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Department of Social Welfare and Development

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IBP ROAD, CONSTITUTION HILLS, QC

MEMORANDUM CIRCULAR No. 07
Series of 2013.

JUN 10 2013 (329)

LEGAL SERVICE *11/Am*

REVISED TERMS OF REFERENCE OF THE DSWD
MANAGEMENT COMMITTEE (MANCOM)

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I. PURPOSE

The Management Committee (MANCOM) of the Department of Social Welfare and Development (DSWD) is a consultative mechanism to institute a closely coordinated work across bureaus and service units. It functions as a collegial body that provides complete staff work for the Executive Committee and the Secretary towards instituting systematic and effective provision of support services for the key mandate on policy making and operations of the agency.

It provides for a cross unit communication set-up that undertakes the complete review and integration of inputs for proposed guidelines, position papers, policies, issuances and other policy instruments. It is also a forum for problem and issue identification as well as leveling or resolving conflicting views, building consensus, and coming up with policy recommendations on matters needing the intervention and action of the DSWD Executive Committee (EXECOM). Discussions and consultations shall include, among others, issues and concerns that could not be resolved at various levels of the organizational or functional structure, and sentiments and views of the rank-and-file that were endorsed to the MANCOM.

The MANCOM shall be an independent body representing middle management of DSWD.

II. GUIDING PRINCIPLES

1. **Consultation and collegial relations.** In its deliberations and discussions, the MANCOM shall primarily maintain consultative and collegial interaction and encourage frank and open exchange of views.
2. **Steadfastness in decision-making.** During its regular meetings, the MANCOM shall decide and act upon all matters brought to it, except those that need further study.
3. **Confidentiality and proper regard of documents.** Documents brought to the MANCOM marked "for discussion only", "draft only, or "restricted copies" shall be treated accordingly.
4. **Continuity of discussions and deliberations.** To facilitate and ensure a continuous discussion of issues and review and deliberation of policies, guidelines, issuances, policy papers and the like, the MANCOM shall set a timeline for all activities to be undertaken.

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5. **Quality-checking of outputs.** In accordance with the DSWD Reform Agenda, the MANCOM shall ensure that all policies, guidelines and other issuances submitted for deliberation and endorsement to the EXECOM are strategic, evidence-based and result-oriented.

III. TASKS AND RESPONSIBILITIES

The MANCOM shall:

1. Propose or recommend new internal policies or measures, and enhance, revise and/or improve existing policies or measures.
2. Solicit, monitor, and integrate comments and inputs on draft policies, guidelines, position papers, issuances, and other documents circulated among all MANCOM members, deliberate on the same, and recommend or submit a unified position and/or recommendation on the same to the EXECOM for review and approval. It is especially important for the MANCOM to flag inconsistencies, contradictions and potential gaps or loopholes in proposed and existing policies and practices of the agency.
3. Create necessary inter-office *ad hoc* committees or task forces and other types of collaborative work groups to undertake preparatory work and act on converging issues and concerns, and come up with an integrated draft output to be presented to the EXECOM.
4. Provide complete staff work for the EXECOM in developing, implementing, monitoring and improving issuances, policies, and guidelines for the Department.
5. Identify and bring in other inputs such as resource persons and references when appropriate, from within and outside the Department to enrich the thinking and decision making of the MANCOM on matters pertaining to current and emerging trends, technologies, and other concerns related to issues being acted upon by the MANCOM and the EXECOM.

IV. COMPOSITION AND ROLES

1. The following shall comprise the MANCOM:
 - a) Directors and Assistant Directors of Bureaus
 - b) Directors of Services and of Offices
 - c) Heads and Deputies of Project Management Offices (PMOs)
 - d) Head Executive Assistant of the Office of the Secretary
 - e) Heads or Executive Directors of Attached Agencies

f) Other Officials Directed by the Secretary

Heads or Executive Directors of Attached Agencies are not expected to attend a MANCOM meeting if the agenda does not include any item that directly concerns their agencies.

2. Members shall ensure dissemination and proper channeling of appropriate information and decisions emanating from MANCOM sessions and work to specifically targeted individuals or subgroups within their own respective bureaus and service units like Division Chiefs and their staff. This will provide for a double - loop communication about important areas of concern and priorities that require action from their OBS. Members in turn shall also bring the concerns of their staff to the MANCOM.
3. The MANCOM Chairperson
 - a. The MANCOM Chairperson shall be unanimously elected from among the members to represent the clusters on a rotation basis.
 - b. The elected Chairperson shall serve a term of one year.
 - c. The Chairperson shall preside over MANCOM meetings.
 - d. The Chairperson shall be the signatory of all documents passed by the MANCOM for endorsement to the EXECOM.
 - e. The EXECOM may, if necessary, invite the Chairperson to attend its meetings, during which the Chairperson shall serve as the MANCOM representative.
4. The MANCOM Vice-Chairperson

The PDPB shall be the permanent Vice-Chairperson and carry out the functions of the Chairperson in his/her absence. Other tasks and special assignments could be taken on by the Vice Chairperson.
5. The MANCOM Secretariat.
 - a. The PDPB shall serve as the permanent Secretariat. For coordination purposes, a technical staff from the Office of the MANCOM Chairperson shall also be assigned to provide secretariat support.
 - b. The PDPB shall:
 - i. Prepare the agenda of meetings in coordination with the Chairperson and in consultation with all MANCOM members.
 - ii. Issue notices, document and prepare highlights of meetings, and distribute these at least two (2) days before the next meeting.
 - iii. Provide for administrative requirements during meetings.

- schedule and presenter and provide a brief background of the proposed agenda item.
- v. Be responsible for translating all agreements reached by the MANCOM into policies for onward submission to, and approval by, the EXECOM.
 - vi. Monitor and prepare reports, including semestral reports, on actions taken and status of implementation of assigned tasks. The Secretariat shall adopt the Summary of Agreement (SOA) format in the monitoring of agreements and follow through of business arising in the previous meetings. It shall also prepare other reports as required.
 - vii. Prepare the project proposal to fund the expenses related to holding MANCOM meetings, and for monitoring the use of such fund.
 - viii. Act as the repository of documents pertinent to all meetings conducted.
- c. The Technical Staff from the Office of the MANCOM Chairperson shall:
- i. Coordinate with the PDPB in the preparation of the agenda, schedule and other concerns
 - ii. Receive all communications submitted by the Secretariat for the MANCOM Chair's signature/approval and monitor its status
 - iii. Assist in the confirmation of attendance of the MANCOM Members in the meetings.
 - iv. Provide administrative/logistical support during meetings.

V. MEETINGS

1. The MANCOM shall meet regularly twice a month. At the start of every year, the MANCOM chairperson, together with the MANCOM Secretariat, shall prepare a schedule of all MANCOM regular meetings for that year. In case of cancellations, the Chairperson will convene and call meetings to ensure that the total of two meetings per month will be achieved.
2. The Chairperson may call special meetings as needed.
3. Aside from the regular meetings, there shall also be semi-annual Joint EXECOM-MANCOM Meetings, to be held at least two (2) weeks before each National Management Development Conference (NMDC), to resolve, in a collegial and consultative manner, conflicting views or long-unsettled issues needing EXECOM intervention.

4. The Secretariat shall notify members of the venue and time, as well as the agenda , at least two (2) days prior to the meeting.
5. An attendance of over fifty percent (50%) of all available members shall constitute a quorum for a meeting provided that the actual members present shall not be less than one-third of the total number of MANCOM members on record. "Available members" are those who are neither on approved leave nor on official travel. Unless their attendance is required for a particular meeting, Heads or Executive Directors of Attached Agencies shall not count as "available members". Members who are on approved leave or on official travel during a meeting shall submit proof of such before the next meeting.
6. If a member cannot attend a meeting, an alternate not lower than a Division Chief may attend. Alternates may not vote during meetings and shall not count for the purpose of determining a quorum. Members shall adequately brief and prepare their alternates for the meeting.
7. The Secretariat shall serve as the official timekeeper for meetings.
8. Expenses for MANCOM meetings shall be charged against the Department budget for that purpose. However, members making a presentation before the MANCOM shall bear the cost of reproducing their materials.

VI. PROCEDURE FOR POLICY PROPOSALS

The following procedure shall be observed for any proposed policy, guideline, issuance, position paper, agreement or the like (a "Document") needing MANCOM comments or inputs:

1. The proponent shall first have the Document cleared and approved within the Proponent's Cluster.
2. Upon approval of the Cluster, the Proponent shall circulate copies of the Document among all OBS, including NPMOs and Field Offices, to solicit comments thereon within a reasonable time.

Per Memorandum Circular No. 6 s 2010, the proponent shall ensure that the concerned core group of specialists of the OBS and Field Offices are consciously given opportunities to provide their comments and inputs to the proposed Document.
3. The Proponent shall consider all comments received, prepare a Matrix of these comments and the corresponding actions thereon, and revise the Document as appropriate.
4. The Proponent shall then submit the revised Document to the Chairperson to request for the inclusion of the final draft of said Document in the agenda for deliberation in the next meeting.

5. The MANCOM may create a work group (Technical Working Group (TWG) et. al.) to study the Document and ensure that issues have been properly identified and analyzed, and that recommended solutions, processes or policies have been subjected to rigorous expert review.
6. To minimize paper consumption and maximize electronic communication, presentation and other materials shall be sent electronically to MANCOM members by the Proponent office at least two (2) working days before the meeting. If hard copies of materials have to be reproduced, the same shall be the cost of the presenting MANCOM member.
7. During the meeting, the Proponent must personally make the presentation, aided by staff as needed. The Proponent shall have fifteen (15) minutes to present the revised Document.
8. During the meeting, the MANCOM as a collegial body shall reach consensus in all issues surrounding the Document. Motion shall either be:
 - (a) An outright approval of the document;
 - (b) An agreement to enhance the Document and approve the enhancement through a referendum.

The Proponent shall enhance the document containing the integrated comments/inputs that were gathered during the MANCOM Meeting. The enhanced document shall be re-routed to the members with the referendum form for signature/approval of endorsing MANCOM member;

- (c) An agreement to have the Document enhanced and presented again in the next meeting.

The proponent shall enhance the document integrating comments/inputs gathered during the MANCOM meeting for presentation in the next meeting.

9. Upon approval of the Document, the Proponent shall then transmit the final approved Document to the Social Marketing Service (SMS). The SMS shall finalize the form of the Document, taking care not to alter its substance. OBSUs are encouraged to develop the competency of its staff on document styling with the assistance of SMS or by any expert Resource Person.
10. Upon receipt of the final approved Document, the Chairperson shall endorse it to the EXECOM for review and approval, copy-furnishing the Proponent's cluster head.


VII. EFFECTIVITY

These Terms of Reference shall take effect immediately.

All previous issuances that were contrary to or inconsistent with these Terms of Reference are hereby repealed, modified or amended accordingly.


CORAZON JULIANO-SOLIMAN
Secretary *for duty*

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit