

# Republic of the Philippines

# Department of Social Welfare and Developmente & DEV'T.

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MEMORANDUM CIRCULAR NO. 16
Series of 2013

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### PROTOCOL FOR THE COORDINATION OF ACTIVITIES

### I. RATIONALE

This Memorandum Circular is an endeavor of the Management Committee (MANCOM) pursuant to Memorandum Circular No. 7, series of 2013 (the REVISED TERMS OF REFERENCE OF DSWD MANCOM), which directs the MANCOM 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."

### II. OBJECTIVES

This Memorandum Circular aims to institutionalize the coordination of the schedules of activities of the Department by ensuring that activities organized by the Department's various Offices, Bureaus, Services and Units (OBSUs) are closely coordinated to maximize the Department's resources as well as the impact of these activities.

Specifically, it aims to:

- 1. Prevent conflicting issuances from the OBS on the conduct of their respective activities;
- 2. Maximize contribution and/or participation of target Officials, and other representatives in specific activities; and
- 3. Ensure that Regional Directors and Assistant Regional Directors of the Field Offices are not out of the office at the same time or for a long period of time.

### III. PROTOCOLS

# A. Coverage

Activities covered by this Memorandum Circular are those that involve Department officials of rank Director III and Director IV, including, but not necessarily limited to the following:

- a. Program Review and Evaluation Workshops (OBS)
- b. Fora on Policy and Program Concerns (CBB and PDPB)
- c. Operations Reviews (OBS primarily GASSG)
- d. Implementation Support Missions (PDPB and NPMOs)
- e. National Management Development Conferences (PDPB)
- f. Performance Planning and Assessments (OSM and HRDB)
- g. Orientations on programs and projects (OBS)
- h. Work and Financial Planning (FMS)
- i. Annual Procurement Planning (PS)
- j. Pre-Procurement Conferences (PS)
- k. Managerial Courses/Trainings (CBB)
- I. Attached Agencies schedules/invitations/events (OPG)
- m. International and national events/programs
- n. Department-led Committee/Council Schedules
- o. Other meetings and activities requiring the participation of Regional Directors and Assistant Regional Directors

### B. Tasks of the MANCOM

The MANCOM is hereby charged with coordinating the schedules of activities covered by this Memorandum Circular.

### C. Tasks of the MANCOM Secretariat

The MANCOM Secretariat shall:

- a. Maintain a Calendar of Activities, which shall be a database of all scheduled activities covered by this Memorandum Circular.
- b. Coordinate with the Information and Communication Technology Management Service (ICTMS) to make the Calendar of Activities accessible to all EXECOM and MANCOM members, Regional Directors and Assistant Regional Directors.
- c. Issue Clearances that the proposed activities of OBSUs for the month shall not conflict with any other activity that has been previously scheduled and reported to the MANCOM Secretariat.

## D. Requests for Clearances

- a. At the start of the year, all OBS and Clusters shall submit to the MANCOM Secretariat all of their planned activities for the year including the proposed venues and participants. Proposed activities of OBSUs must be properly endorsed by their Cluster Heads.
- b. The MANCOM Secretariat shall consolidate said proposed activities and come up with a calendar of activities for the year, which shall be presented during the first meeting of the MANCOM to resolve conflict of schedules, if any.
- c. During the course of the year, before a new proposed activity by any OBS is approved, the proponent OBS shall secure from the MANCOM Chairperson a Clearance to the effect that the proposed activity is not in conflict with any other activity that has been previously scheduled in the calendar.
  - There is a conflict if there is an overlap in the personnel involved in the two activities scheduled on the same time. A conflict shall also be considered if two or more OBS activities are scheduled simultaneously in the same region.
- d. If there is an overlap/conflict on the proposed schedules, OBS concerned can propose either joint/back to back/parallel activities, provided that the conduct of said activities will not involve the participation of the RDs and ARDs at the same time or for a long period of time. In which case, OBSUs concerned shall jointly file for clearance.
- e. Each OBS shall appoint a focal person to coordinate with the MANCOM Secretariat for their proposed activities.
- f. The request to the MANCOM Secretariat shall include the pertinent details of the activity, including, but not necessarily limited to:
  - i. Title
  - ii. Venue
  - iii. Officials/Personnel involved in the activity specifically indicating the nature of participation of each official (e.g., whether as participants, resource persons, support staff, or any other capacity)
  - iv. Inclusive dates (indicate the actual date/s on which each official would be needed, with allowance for travel time)
  - v. The proponent OBS
- g. The foregoing shall apply to amendments to previously scheduled and reported activities.
- h. The MANCOM Secretariat shall act on requests within one day from receipt thereof.

- i. The clearance shall be issued in writing and signed by the MANCOM Chairperson. Subsequently, upon approval of any activity, the MANCOM Chairperson shall direct the MANCOM Secretariat to post the approved activity/ies in the Calendar.
- j. Notwithstanding the MANCOM Chairperson's approval of the activity schedule, all RDs and ARDs are still required to seek clearance from the Secretary to participate in any OBS activity pursuant to existing policy.

### E. Notices

A proponent OBS must notify in writing all personnel involved in an activity at least ten days before that activity.

## IV. EFFECTIVITY

This Memorandum Circular shall take effect immediately. All previous issuances contrary to or inconsistent with this Memorandum Circular are hereby repealed, modified or amended accordingly.

CORAZON JULÍANO-SOLIMAN Secretary

Certified Copy:

MYRNA H. REYES Officer In-Charge

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