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MEMORANDUM CIRCULAR

No. 18
Series of 2004

SUBJECT: AMENDMENT TO M.C. NO. 16, S. 2004, "REVISED TERMS OF REFERENCE OF THE MANAGEMENT COMMITTEE (MANCOM)"

In the exigency of the service and pursuant to the clarification made during the Executive Committee (EXECOM) Meeting of 28 April 2004, the Head of the Asset Management Group is hereby excluded from the membership of the Management Committee (MANCOM).

The exclusion is premised on the composition of the MANCOM as determined by that body and the EXECOM, which should be the Directors of permanent Bureaus, Services and Offices at the Central Office , as well as the Head Executive Assistant and the Heads of the DSWD-attached agencies. The Asset Management Group, being an *ad hoc* task force with specific terms of reference, is not included in this list, as discussed during the MANCOM Meeting of 12 May 2004.

Section IV, page 4 of Memorandum Circular No. 6, series 2004, is hereby amended accordingly.

Issued in Quezon City , this 20th day of May 2004.

CORAZON JULIANO-SOLIMAN
Secretary, DSWD

A CERTIFIED COPY:

CARMELITA F. ZAFRA
Chief, General Services Division
and OIC, Records Unit