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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 02

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**SUBJECT : TERMS OF REFERENCE FOR THE CREATION AND
MANAGEMENT OF THE DSWD-FIELD OFFICE
XII SPECIAL DIVISION FOR ARMM CONCERNS**

I. Background:

The Autonomous Region in Muslim Mindanao (ARMM) was created in August 1, 1989 by virtue of Republic Act Number 6734¹. Its organization established within the framework of the Constitution and national sovereignty and the territorial integrity of the Republic of the Philippines as articulated in Article II of the Act has opened windows for greater participation among its people in government affairs to spur socio-economic development.

With this major development and consistent with the DSWD repositioning efforts, defining its mandates, roles, powers and functions after the implementation of the Local Government Code of 1991 and consistent with Executive Order Number 15², as amended through Executive Order Number 221³, the Department needs to continuously provide the necessary technical assistance and resource augmentation (TARA) to DSWD-ARMM to enhance its capacity to implement national social welfare and development (SWD) programs and projects. Specific areas for TARA to DSWD-ARMM include assistance to local government units, non-government organizations, people's organizations, and other members of civil society in its areas of jurisdiction to ensure its technical and administrative capacity to undertake programs, projects and services that alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life.

II. Rationale:

Recent developments in the ARMM, particularly disaster occurrences such as flooding, internal displacement etc. and increasing poverty, brings into the forefront the importance of strengthening the national government strategic

¹ An act providing for an organic act for the Autonomous Region in Muslim Mindanao (ARMM).

² "Redirecting the Functions and Operations of the Department of Social Welfare and Development" issued by then President Joseph E. Estrada.

³ Issued by President Gloria Macapagal-Arroyo defining the mandates, roles, powers and functions of the DSWD.

support to DSWD-ARMM. While RA 6734 provides for the structure and staffing of its offices and salaries, the national government is still accountable for the programs, funds and resources utilized to support ARMM programs and services. To ensure this, it is imperative that an interim special division within the DSWD-FO XII to coordinate, oversee and provide support for ARMM concerns be organized, particularly at this critical period of early recovery and rehabilitation of the IDPs.

III. Objective:

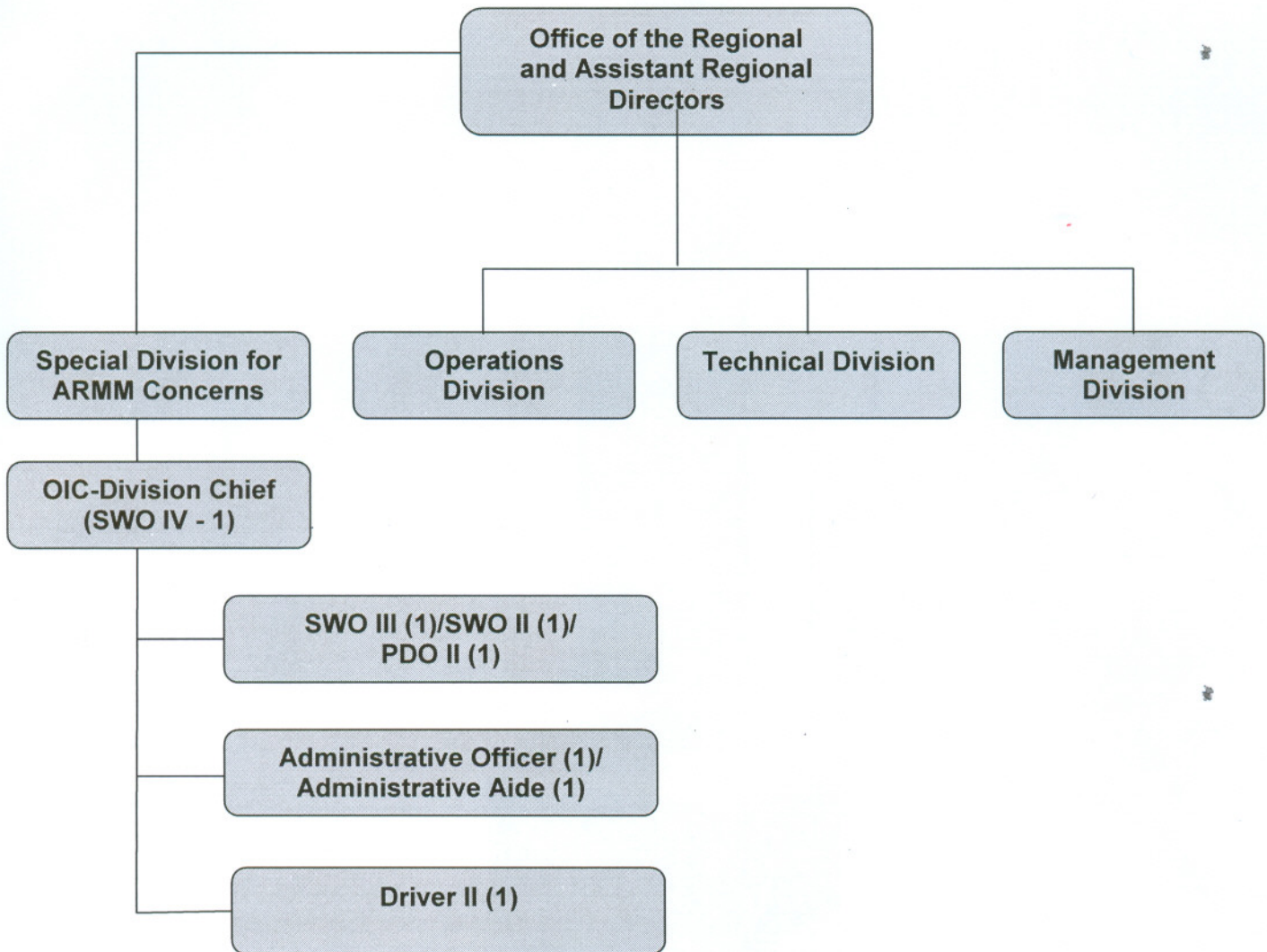
The Special Division for ARMM Concerns will be an interim organization of DSWD-FO XII created to establish and institutionalize a harmonized coordination, provision of TARA for national SWD projects implemented in the Provinces of Maguindanao and Lanao Sur, ARMM through DSWD-ARMM, local government units (LGUs) and other concerned stakeholders.

IV. Functions of the Special Division for ARMM Concerns:

The Special Division for ARMM Concerns for the Provinces of Maguindanao and Lanao Sur shall perform the following tasks under the direct supervision of the Office of the Regional Directors:

1. Assist DSWD-ARMM formulate its annual TARA plans, and others supplemental to it;
2. Liaise for DSWD-ARMM resources augmentation requests with international, national and local agencies after validation and assessment of specific disaster/social welfare concerns;
3. Coordinate and monitor delivery of resource augmentation and assist DSWD-ARMM in preparing required reports and liquidation documents;
4. Facilitate access to technical assistance responsive to the needs of DSWD-ARMM as indicated in the TARA plan;
5. Assist DSWD-ARMM in developing and pilot-testing social technologies adaptive to local social welfare concerns; and,
6. Consolidate, prepare and submit accomplishment report on a quarterly, semestral and annual basis documenting the type, volume and cost of national assistance delivered to ARMM through DSWD-ARMM, LGUs or other stakeholders.

V. Organizational Structure:



VI. Composition and Tasks/Functions:

Under the supervision of the Office of the Regional Director, the Special Division for ARMM Concerns of DSWD-FO XII is basically tasked to assist DSWD-ARMM in coordinating and implementing essential national SWD programs and projects consistent with its TARA plan. It positions itself as

intermediary between DSWD-ARMM and DSWD-FO XII. The following shall be the personnel composition, on contract of service, with their corresponding tasks and function:

1. OIC-Division Chief (1)⁴

(Social Welfare Officer – SWO IV, Salary Grade 22, Regular Plantilla)

- Executes and implements policies and programs, regulations and work decision under the direct supervision of the Regional Director and/or within the limit of the delegated authority and consistent with the role of the DSWD-FO XII to DSWD-ARMM as an autonomous institution;
- Directs and supervises the work of all personnel within the Special Division for ARMM Concerns in the performance of their assigned workload to ensure their growth, better understanding and interpretation of functions and programs;
- Maintains close coordination with the Operations, Technical and Management Divisions of the FO in addressing cross-cutting concerns on ARMM such as the provision of TARA;
- Maintains cooperative and harmonious relationship with other entities and public and private agencies/organizations operating in the Provinces of Maguindanao and Lanao Sur, ARMM to promote community development;
- Makes representation with international, national and local agencies for the allocation of program funds necessary in the implementation of DSWD programs in the Provinces of Maguindanao and Lanao Sur, ARMM in close coordination and cooperation with DSWD-ARMM, LGUs and concerned stakeholders;
- Supervises the preparation of accomplishment reports on the project implementation in the Provinces of Maguindanao and Lanao Sur, ARMM;
- Develops new technologies/system in the implementation of SWD projects adaptable in the ARMM setting;
- Conducts regular supervisory conference (individual or group) with the staff to ensure their growth, better understanding and interpretation of functions and programs; and,

⁴On loan by the Program Management (PMB) to DSWD-FO XII co-terminous with the need for continuing the Special Division for ARMM Concerns subject to review and evaluation of DSWD-FO XII and the Operations and Capacity Building Group (OCBG).

- Performs other related tasks as assigned.

2. **Technical Personnel (3)**

a. **SWO III (1)**

(Salary Grade 18, Contract of Service)

- Assists the OIC-Division Chief on the over-all operation of the Special Division for ARMM Concerns;
- Acts as the alternate OIC-Division Chief whenever the OIC-Division Chief is on official travel or on leave;
- Updates guidelines and monitoring tools/instruments on project implementation;
- Provides technical assistance to DSWD-ARMM in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur in coordination and cooperation with LGUs and other stakeholders;
- Develops new technologies/system in the implementation of SWD projects adoptable in the ARMM setting;
- Prepares/consolidates/manages accomplishment reports in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur, ARMM; and,
- Performs other tasks as assigned.

b. **Social Welfare Officer (SWO) II**

(Salary Grade 15)

- Provides technical assistance to DSWD-ARMM in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur in close coordination and cooperation with LGUs and other stakeholders;
- Develops new technologies/systems in the implementation of SWD projects adoptable in the ARMM setting;
- Prepares/consolidates/manages accomplishment reports in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur, ARMM; and,

- Performs other tasks as assigned.

c. Project Development Officer (PDO) II
(Salary Grade 15)

- Provides technical assistance to DSWD-ARMM in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur in coordination with LGUs and other stakeholders;
- Develops new technologies/systems in the implementation of SWD projects adoptable in the ARMM setting;
- Prepares/consolidates/manages accomplishment reports in the implementation of SWD projects in the Provinces of Maguindanao and Lanao Sur, ARMM; and,
- Performs other tasks as assigned.

3. Administrative Personnel (3)

a. Administrative Officer (AO) I
(Salary Grade 11)

- Assists in the proper disbursement and control of funds for financial transactions concerning the Provinces of Maguindanao and Lanao Sur, ARMM;
- Assists in the administrative service functions such as procurement of supplies and equipment and its corresponding disbursement vouchers, etc. related to the Provinces of Maguindanao and Lanao Sur, ARMM;
- Prepares periodic financial report; and;
- Performs other related task.

b. Administrative Aide1 (AA)
(Salary Grade 7)

- Performs clerical work such as typing, posting, filing;
- Performs highly skilled clerical tasks such as preparing technical reports, certifications, endorsements;

- Maintains all reports records related to the Provinces of Maguindanao and Lanao Sur, ARMM.
- Assists in the procurement of supplies and equipment and its corresponding disbursement vouchers, etc. on concerns related to the Provinces of Maguindanao and Lanao Sur;
- Prepares periodic financial reports related to the Provinces of Maguindanao and Lanao Sur, and;
- Performs other related tasks.

c. Driver II
(Salary Grade 4)

- Operates, maintains and performs minor repairs on assigned motor vehicle;
- Reports major repairs of vehicles to the supervisor;
- Transport officials, employees and supplies to and from office as well as to destinations of official nature i.e. meetings, project field monitoring, etc.;
- Assists in the hauling/handling of relief supplies during disaster operations;
- Acts as courier of official documents; and,
- Performs other related tasks.

VII. Financial Requirement⁵:

Funding for this purpose shall be chargeable against Disaster Funds and/or other sources such as funds for special projects.

Particulars	Amount
1. Salaries	1,110,804.00
a. SWO III (1) ⁶	266,568.00
b. SWO II (1) ⁷	219,504.00
c. PDO II (1) ⁸	219,504.00

⁵ For fiscal year 2010.

⁶ Salary Grade 18 at P22,21400/month for a year.

⁷ Salary Grade 15 at P18,292.00/month for a year.

⁸ Salary Grade 15 at P18,292.00/month for a year.

d. AO 1 (1) ⁹	170,376.00
e. AA 1 (1) ¹⁰	130,296.00
f. Driver II (1) ¹¹	104,556.00
2. Traveling expenses ¹²	672,000.00
3. Gasoline/fuel ¹³	900,000.00
4. Office supplies/materials ¹⁴	600,000.00
5. Communication (cell cards)	144,000.00
a. Cell card ¹⁵	84,000.00
b. Landline ¹⁶	60,000.00
6. Other maintenance & operating expenses ¹⁷	900,000.00
Total	4,326,804.00

VIII. Monitoring and Evaluation:

Monitoring and evaluation of the Special Division for ARMM Concerns shall be through program review and evaluation and performance contracting for project and personnel accomplishments, respectively, consistent with its TARA.

IX. Effectivity:

This Memorandum Circular shall take effect immediately subject for revocation upon review and evaluation of the DSWD-FO XII and the Operations and Capacity Building Group (OCBG) of the DSWD-Central Office (CO) on the need to continuously sustain the Special Division for ARMM Concerns. Previous issuances inconsistent herewith are deemed revoked or amended accordingly.

Signed in Quezon City this 13th day of January 2010.


DR. ESPERANZA I. CABRAL
 Secretary

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 VBC/RBM/ACA/rem

⁹ Salary Grade 11 at P14,198.00/month for a year.

¹⁰ Salary Grade 7 at P10,858.00/month for a year.

¹¹ Salary Grade 4 at P8,713.00/month for a year.

¹² Average of ten (10) days travel/month/staff for 7 staffs for a year.

¹³ P75,000.00/month for a year.

¹⁴ P50,000.00/month for a year.

¹⁵ P1,000.00/staff/month for 7 staffs for a year.

¹⁶ P5,000.00/month for a year.

¹⁷ P75,000.00/month for a year for incidental expenses e.g. meetings, repair of office equipment, vehicles, etc.