



Republic of the Philippines
Department of Social Welfare and Development
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Quezon City
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MEMORANDUM CIRCULAR NO. 04
Series of 2008

SUBJECT: STRENGTHENING THE SOCIAL WELFARE AND DEVELOPMENT (SWAD) TEAM AT THE PROVINCIAL LEVEL

I. RATIONALE

With the enactment of RA 7160, otherwise known as the Local Government Code of 1991, the Department of Social Welfare and Development (DSWD) was mandated to devolve to the local government units its primary function of implementing major social welfare services, specifically the community based services. As a consequence, the Department continued to manage its center-based programs, retained court related and special projects, while assuming steering roles such as policy formulation, standard setting, monitoring and technical assistance. In addition, the Department intensified its role as enabler and partner of local government units (LGUs), non-government organizations (NGOs) and people's organizations (POs) in promoting social welfare and development.

Given the need to further enhance the capability and competency of service providers on handling the delivery of basic social services devolved to them effectively and efficiently, there is a need to install a mechanism of providing technical assistance and resource augmentation to LGUs and other intermediaries. Thus, DSWD continues to provide these technical assistance and resource augmentation to the extent possible so local government units could deliver quality social welfare and development services to depressed barangays and on a demonstration basis, provide protective services to individuals, families and communities in crisis situation. These are among the reasons why DSWD maintains a Social Welfare and Development (SWAD) Team in the provinces which serves as the front liners of the Department along the implementation of the retained social welfare programs and services, special national projects, and as nerve centers for environmental scanning, rapid assessment, monitoring and feedbacking.

This memorandum, therefore, aims to strengthen the SWAD Team by providing its Terms of Reference (TOR).

II. DESCRIPTION OF THE TEAM

The SWAD Team is the organizational link of the national DSWD in every province. The team ensures that the national DSWD is represented "when and as needed" and that technical assistance and resource augmentation are available to the DSWD's partners, intermediaries and clientele, in close consultation with the concerned Field Office. The team strategy fosters continuing assistance to the LGUs, NGOs and POs to enable them to adapt and implement the programs and services responsive to local social welfare and development concerns, as well as enhance their capacities for efficient and effective social welfare service delivery.

The SWAD Team in each province shall be organized, established & designated by the Regional Director to be composed of the following organic staff:

- Social Welfare Officer (SWO) II.
- Project Evaluation Officer (PEO) II
- Other DSWD workers who may be assigned as team members

III. GENERAL POLICIES

1. Each province will have an organized SWAD Team as indicated above. However, more than one (1) SWAD team can be considered in case of the following provinces:
 - a. where there is wide distance between municipalities e.g. Palawan;
 - b. where there are more than 25 municipalities;
2. The SWAD Team in the province shall cover all component and chartered cities within the province.
3. SWAD team must be located at the provincial capitol or any place designated by Field Office (FO) Director in consultation with the provincial local chief executive. However, in provinces where the Field Office is located, SWAD Team shall be based in the FO, unless there are compelling reasons to have these outside of the FO.

IV. ROLES AND FUNCTIONS

A. SWAD Team Members

The following roles and functions shall be exercised by the SWAD Team members in addition to their inherent job functions, as directed by the Field Director. This means these functions are on top of the functions of the SWO IIs who are tasked to implement court related services of the Department e.g. child care and placement, child protection, etc. and the regular functions of the PEOs who are tasked to implement the livelihood program of the Department:

1. Liaise with local government units (LGUs), non-government organizations (NGOs), people's organizations (POs) and other publics on all social welfare and development programs, projects and services implemented in the province.
2. Act on/manage cases within the province in accordance with the inherent functions of the team members.
3. Assist the Field Office technical staff in the provision of technical assistance to LGUs, NGOs and POs along the following:
 - 3.1 Mapping of target beneficiaries.
 - 3.2 Profiling socio-economic and demographic situations and physical hazards/risks.
 - 3.3 Assessing/validating relief augmentation needs.
 - 3.4 Monitoring of inflow/outflow of DSWD relief goods and other resources.
 - 3.5 Provision of technical assistance as and when necessary based on their competency and inherent functions (e.g. livelihood, adoption, CICL, etc.)

4. Assist in the implementation of the DSWD's special and retained projects (e.g. KALAHI-CIDSS, PODER, Ahon Pamilyang Pilipino)
5. Submit on time reportorial requirements to the Field Office.
6. Perform other tasks as may be directed by the Secretary or his/her representatives.

B. SWAD Team Leader

The designation of the SWAD Team Leader shall be rotated among the SWO IIs and the PEO IIs in the team based on their capabilities, for a term of at least one year, subject to extension as warranted.

The following shall be the responsibilities of the SWAD Team Leader:

1. Act as leader of the DSWD team in the province covered.
2. Coordinate the activities of the team.
3. Oversee the needs of the team and elevate these to the Field Office.
4. Represent the team in meetings at Field Office (FO) and with LGUs, NGOs, POs as directed by the Director.
5. Monitor submission of reports by LGUs, NGOs, POs and other partners (e.g. Semestral Plan and Accomplishment Report, Annual Plan and Status of implementation of Programs and Services).
6. Perform other related tasks as may be necessary and as directed by the Secretary or his/her representatives.

V. SUPERVISION

The SWAD Team leader shall be under the direct supervision of the Assistant Regional Director who shall provide the guidance to all the SWAD Teams in the region.

VI. REPEALING CLAUSE AND EFFECTIVITY

This Circular takes effect immediately and amends previous issuances inconsistent herewith.

Copies of this Circular shall be disseminated to all concerned Offices, Bureaus and Services at the Central Office and Field Offices.

Issued in Quezon City, this 18th day of April, 2008.


ESPERANZA I. CABRAL
Secretary

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