Career Executive Service Board (CESB) Manual provides that, "A member of the CES or a CESO may be reassigned from one CES position to another and from one office to another. Such reassignment however, shall not be made oftener than once every two years and shall not result in any reduction in rank and compensation. Reassignment shall be made only by the appointing authority.

If a CESO believes that his reassignment to another position is not justified, he may appeal his case to the President."

- Book IV, Chapter 2, Section 7 of Executive Order No. 292 (also known as the Administrative Code of 1987), provides that the Department Secretary shall, "Establish the policies and standards for the operation of the Department pursuant to the approved programs of the government" and "promulgate rules and regulations necessary to carry out

Department objectives, policies, functions, plans, programs and projects.”

III. DEFINITION OF TERMS

As used in this Order the term –

- (a) *Assignee/Reassignee* refers to the official to be assigned/reassigned;
- (b) *Assignment/Reassignment* refers to movement of an official from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary;
- (c) *Geographical assignment* refers to the movement of an official from one geographical location to another in the Department which does not involve a reduction in rank, status or salary;
- (d) *Officials* refer to Directors III and IV;
- (e) *Coach Monitor* refers to the Assistant Secretary who provides supervision to the official concerned; and
- (f) *Secretary* refers to the DSWD Secretary.

IV. OBJECTIVE

- (a) Provide for the general policy guidelines and procedures in the assignment/reassignment of Directors III and IV consistent with existing Civil Service and CESB rules and regulations; and
- (b) Identify support services that will be extended to officials when undertaking assignment.

V. COVERAGE

This order shall cover all Directors III and IV of the Department but shall exclude officials of DSWD attached agencies.

VI. GENERAL POLICY GUIDELINES

The following general policy guidelines shall be observed in the assignment/reassignment of Directors III and IV:

1. Assignment/reassignment shall be made with transparency and objectivity and shall not involve a reduction in rank, status or salary.
2. The assignee/reassignee has a definite job/task waiting in the new office without dislodging another official and possess the necessary competencies to discharge the duties and responsibilities of said office.
3. The assignee/reassignee has made proper turn-over and has been cleared of money, property and other liabilities from the office where he/she came from.
4. No assignment/reassignment shall be made three (3) months before any local or national election.

VII. PROCEDURE IN THE ASSIGNMENT/REASSIGNMENT OF OFFICIALS

1. In all cases of assignments/reassignments, consultation with the concerned official shall be made by the designated Coach-Monitor.

The official shall be informed in writing on the new office/region of assignment at least thirty (30) days prior to the issuance of the Special Order approved by the Secretary.

2. Assignment/reassignment of officials shall be done every three (3) years with option to extend for another two (2) years. In cases of extension, sufficient reason(s) to warrant the continued stay of the official in the area of assignment must be established.

The counting of the three year period shall commence on the date of issuance of this order.

3. When the exigency or interest of the public service so requires, the Secretary may issue a reassignment order even without the consent of the official concerned. The reassignment, in such cases, shall be for a maximum period of one (1) year.

VIII. SUPPORT SERVICES

1. Quarters allowance shall be provided to assigned/reassigned officials following the guidelines of National Budget Circular No. 456.
2. In addition to the sick and vacation leaves, additional three (3) days of filial leave per quarter shall be provided to officials for family and/or conjugal visits. Only actual transportation expenses shall be paid and this shall be charged to the office where the official is assigned.

The days allotted to the filial leave shall not be cumulative and shall be forfeited if not availed of within a given quarter.

3. Relocation allowance to cover the actual expenses incidental to the assignment of officials shall be reimbursed by the Department but in no case shall the total reimbursement exceed P 25,000.00.
4. Counseling services shall be made available upon request prior to the official's assumption to the new assignment.
5. Except for relocation allowance and counseling services, officials who are residents of Metro Manila and are assigned/reassigned at the DSWD Central Office, Field Offices NCR and IV and officials who are assigned/reassigned to a region/office where their place of domicile is located shall not be entitled to the other benefits provided under this Section.

This Circular takes effect fifteen (15) days after the date of signing and supersedes, amends or modifies previous issuances inconsistent herewith.

Copies of this Circular shall be disseminated to all the bureaus, services, and offices at the Central Office and the Field Offices.

Issued in Quezon City, this 16th day of April 2004.


CORAZON JULIANO-SOLIMAN
Secretary *rd*

