

**Republic of the Philippines**  
**Department of Social Welfare and Development**  
**Batasan Pambansa Complex, Constitution Hills**  
**Quezon City**

**MEMORANDUM CIRCULAR**

No. 13  
Series of 2008

**SUBJECT : AMENDMENTS TO MC No. 16, series of 2004 – Revised Terms of Reference of the DSWD Management Committee (MANCOM)**

In view of the recent organizational developments in the Department due to mainstreaming, reform agenda and new special orders issued, item IV-Composition of the MANCOM is hereby amended to preserve the proper and equal representation of Offices/Bureaus/Services to DSWD Central Office Management Committee. The MANCOM composition will be as follows:

1. The MANCOM shall be composed of the following members:

a) Directors and Assistant Directors of Bureaus

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

b) Directors of Services

1. Financial Management Service
2. Administrative Service
3. Legal Service
4. Social Marketing Service
5. Management Information Systems Service
6. Human Resource Management and Development Service
7. Internal Audit Service
8. Bids and Awards Committee Secretariat

c) Heads of Project Management Offices (PMO) such as:

1. KALAHI-CIDSS
2. Pantawid Pamilyang Pilipino Project (4Ps)
3. Other PMO that may be created by the Secretary

d) Heads or *Executive* Directors of Attached Agencies

1. Inter-Country Adoption Board
2. Council for the Welfare of Children

e) Head Executive Assistant of the Office of the Secretary

### Chairperson

The MANCOM Chairperson shall be unanimously elected from among the members to represent the clusters on a rotation basis. The elected Chairperson shall serve a term of one year.

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

Issued this 22nd day of Oct, 2008 at Quezon City, Philippines

  
ESPERANZA I. CABRAL  
Secretary

DSWD - OSEC



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