

Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 05
Series of 2011

SUBJECT: AMENDMENTS TO MEMORANDUM CIRCULAR NO. 7 SERIES OF 2008
RE: ENHANCED TERMS OF REFERENCE (TOR) FOR THE
CONDUCT OF THE DSWD NATIONAL MANAGEMENT
DEVELOPMENT CONFERENCE (NMDC)

IV. COMPOSITION

D. The NMDC Secretariat

1. Composition

The Secretariat of the NMDC shall be composed of representatives from the three clusters of the Department, to wit Policy and Programs Group (PPG), Operations and Capacity Building Group (OCBG) and General Administration and Support Services Group (GASSG).

The Director of the Policy Development and Planning Bureau shall head the Secretariat, consisting of two (2) groups, viz: Technical Group and Administrative Group;

Composition of Technical Group:

One (1) Technical Staff from the Policy Development and Planning Bureau
One (1) Executive Assistant from the Policy and Programs Group (PPG)
One (1) Executive Assistant from the Operations and Capacity Building Group (OCBG)
One (1) Executive Assistant from the General Administration and Support Services Group (GASSG)


Composition of the Administrative Group:

One (1) staff from Administrative Service
One (1) staff from the Financial Management Service

VII EFFECTIVITY:

This order takes effect immediately and supplements/ amends the previous Memorandum Circular pertinent hereto.

Issued at Quezon City, this 29th day of April 2011


CORAZON JULIANO SOLIMAN
Secretary