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MEMORANDUM CIRCULAR

No. 16
Series of 2004

SUBJECT : **REVISED TERMS OF REFERENCE OF
THE DSWD MANAGEMENT COMMITTEE
(MANCOM)**

The Executive Committee (EXECOM) of the Department had deemed it proper to exclude the Assistant Secretaries as member of MANCOM, thereby partly amending Memorandum Circular No. 26, Series of 2003, entitled: "Amended Terms of Reference of the DSWD Management Committee."

I. PURPOSE

The MANCOM as a collegial body shall serve as a forum for comprehensive review and integration of inputs for draft guidelines, position papers, policies, issuances and for surfacing of issues affecting two or more clusters. It is also a venue for resolving conflicting views, consensus building or coming up with policy recommendations on matters needing EXECOM intervention and action.

The MANCOM shall be an independent policy and consultative body representing the middle management. It is the primary avenue where the attached agencies are able to attune their programs and policies with the Department.

Such discussions and consultations shall include, among others, issues/concerns that could not be resolved at various levels of the organizational/functional structure, sentiments/views of the rank-and-file that were endorsed to the MANCOM.

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, issuance's 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 crosscutting 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

1. Composed of all Bureau, Service and Office Directors at the Central Office, the Head Executive Assistant and Heads of all Attached Agencies and Units.
2. In the event that the regular member could not attend the meeting, the designated alternate members namely Assistant Directors, designated Division Chiefs, Acting Division Chief or OICs can attend.
3. It is the responsibility of the regular members to adequately brief and prepare the alternate for the meeting.
4. All members shall disseminate all pertinent and relevant decisions and agreements reached by the MANCOM to their respective staff as well as the concerns of the latter to the former. They shall likewise carry out and implement all those that require action from their unit / office.



Chairperson

The MANCOM Chairperson shall be unanimously chosen from among its members.

The designated MANCOM Chairperson shall have a tenure of one (1) 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 can be invited by the EXECOM whenever necessary.

Vice-Chairperson

The head of the MANCOM Secretariat shall be the Vice-Chairperson.

The Vice-Chair automatically acts as a Presiding Officer if the Chairperson is not available.

Members

The members are as follows:

a.) Directors of Bureaus

1. Policy and Plans Bureau
2. Social Technology Bureau
3. Standard Bureau
4. Social Welfare Institutional Development Bureau
5. Program Management Bureau

b.) Directors of Services

1. Finance Service
2. Administrative Service
3. Social Marketing Service
4. Management Information System Service
5. Internal Audit Service
6. Legal Service
7. Human Resource Management and Development Service



c.) Heads of Offices

1. Asset Management Office
2. BAC Secretariat

d.) Heads or Directors of Attached Agencies

1. Inter-Country Adoption Board
2. National Council for the Welfare of Disabled Persons

e.) HEA of the Office of the Secretary

Secretariat

The *Policy and Plans Bureau (PPB)* 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 at least two days prior to the meeting;
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

1. Regular meetings shall be held twice a month.
2. The Chair may call special meetings as needed.



3. Venue and the time of meeting shall be reflected in the notice of meetings which must be issued at least two (2) days prior to the meeting.

VI. QUORUM AND SANCTIONS

1. An attendance of 50% of the members plus one shall constitute a quorum for a meeting.
2. MANCOM members shall set sanctions for latecomers and absences.
3. The Secretariat shall serve as the official timekeeper.

VII. CONSENSUS AND DECISIONS

The MANCOM must come up with the consensus on all issues and concerns that will be elevated to the EXECOM. This shall be undertaken during meetings or through a referendum.

VIII. ADMINISTRATIVE COST OF MEETINGS

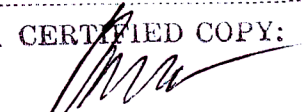
1. Reproduction of discussion materials enough for all members of the MANCOM, including that of the Secretariat, shall be on account of presenter.
2. Expenses related to the conduct of the meetings of MANCOM shall be charged against the DSWD budget intended for meeting purposes.

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

Issued this 28th day of April, 2004 at Quezon City, Philippines


CORAZON JULIANO-SOLIMAN
Secretary

prd doc. CJS/FGC/EGZ/rvp/mda/tcm
04.28.04

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RENATO F. GILERA
Records Officer III