

Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 10
Series of 2011

SUBJECT: MANAGEMENT COMMITTEE (MANCOM) REVISED TERMS OF REFERENCE, AMENDING FOR THE PURPOSE MC NO. 16 SERIES OF 2004

In the exigency of service and pursuant to the agreements reached during the Management Committee (MANCOM) meeting on 25 April 2011, the following provisions in the MANCOM Terms of Reference are hereby amended:

1. MC No. 16 Series of 2004

a. Section III. Tasks and Responsibilities

The MANCOM shall conduct Quarterly Strategy Review in one of its regular meetings in line with the implementation of the Department's Performance Governance System – Balanced Scorecard.

Such Strategy Review shall be elevated to the MANCOM level only when actions or decisions of any Central Office OBS or Field Offices pertaining to scorecard management require the following:

- i) an implication to the scorecards of other Clusters
- ii) an implication to the scorecards of Field Offices
- iii) deliberation of strategies, measures and targets need inputs from other Clusters

b. Section IV. Composition and Roles

Composition and Roles:

i) Only MANCOM members are allowed to attend its meetings. Substitute representatives will not be permitted.

ii) If proposing policies or guidelines for MANCOM deliberation, no less than the member herself/ himself should carry out the presentation. Such documents must be cleared first within their

respective Cluster and routed to Central Office Bureaus and Services and Field Offices, including NPMOs for comments.

Secretariat:

The secretariat shall come from the office/bureau/service of the elected MANCOM chairperson and shall serve for the duration of the latter's incumbency.


c. Section VII. Consensus and Decisions

i) The Policy Development and Planning Bureau shall be responsible in translating MANCOM agreements resulting from its meetings and deliberations into policies for onward submission and approval of the EXECOM.

ii) After the first round of presentation of proposed guidelines/policies during the MANCOM meeting, proponent will route said guidelines with minor revisions for referendum among members within ten (10) days. Should there be no comments received within the said period, the proposed guidelines/ policies will be deemed approved by its members and will be endorsed by proponent through the concerned Cluster Head for EXECOM review and approval.

This order shall take effect immediately.

Issued this 10th day of October 2011 in Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

FRV/LYB/RTB/JOM

6/9/2011 10:00 AM C:\Users\acer\Documents\PDPB 2011\Special Tasks\MANCOM\MANCOM TOR-revised 5-09.doc