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MEMORANDUM CIRCULAR

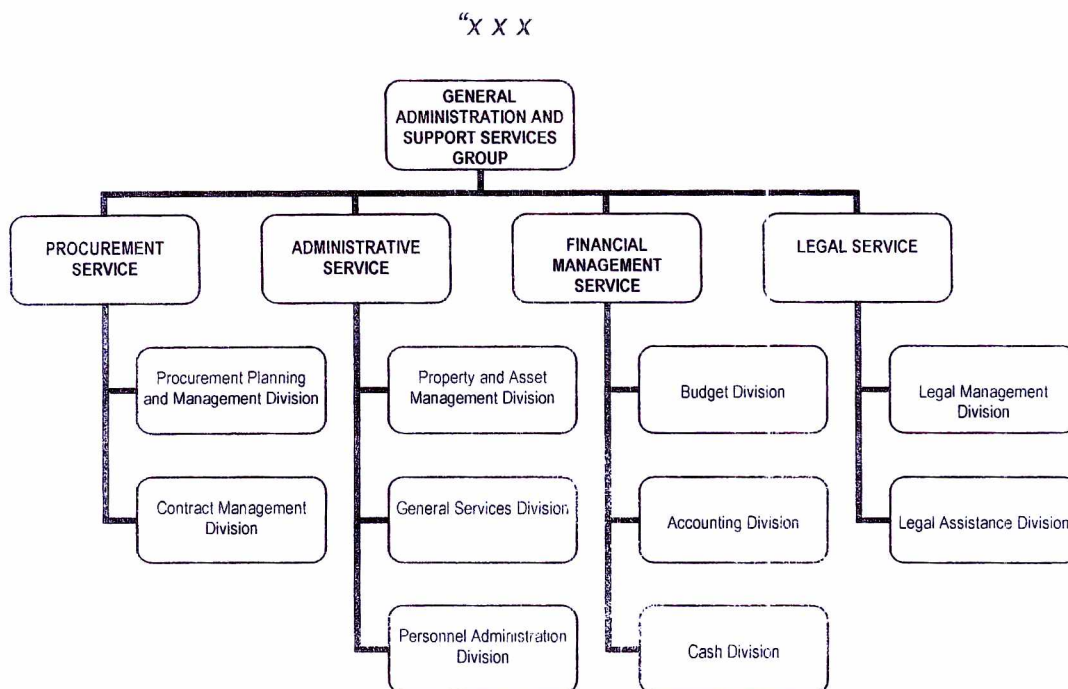
No. 25
Series of 2012

LEGAL SERVICE
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SUBJECT: AMENDMENT TO M.C. No. 1, SERIES OF 2012, ENTITLED, "RE-CLUSTERING OF OFFICES, BUREAUS, SERVICES AND UNITS (OBSUs) AT THE DSWD CENTRAL OFFICE" as amended by M.C. No. 6, SERIES OF 2012

In the exigency of the service, and after due consultation with concerned offices and units, the Executive Committee agreed to amend Memorandum Circular No. 1, Series of 2012, as amended by Memorandum Circular No. 6, also Series of 2012, particularly the following:

- A. On Pages 30-32, Section III of MC 1, as amended by Item G, Page 3 of MC 6, the structure, functions and key result areas of the Administrative Service (AS) are hereby amended to read as follows:



X X X

Specific Functions:

X X X

5. Implement, monitor, and enhance policies and systems regarding personnel transactions, benefits and other personnel administration concerns of the Department.

Key Result Areas

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

There are three (3) Divisions in AS:

Property and Asset Management Division

X X X

General Services Division

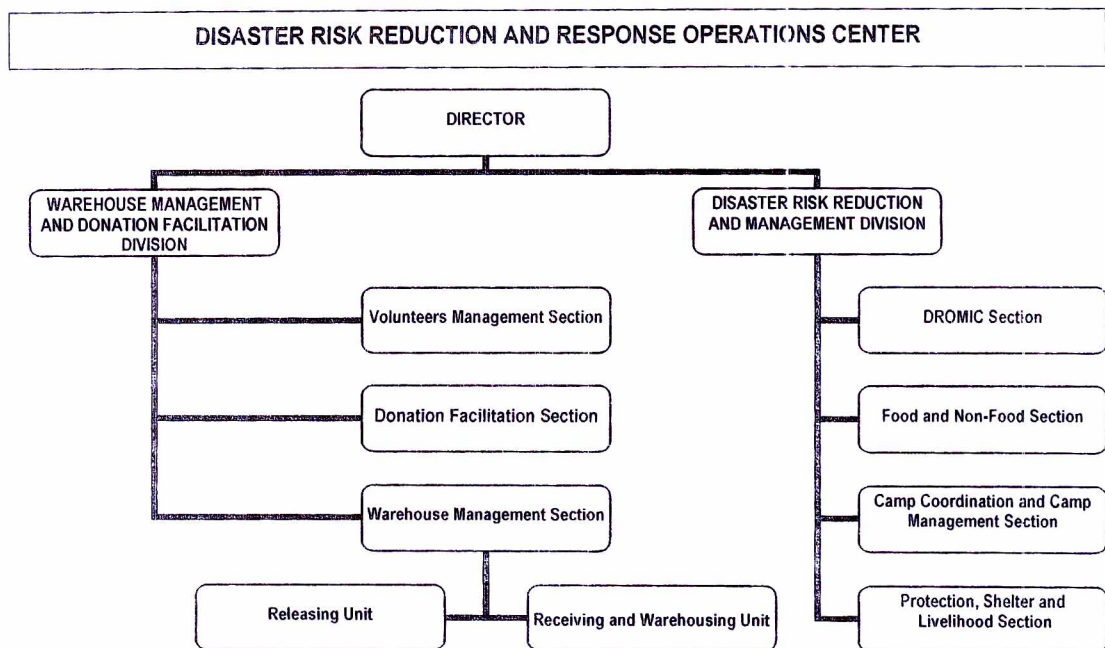
X X X

Personnel Administration Division

X X X"

B. Organization of the Disaster Risk Reduction and Response Operations Office (DRRROO)

The Disaster Risk Reduction and Response Operations Office (DRRROO) is hereby organized with two (2) Divisions, namely: (1) the Warehouse Management and Donation Facilitation Division (originally under the AS) and the Disaster Risk Reduction and Management Division (originally under the PSB). The DRRROO shall have the following structure, functions and key result areas:



General Function:

The Disaster Risk Reduction and Response Operations Office (DRRROO) under the Operations and Programs Group shall be mandated to recommend policies and programs for disaster mitigation and management. The DRRROO shall lead in the planning, coordination and monitoring of all disaster related/response efforts in accordance with Republic Act 10121, also known as the "National Disaster Risk Reduction and Management Act of 2010."

Specific Functions:

- 1. Recommend and implement policies, programs, procedures and systems relative to warehouse management and donation facilitation/processing;*
- 2. Develop and enhance operational guidelines along disaster risk reduction and management and special concerns to ensure smooth implementation in the Field Offices/LGUs and intermediaries;*
- 3. Translate and adopt international/global standards to local disaster management situations.*
- 4. Plan and coordinate international, national and local assistance efforts in relation to the DSWD function as lead agency of Food and Non-Food Cluster, Camp Coordination and Management Cluster, Protection, Shelter and Livelihood Cluster.*
- 5. Monitor and provide technical assistance and resource augmentation to DSWD Field Offices and other intermediaries for the implementation or management of disaster and special concerns;*
- 6. Adhere to and adopt universal norms, principles and standards of humanitarian assistance;*
- 7. Enhance existing procedures, structures and mechanisms on disaster data management and information dissemination;*
- 8. Study and assess the need of the Field Offices and recommend allocation of program funds and augmentation support for LGUs and other intermediaries;*
- 9. Act as the Secretariat for focal point for the inter-agency, inter-cluster, inter-country coordination efforts along disaster management and special concerns; and*
- 10. Maintain database of all disaster management and special concerns-related projects and activities and document best practices on these concerns.*

Key Result Areas:

1. *Warehouse Management*
2. *Donation Facilitation and Management*
3. *Volunteers Management*
4. *Processing and Allocation Management*
5. *Technical Assistance and Resource Augmentation*
6. *Protective Services Monitoring and Evaluation*

There are two (2) Divisions in DRRMROO:

Warehouse Management and Donation Facilitation Division (WMDFD)

General Function:

The WMDFD is responsible in facilitating, receiving, warehousing, processing, releasing, production/repackaging and allocation of donated/procured food and non-food items to be distributed to disaster stricken areas and management of volunteers during disaster relief operations. It shall be composed of three (3) Sections, namely: (1) Donation Facilitation Section; (2) Warehouse Management Section; and (3) Volunteers Management Section.

Specific Functions:

1. *Implement, review and continually improve policies, programs and systems relative to the maintenance, operations, and management of the DSWD warehouses;*
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;*
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;*
5. *Manage/Monitor the production/repackaging and allocation of relief goods to affected areas and families; and*
6. *Promote volunteerism and monitor/supervise mobilization of volunteers during disaster relief operations.*

Disaster Risk Reduction and Management Division (DRRMD)

General Function:

The DRRMD shall lead in the planning, coordinating, and monitoring of all disaster response efforts in accordance with RA 10121 and shall be responsible for the effective and efficient provision of technical assistance, monitoring, and resource augmentation to the different FOs, LGUs, and NGOs involved in disaster management. It shall be composed of four (4) Sections, namely: (1) Disaster Response Operations Monitoring and Information Center (DROMIC) Section; (2) Food and Non-Food Section; (3) Camp Coordination and Camp Management Section; and (4) Protection, Shelter and Livelihood Section.

Specific Functions:

1. Plan and preposition relief goods to disaster affected areas and restore at least the pre-disaster level of food security;
2. Develop appropriate operational strategies covering pre- and post- event phases of disaster that will provide clear direction for the Cluster partners;
3. Undertake advocacy on protection/prevention of abuse, discrimination and violence in evacuation centers/camps;
4. Provide technical assistance and resource augmentation to Field Offices to effectively implement the early recovery and rehabilitation projects in the disaster affected areas;
5. Provide livelihood assistance to identified disaster affected families;
6. Generate relevant disaster statistics/baseline data including maps and monitoring tools for data banking and maintain database and documents imperative for the delivery of services to the affected families and community; and
7. Disseminate disaster data and information to the public through the Social Marketing Service of DSWD, media, NGOs and other government information agencies.


The attached approved Terms of Reference shall provide the detailed operational framework and guidelines for the DRRROO.

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

Issued in Quezon City, this 26th day of December 2012.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit