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MEMORANDUM CIRCULAR

No. 10
Series of 2008

**SUBJECT: GUIDELINE ON THE TRANSFER OF DSWD FIELD OFFICES AND
FOR SETTING UP OF SATELLITE OFFICE**

I. RATIONALE

The Philippine government, in its continuous efforts of promoting regional development designated Regional Centers in selected regions to spur and expedite economic growth. Such move actualizes the administration's objective of promoting effective, efficient and accessible delivery of government services by bringing them closer to the people. Executive Order 682 series of 2007 was issued and mandated the evolution of new centers of government that will induce socio-economic activities and promote development in the regions as well as ensure the accessibility of these services in the countryside. Moreover, the establishment of Field Offices (FO) in designated regional centers will decongest the metropolis. Executive Orders 352,429 and 246 also mandate all heads of government agencies to initiate the transfer of its Regional Offices in designated Regional Centers.

In support of this initiative, the Department of Social Welfare and Development has identified the administrative and technical requirements both for the creation of satellite offices and eventual full office transfer in a calibrated phasing, thus, the development of this guideline to facilitate the systematic relocation of the affected Field Offices.

II. LEGAL BASIS

1. Executive Order No 429 issued on October 12, 1990 directing the Reorganization of the Administrative Regions in Mindanao and for other purposes.
2. Executive Order No. 36 issued on September 19, 2001, related Presidential issuance with EO 429, directing further reorganization and renaming of Region IX into what is now known as the Zamboanga Peninsula Region.
3. Executive Order No. 246 issued on October 28, 2003 designating Calamba as the Regional Center of Region IV-A also known as CALABARZON.
4. Executive Order 352 issued on August 27, 2004 creating the Office of the Presidential Adviser For New Government Centers for the promotion of regional development and the decentralization of government departments and agencies outside Metro Manila.
5. DSWD Memorandum Circular 14 series of 2004 as amended by Memorandum 17 series of 2005 granting filial visit and entitlement to transportation and freight.
6. Executive Order No 682 issued on November 22, 2007 designating Calapan City as the Regional Center of Region IV B otherwise referred to as the MIMAROPA Region.

7. RA 9498 (General Appropriations Act of 2008) which promotes the establishment of New Government Center and allocates budget for such purpose which was concurred in the Veto Message of President Gloria Macapagal Arroyo in Section 6, Provisions under the Unprogrammed Fund, Special Provision No. 11 or the "Promotion of New Government Center to Spur Regional Growth and Development".

III. OBJECTIVES

1. General Objective

- To provide guidelines for agency compliance to Executive Orders directing the relocation of Regional Offices of National Government Agencies to designated new Regional Centers particularly in Regions IV-A, IV-B and IX.

2. Specific Objectives

- To establish Satellite Offices of DSWD FO IV-A in Calamba and FO IV-B in Calapan and transfer the Field Office IX to Pagadian City
- To provide guidance in the preparation and submission of Work and Financial Plan for the establishment of Satellite Offices and Field Office
- To set timelines for the operationalization of the Satellite Office and full Field Office transfer

IV. COVERAGE

This guideline shall cover Field Offices IV-A, IV-B and IX and all other DSWD Field Offices that shall be given the same directive.

V. FUNCTIONS OF SATELLITE OFFICE

The Satellite Office shall perform delegated functions from the Field Office under the direct supervision of the Regional/Field Director. The Satellite Office personnel may perform the following as delegated:

1. Accredite Day Care Centers and Day Care Workers;
2. Serve as the link of the Regional Office to LGUs and other partners;
3. Implement capability building and skills enhancement activities to partners and stakeholders;
4. Provide technical assistance to Local Government Units (LGUs), non-government organizations (NGOs) and people's organizations (POs);
5. Implement special/flagship programs of the Department;
6. Operate a Crisis Intervention Unit;
7. Assess disaster situation and prepare/submit disaster reports;
8. Manage funds as may be allocated to the Satellite Office;
9. Manage and maintain building/office, equipment and warehouse;
10. Conduct annual inventory of supplies and equipment;
11. Submit reports as may be required by the Regional Office; and
12. Coordinate implementation of Priority Development Assistance Fund (PDAF) projects of legislators in the area.

VI. IMPLEMENTING GUIDELINES

Upon decision of the EXECOM to relocate the Field Office, the Regional/Field Office Directors shall undertake the following to effect the systematic establishment of satellite office and/ or full office transfer.

1. Coordinate with the Regional Development Council (RDC), Local Chief Executives of the host local government unit and with the Presidential Assistant for New Regional Centers to clarify the strategic plan for the establishment of the regional center, assess relocation resources and support and draw up a work plan for the full office transfer.

2. Set up a Satellite Office in the province designated as the new regional center by assigning the SWAD team to serve as the core staff and provide semblance of agency presence in the new center.

3. Based from the assessment done in item 1 above, the Field Office shall conduct regional planning and submit a work and financial plan taking into consideration the following:

3.1. Administrative Requirements

- a. Office building/site- Whether satellite or full office transfer, the Field Office shall determine whether the office space shall be provided by the local government unit, will have other arrangement like usufruct or lease or require acquisition of lots and construction of new office building. In the case of full office transfer, the Field Office shall be required to submit its recommendations to the EXECOM on how best the agency can utilize the vacated office space/building. Consequently, a separate work and financial plan shall be submitted to cover the cost of conversion to a new facility.
- b. Records- Satellite Offices shall maintain its own record system pertaining to its operations in the area. In case of full office transfer, all Field Office records shall be properly transferred to the new office site.
- c. Equipment/furniture and fixtures- Satellite Offices shall be provided with adequate office equipment to include computers, telephone lines, fax machine, etc. In case of full office transfer, all existing equipment and fixtures shall be transferred. Purchase of additional equipment shall be properly requested and justified.
- d. Transportation- Satellite Offices shall be provided vehicle to support its operations. In the event of full office transfer, vehicles shall be redeployed to the new regional office site.
- e. Staffing- For Satellite Offices, on top of the SWAD team in the province designated as the new regional center, the Field Office shall assess the number of additional manpower to be assigned depending on the realities, needs and uniqueness of the requirement in the new government center. The social preparation of the affected staff must be given utmost importance and attention. Relocation assistance to staff shall be provided consistent with applicable Civil

Service Commission (CSC), Department of Budget and Management (DBM) and Commission on Audit (COA) rules on the matter.

3.2. Budgetary Requirements

The concerned FOs shall submit their work and financial plan to include the following:

- a. Personnel Service including provision for relocation allowance
- b. Maintenance and other Operating Expenses
- c. Capital outlay

3.3. Timelines

Activity	Time Frame	Outcome
<ul style="list-style-type: none"> • Psychosocial preparation for staff 	<ul style="list-style-type: none"> • 3 months prior to transfer as decided by the EXECOM. 	<ul style="list-style-type: none"> • Staff/personnel are given orientation and briefing about the transfer/move out • Staff are provided with necessary support (counseling and relocation allowance)
<ul style="list-style-type: none"> • Procurement of necessary office equipment, fixtures, etc. 	<ul style="list-style-type: none"> • 3-4 months prior to transfer per EXECOM decisions. 	<ul style="list-style-type: none"> • Office equipment/ fixtures are already in place before moving in/ transferring
<ul style="list-style-type: none"> • Refurbishment of identified Satellite Office 	<ul style="list-style-type: none"> • 3 months prior to move in/transfer 	<ul style="list-style-type: none"> • Office is ready/ refurbished for the transfer and occupancy
<ul style="list-style-type: none"> • Full office transfer/ operationalization a. Satellite Office b. Regional Office 	<ul style="list-style-type: none"> • Within 6 months from the EXECOM's approval of the submitted WFP • Within one year from EXECOM's approval of the submitted WFP 	<ul style="list-style-type: none"> • Satellite Office has already transferred and is fully operational • Regional Office has already transferred and is fully operational

VII. INSTITUTIONAL ARRANGEMENT

The Satellite Office shall operate similar to the Field Office performing the afore-cited functions; hence, there must be a designated head among the assigned staff. The rest of the staff must be sub-divided into units similar to a division in the Field Office to attend to the operations, technical and management concerns.

All transactions at the Satellite Office will only include concerns of the particular covered city/province. The Field Office Director will report to the Satellite Office at least thrice a month or as the need arises to provide directions and supervision. The designated head of the Satellite Office is tasked to submit monthly report to the Field Office regarding updates on the operations of the Satellite Office highlighting issues and concerns for decision points.

VIII. ROLE OF THE COACH MONITOR AND REGIONAL/FIELD OFFICE DIRECTOR

The concerned Regional/Field Office Director will be primarily responsible in executing the establishment of the Satellite Office or effecting full Field Office transfer as directed by the EXECOM. The designated Coach Monitor for the region will closely monitor the implementation of the FO's Action Plan and update the EXECOM on the status of efforts of the Field Office. He/She shall assist the Field Office by liaising with concerned Offices/Bureaus/Services/Units at Central Office, on matters pertaining to the implementation of their Work and Financial Plan on the matter.

IX. REPEALING CLAUSE AND EFFECTIVITY

This Circular takes effect immediately and amends issuances inconsistent herewith. Copies shall be disseminated to Central Office and all Field Offices for information and guidance.

Issued in Quezon City, this 1st day of August, 2008.


ESPERANZA I. CABRAL
Secretary