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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

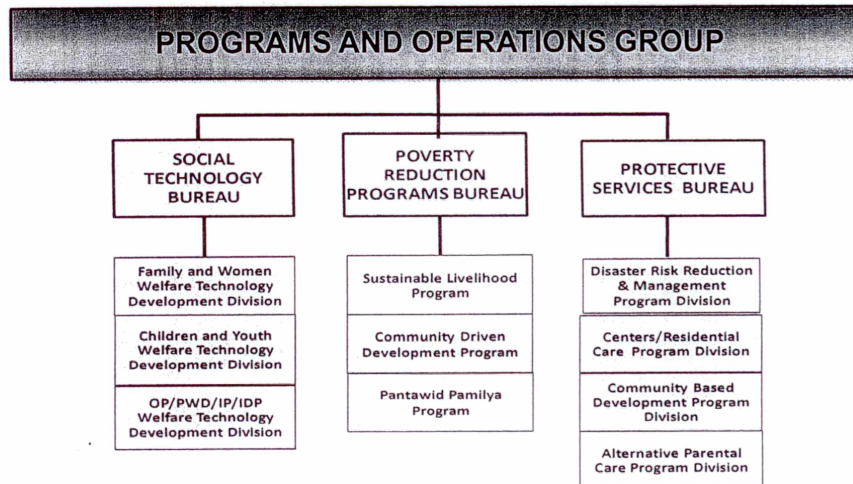
No. 06

Series of 2012

SUBJECT : **AMENDMENT TO M.C. No. 1, SERIES OF 2012, ENTITLED, "RECLUSTERING OF OFFICES, BUREAUS, SERVICES AND UNITS AT THE DSWD CENTRAL OFFICE"**

In the exigency of the service, pursuant to agreements reached by the Executive Committee after due consultations with concerned offices and units in accordance with Section IV of Memorandum Circular No. 1, series of 2012, the following amendments are hereby adopted to improve responsiveness, efficiency, and effectiveness in the performance of our official functions:

- A. On Page 11, Section III, the structure of the Operations and Programs Group (OPG) is hereby amended to read as follows:

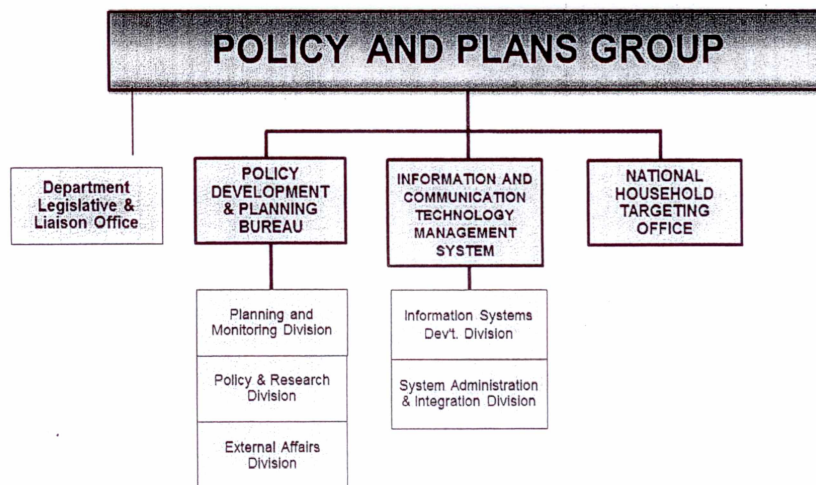


- B. On Pages 17-18, Section III, the operating units of the **Poverty Reduction Programs Bureau (PRPB)** are the core social protection programs of the Department, which are as follows:

- **Sustainable Livelihood Program**
- **Community-Driven Development Program**
- **Pantawid Pamilyang Pilipino Program**

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- C. On Page 19, Section III, the structure of the Policy and Plans Group (PPG) is hereby amended to read as follows:



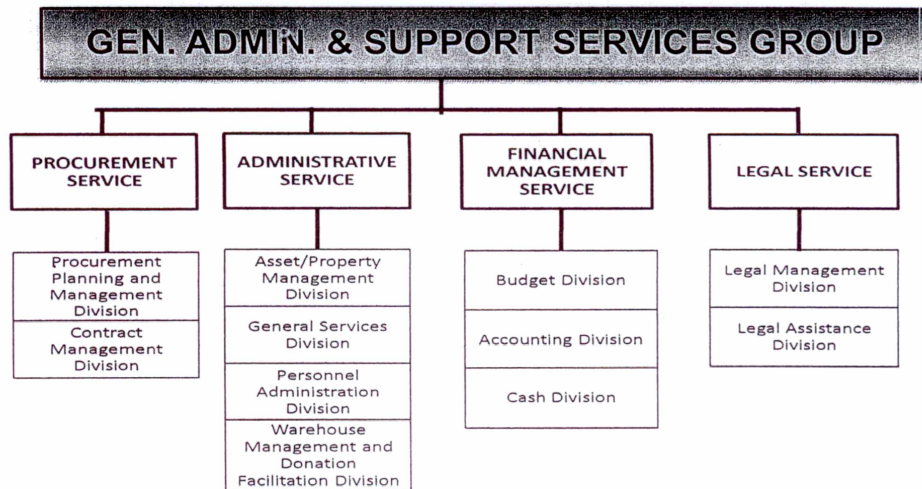
- D. On Page 27, Section III, item 2 of the functions of the Human Resource Planning and Performance Management Division under the **Human Resource Development Bureau (HRDB)** is hereby amended to read as follows:

“xxx 2. Implementation, management, review and enhancement of the personnel recruitment, selection, and placement policies and systems; xxx”

- E. On Page 29, Section III, another item is hereby added to the enumeration of the specific functions of the **Resource Generation and Management Office (RGMO)**, to read as follows:

“xxx 10. Coordinate with the Technical Assistance Unit (TAU) and other OBSUs to maximize availment, utilization, and responsiveness of the Technical Assistance Facility (TAF) which is supported by the Australian Aid (AusAid) and other development partners of the Department. xxx”

- F. On Page 30, Section III, the structure of the General Administration and Support Services Group (GASSG) is hereby amended to read as follows:



G. On Pages 30-32, Section III, the functions and key result areas of the **Administrative Service (AS)** and its Divisions are hereby amended to read as follows:

"XXX

ADMINISTRATIVE SERVICE

General Function:

Administrative Service is primarily responsible for the provision, maintenance and management of logistical requirements to support the Department in the attainment of its vision and mission. It develops policies and formulates plans and programs related to the provision of logistical services and personnel administration. It is also responsible for the provision of services related to property management, record management, maintenance of properties/facilities, operation of transportation, communication, utility services and supervision of janitorial and security services. It ensures that appropriate management systems and procedures are in place for economical, efficient and effective administrative services.

Specific Functions:

1. *Develop and recommend policies, programs, and procedures relative to efficient and effective property management, provision of transportation/*

- communication/ security/ janitorial services, maintenance of assets/properties and personnel transactions;*
2. *Provide logistical support, strategic services and technical assistance to the Department on administration concerns;*
 3. *Responsible for the custodianship of all properties of the Department;*
 4. *Ensure policies, programs, systems and procedures on the efficient and effective record management, provision of transportation/communication/security /janitorial services, maintenance of facilities and assets of the Department are in place and implemented;*
 5. *Implement, monitor, and enhance policies and systems regarding personnel transactions, benefits other personnel administration concerns of the Department; and*
 6. *Ensure effective and efficient management of the National Relief Operation Center (NROC) and institute appropriate policies and systems for facilitating, documenting, monitoring, utilization and reporting of donations.*

Key Result Areas:

1. *Property Management*
2. *Asset Management*
3. *Record Management*
4. *Facility Maintenance*
5. *Transportation, Communication, Utility, Janitorial and Security Services Supervision and Operation*
6. *Personnel Administration*
7. *Warehouse Management*
8. *Donations Facilitation and Management*

There are four (4) Divisions in AS:

Property and Asset Management Division

1. *Recommend policies, programs and procedures on management and disposition of real properties, equipment, semi-expendable properties and waste materials;*
2. *Maintain an inventory and updated records of all fixed assets and semi-expendable properties of the Central Office;*
3. *Ensure the completeness of the documentation, registration and security of all fixed assets acquired through purchase, donations, or other modes of acquisition;*
4. *Responsible for the safekeeping and updating of records, documentation of ownership, and insurance of all real properties and fixed assets, as well as movable properties such as motor vehicles and equipment;*

5. *Advise the management on applicable laws, rules and regulations on assets occupied by informal settlers, and on how to prevent encroachment on DSWD properties;*
6. *Ensure the documentation and updating of policies, management decisions and agreements regarding the issue of informal settlers on DSWD properties;*
7. *Advise the management on the acquisition and disposition of donated property;*
8. *Responsible for the custodianship of all properties of the Department;*
9. *Responsible for the issuance, safeguarding and updating of Memorandum Receipts for equipment, semi-expendable, and non-expendable properties, including Invoice-Receipts of Property;*
10. *Responsible for the inventory and disposition of unserviceable or obsolete properties through sale or transfer to other government agencies;*
11. *Provide technical assistance to other operating units on its areas of expertise.*

General Services Division

1. *Develop and recommend policies, programs and procedures for the efficient and effective record management, provision of transportation/communication/security/janitorial services, maintenance of vehicle, equipment, building and ground, as well as other assets of the Department;*
2. *Ensure that the policies, programs, system and procedures on the efficient and effective record management, provision of transportation/communication/security/janitorial services, maintenance of vehicles, equipment, building and ground, as well as other assets of the Department are in place and implemented;*
3. *Responsible for the provision of efficient and effective record management, including retrieval and disposition, as well as messengerial services.*
4. *Ensure the preservation and safekeeping of historical and important documents of the Department;*
5. *Ensure the maintenance and upkeep of the building, equipment and other physical property of the Department;*
6. *Ensure compliance to safety standards of the work place, roadworthiness of the vehicles, availability of water and power supply, clean and healthy work environment;*
7. *Implement infrastructure projects;*
8. *Provide technical assistance on record management maintenance of equipment, building, facilities and other physical property, as well as engineering and construction works of the Department.*

Personnel Administration Division

1. *Advise and update management on personnel policy and administration;*

2. *Establish and implement an integrated personnel program that shall ensure periodic/regular review of classification and remuneration of positions in the Department;*
3. *Administer policies/rules, monitor and act on all personnel matters relating to attendance, tardiness, leave of absence, retirement, and other personnel records transactions;*
4. *Administer the classification and compensation plan of DSWD positions and personnel;*
5. *Prepare payroll of personnel for salaries and other compensation and benefits;*
6. *Maintain personnel records and files;*
7. *Generate, maintain, and submit personnel statistics/information and reports needed by the management and oversight agencies;*
8. *Maintain plantilla of personnel of the Department;*
9. *Determine and recommend expenditure level of personnel services;*
10. *Keep records of appointments and contracts of service of personnel; and*
11. *Implement administrative and disciplinary sanctions imposed on erring personnel of the Department.*

Warehouse Management and Donation Facilitation Division

1. *Implement, review and continually improve policies, programs and systems relative to the maintenance, operations, and management of the National Resource Operations Center (NROC);*
2. *Review policies, guidelines, and systems in the management of donations-in-kind received by the Department from public and private parties situated locally or abroad;*
3. *In coordination with concerned units, ensure the proper documentation, inventory, valuation, utilization, and reporting of goods donated to the Department; and*
4. *Facilitate the receipt of donations and institute mechanisms to ensure transparency and efficiency of procedures in the receipt, inventory, valuation, utilization, and reporting of donated items.*

xxx"

- H. On Pages 32-33, Section III, the functions of the **Procurement and Supply Division (PSD)** and the **Bids and Awards Committee (BAC) Secretariat** are hereby lodged with the **Procurement Service**, whose functions and key result areas are as follows:

"xxx

PROCUREMENT SERVICE

General Function:

The Procurement Service (PS) shall ensure the efficient, effective, and timely provision of supplies and other logistical requirements to support the Department in the attainment of its vision and mission. It shall direct all activities of the agency pertaining to procurement planning, purchasing, and contract management and monitoring.

Specific Functions:

- 1. Manage and monitor all phases of the procurement process to ensure the provision of the logistical requirements of all OBSUs;*
- 2. Ensure compliance to applicable laws and regulations of procurement policies, procedures and systems;*
- 3. Manage the receipt and issuance of procured supplies, materials and equipment to requesting units;*
- 4. Manage the contracting process for suppliers of goods, civil works and services, including contract preparation, contract review by concerned units, signing of concerned parties and completion of documents relative to fund releases pursuant to contract provisions;*
- 5. Coordinate with concerned units to monitor compliance with the terms and conditions of the procurement contract, the release of payment to suppliers of goods, civil works, consultancy and other services, and explore options for non-performance, including contract termination and imposition of sanctions against erring parties;*
- 6. Create and maintain the price monitoring list and the registry of suppliers, contractors and consultants;*
- 7. Conduct research and market studies on frequently procured goods and services; and*
- 8. Provide technical assistance to OBSUs on its areas of expertise.*

Key Result Areas:

- 1. Procurement Management and Monitoring*
- 2. Supply Management*
- 3. Contract Management and Monitoring*
- 4. Market Research and Product Standards Development*
- 5. Capacity Building on Procurement and Contract Management*

There are two (2) Divisions in PS:

Procurement Planning and Management Division

1. *Coordinate and monitor all procurement activities of the agency, whether in the central (including those of its staff bureaus) or regional level;*
2. *Consolidate the Project Management Procurement Plans (PPMPs) of all OBSUs and prepare the annual Agency Procurement Plan (APP);*
3. *Check and review Requisition Issuance Slip (RIS) and Purchase Requisition (PR) to ensure that all procurement transactions are included in the Approved APP/PPMP and in accordance with legal and regulatory requirements;*
4. *Process bidding and procurement requirements to purchase goods, civil works, consulting, and other services;*
5. *Implement, review and enhance policies, programs, procedures and systems relative to the procurement of goods and services and other logistical support;*
6. *Monitor procurement activities and milestones for proper reporting to OBSUs and relevant agencies;*
7. *Create and maintain the price monitoring list and an updated registry of suppliers, contractors and consultants;*
8. *Provide technical assistance relative to procurement planning and management;*
9. *Conduct research and development activities to ensure that procurement systems can respond to market developments and emerging needs of the Department;*
10. *Build linkages and networking arrangements with GPPB and other major stakeholders to promote compliance to RA 9184 and other applicable regulations while ensuring responsiveness to the Department's needs for goods, civil works, consulting and other services, and other logistical requirements; and*
11. *Concurrently perform the functions of the Bids and Awards Committee (BAC) Secretariat including coordination with end users, Project Monitoring Offices, other units of the line agency, other government agencies, providers of goods, works and consulting services, and the general public.*

Contract Management Division

1. *Responsible for all post-award contract management activities, including receipt and issuance of procured supplies, materials and equipment;*
2. *Coordinate with end-users in the preparation of Purchase Order (P.O.)/Obligation Request (ObR), facilitate signing and approval on funding, serve funded P.O./contract to suppliers for conforme, follow-up delivery, and ensure the completion of supporting documents for processing of payment to winning bidders;*
3. *Facilitate final inspection and acceptance of goods, and manage one (1) warehouse as staging area prior to issuance to requesting units;*

4. *Coordinate contract preparation, signing of concerned parties and payment processes;*
5. *Assist OBSUs in ensuring compliance with the terms and conditions of the procurement contract, the release of payment to suppliers of goods, civil works, consulting and other services, and explore options for non-performance, including contract termination and imposition of sanctions against erring parties, such as forfeiture of performance security and blacklisting;*
6. *Provide technical assistance relative to contract management; and*
7. *Develop an effective and efficient system of monitoring contracts in coordination with OBSUs.*

x x x"

This Memorandum takes effect immediately, and revokes or amends previous issuances inconsistent herewith.

Issued in Quezon City, this 27th day of April 2012.


CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:


ROMEO P. SULLER
Chief, General Services Division