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22 June 2015

MEMORANDUM CIRCULAR No. 14
Series of 2015

SUBJECT: AMENDING MEMORANDUM CIRCULAR NO. 18, SERIES OF 2012. BY CREATING THE CONVERGENCE TECHNICAL SUPPORT UNITS AND MODIFICATION OF ITS MANDATE, FUNCTIONS, AND STRUCTURES

I. RATIONALE

In order to maximize the impact of its social protection programs and initiatives, the Department of Social Welfare and Development has adopted Convergence Strategy. It presents the ideal mechanism that must be embedded in the paradigm and harmonizes the interface of the various program process owners. The renewed focus of calibrating the integration of the Strategy by decentralizing its operationalization will intensify greater convergence of various stakeholders both internal and external. And as the Department gears to scale up its interventions to improve the well-being of its beneficiaries, there are different development activities and initiatives that are being implemented at the regional, provincial and municipal levels directing all efforts and resources purposively to the poor who should benefit more programs and services from the government and the privates sectors. This requires appropriate policy environment and a responsive structure that could effectively deliver the envisioned results.

Thus, to further advance the Strategy, this Memorandum Circular amends Memorandum Circular No. 18, otherwise known as *"Guidelines on Internal Convergence of the DSWD Core Social Protection Programs"* by creating the National and Regional Convergence Technical Support Units with the corresponding convergence structures at the provincial and city/municipal levels governed by the new mandates, functions and structures.

II. LEGAL BASIS

The following laws and policies provide the legal bases and establish the mandate of the Department of Social Welfare and Development to adopt Convergence Strategy in the implementation of its Core Social Protection Programs.

1. **Republic Act 5416** of 1968 created the DSWD and mandates the Department to set standards and policies to ensure effective implementation of public and private social welfare programs;

2. **Philippine Development Plan 2011-2016 Chapter 8: Social Development – Inclusive Growth and Poverty Reduction:** Framework

for inclusive growth and serves as the government's blueprint that will facilitate social development and achieve improved the quality of life of all;

3. **Executive Order 43 s. 2011** – Human Development and Poverty Reduction Cluster – a venue and mechanism for coordination, harmonization, complementation and synergy among the Departments and other government instrumentalities in partnership with the private sector and civil society organizations.

4. **Executive Order No.26, S. 2011 National Convergence Initiatives:** Complementation of agency initiatives for sustainable rural development through common intervention strategy that will facilitate the convergence of the resources of the three agencies. (Interdepartmental Convergence Initiatives for a National Greening Program between DA-DAR-DENR.

5. **Executive Order No. 15 Series of 1998 and Executive Order 221 S. 2003** Redirects the Function and Operations of the Department of Social Welfare and Development) and emphasized the role of DSWD to enable LGUs, NGOs, Other NGAs, POs and other member of society in implementing social welfare and development programs.

6. **NEDA-SDC Resolution No. 3 2012:** "Approving and Adopting the Social Protection Operational Framework" to serve as guide for implementing social protection programs/interventions and other SP-related policies.

7. **Memorandum Circular No. 18, Series of 2012:** Guidelines on Internal Convergence of the DSWD Core Social Welfare Protection Programs

8. **Memorandum Circular No. 07 Series of 2012:** Framework on the Engagement with Civil Society Organizations on the Implementation of the Department of Social Welfare and Development's Social Protection Programs.

9. **DSWD Memorandum Circular No. 1, Series of 2012,** states that the main objectives of re-clustering of the DSWD are to further strengthen the Department's operations and increase the efficiency and synchronicity of the different offices, bureaus, services and units in the achievement of the DSWD's vision, mission and reform agenda providing better, faster and smarter social protection programs to the poor and vulnerable.

III. OBJECTIVES

The Philippine Development Plan (PDP) 2011-2016 serves as a guide for the government in formulating policies and in the implementation of development programs. It has also identified convergence as a key strategy in achieving inclusive growth. The Department for its part adopted the strategy to ensure complementation of its core programs and strengthen collaboration with external stakeholders to maximize results.

IV. ORGANIZATIONAL STRUCTURES

To better facilitate the operationalization and institutionalization of Convergence Strategy, the following organizational structures at the National, Regional, Provincial, City/Municipal levels shall be observed and be made functional:

Figure 1: National Convergence Structure

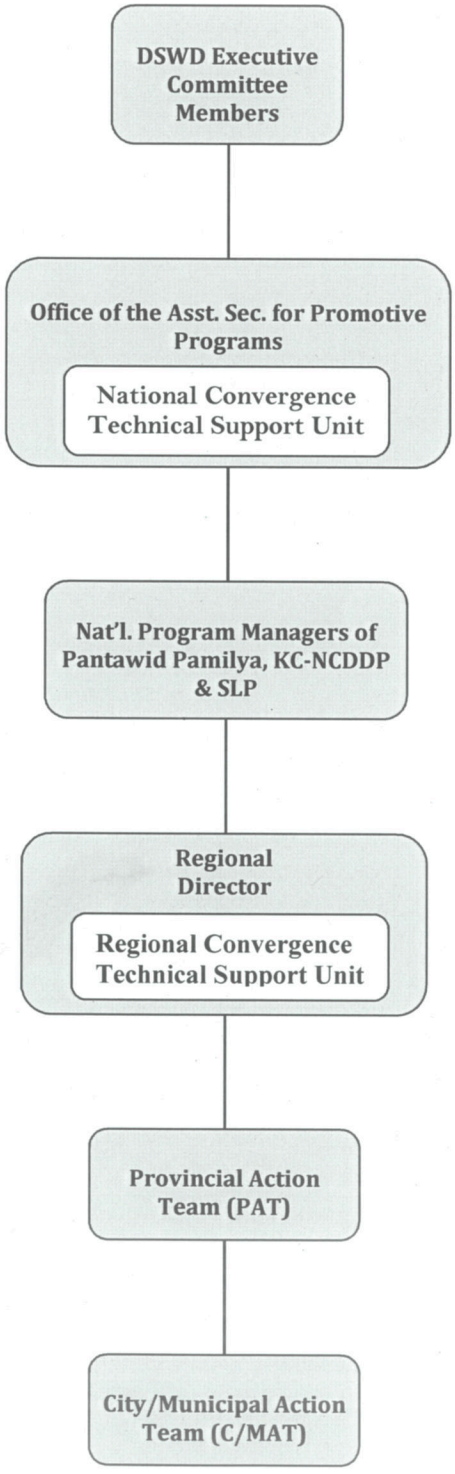


Figure 2: Convergence Structure of Promotive Programs

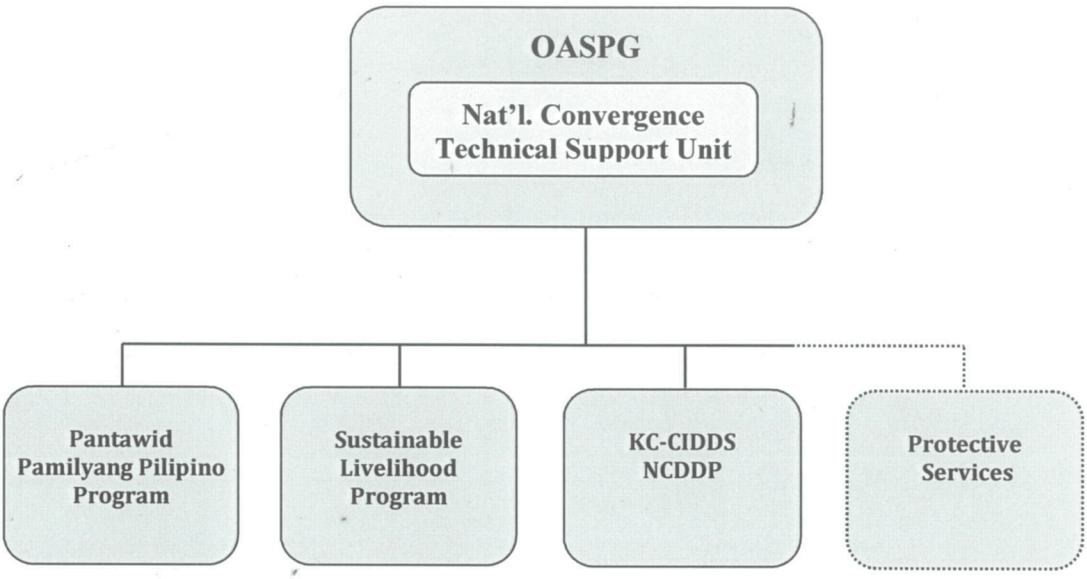


Figure 3: Structure of National Convergence Technical Support Unit

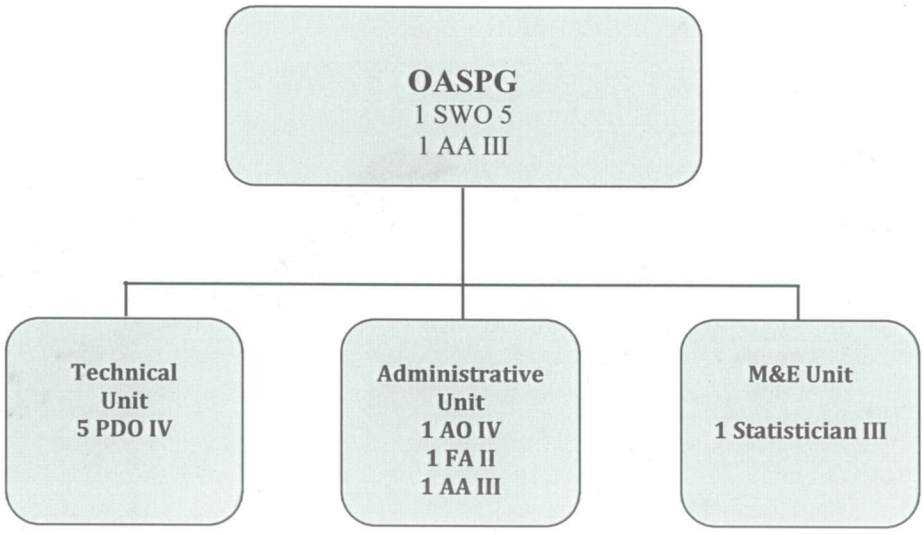
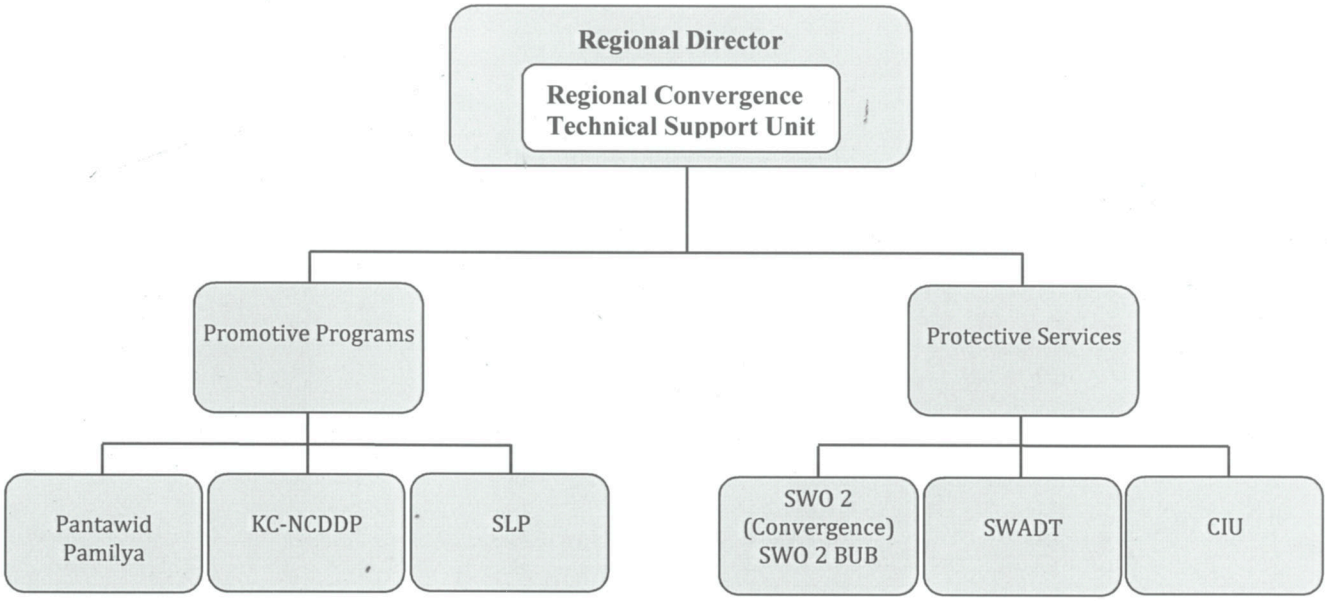


Figure 4: Structure of Regional Convergence Technical Support Unit



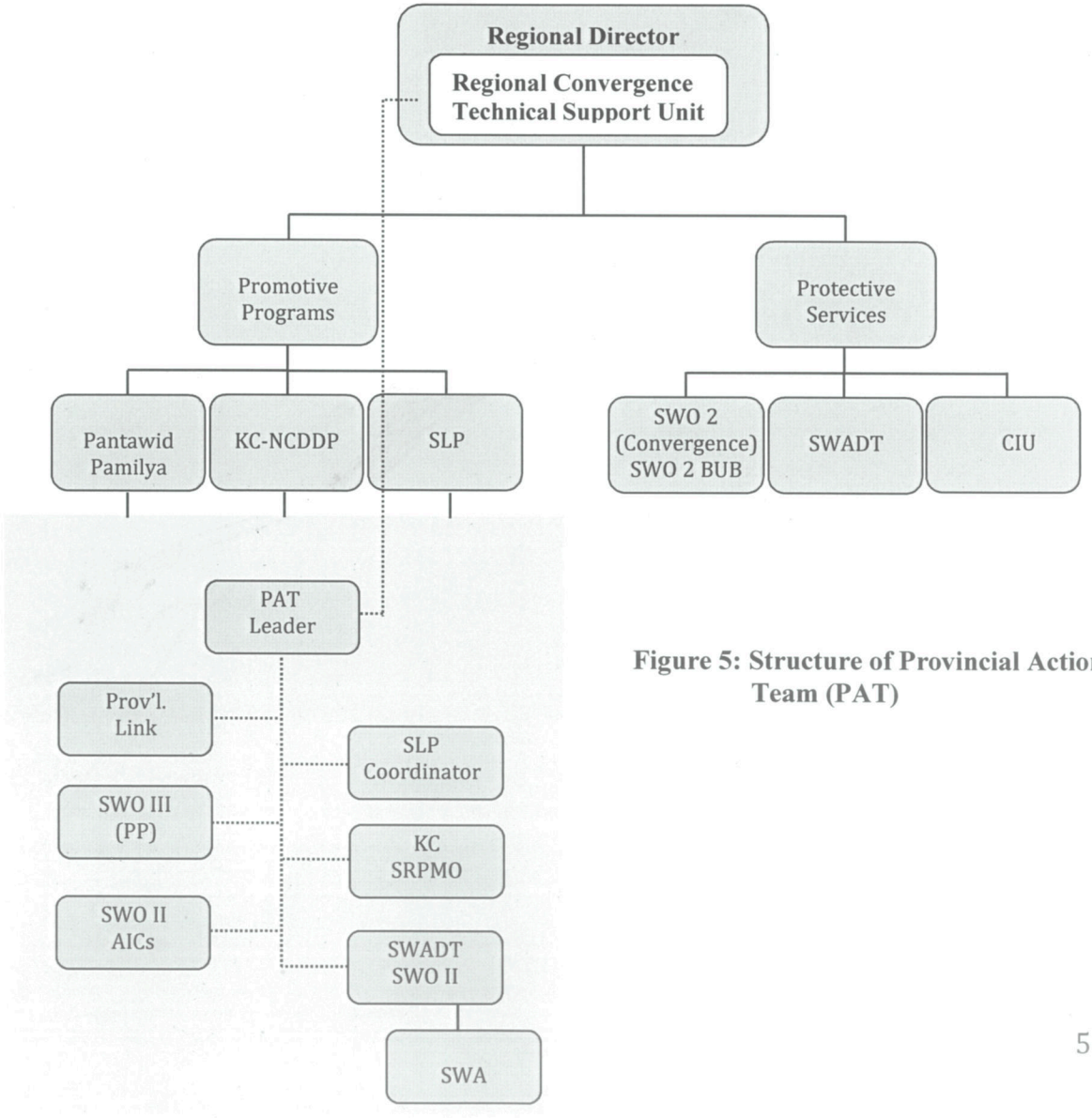
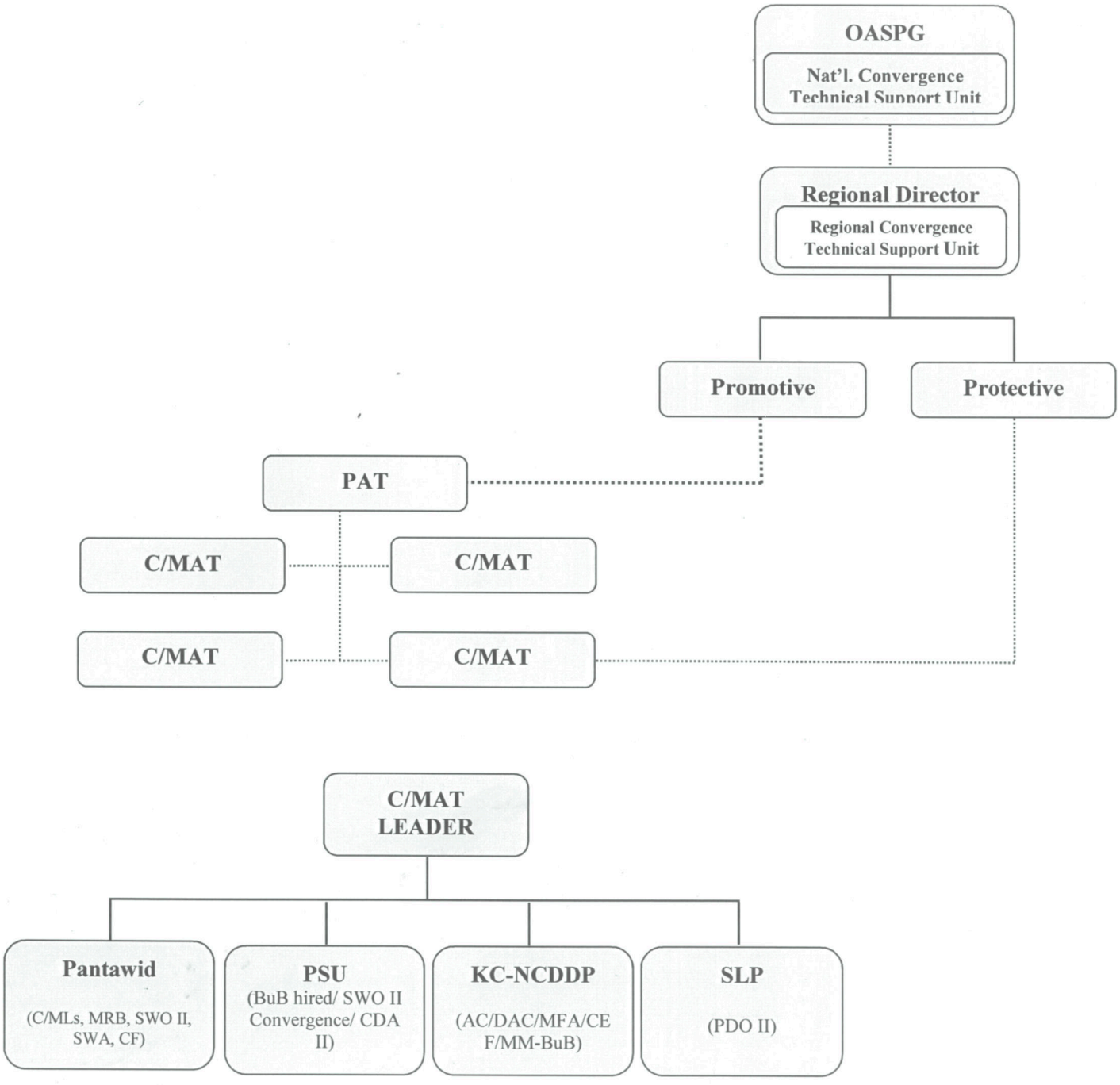


Figure 5: Structure of Provincial Action Team (PAT)

Figure 6. Structure of City/Municipal Action Team (C/MAT)



V. FUNCTIONS

A. National Level – National Convergence Technical Support Unit

The National Convergence Technical Support Unit (NCTSU) is instituted to provide technical and administrative support to the Office of the Assistant Secretary for Promotive Programs particularly in operationalizing Convergence Strategy and in the implementation of Bottom-Up Budgeting Projects implemented by the Department. It is mainly composed of *Technical Unit*, *Monitoring and Evaluation Unit*, and *Administrative Unit*.

a.1 Functions of Technical Unit:

a.1.a. Plan, monitor and evaluate the operationalization of local operation and implementation;
a.1.b. Provide analysis of issues that hinders the City/Municipal Action Teams and Provincial Action Teams from fully functioning. It includes conduct of studies to deepen understanding of drivers of Convergence, and BUB;
a.1.c. Recommend policy and actions to OASPG to enable the C/MAT and PAT to be more functional;
a.1.d. Propose and develop convergence initiatives, convergence models, and tools to OASPG based on the good practices identified in operationalizing the Strategy;
a.1.e. Track and build knowledge products (e.g. reports, results of studies and evaluations, documentation of good convergences practices) for development/enhancement of programs and/or policies;
a.1.f. Facilitate dialogue and build mechanism for developing consensus and actionable commitments on Social Protection among partner stakeholders
a.1.g. Monitor NPMO, RPMO and POO implementation of Convergence Initiatives;
a.1.h. Follow through on the agreements reached during Unified National Project Management Team (UNPMT) meetings;
a.1.i. Provide technical assistance to RPMOs and RCCs on Convergence Strategy and BUB;
a.1.j. Fund management of Convergence funds;
b.11 Coordinate the conduct of UNPMT meetings and manage UNPMT events if any;
a.1.k. Communicate and disseminate plans, activities, guidelines, policies, thematic studies to Field Offices (FOs);
a.1.l. Plan, design, and conceptualize a communication plan to promote and support Convergence Strategy to all target stakeholders;
a.1.m. Initiate harmonization of plans and calendar of activities of the Promotive Programs and BUB projects.

Other than the aforementioned functions, each Project Development Officer IV of the Technical Unit is also assigned to do the following ad hoc tasks:

1. Convergence Focal for Pantawid Pamilya, and FOs V, VIII, & IX

1.a. Coordinate with Pantawid Pamilya NPMO and its operating Divisions and Units relative to the tasks assigned by the Asst. Secretary for Promotive Programs;
1.b. Review and provide comments/inputs on the activity/project proposals submitted by Pantawid Pamilya NPMO and/or its operating Divisions and Units;
1.c. Develop initiatives on how to maximize Convergence Strategy to help improve the well-being of Pantawid Pamilya beneficiaries;
1.d. Identify critical areas that are facilitating and/or hindering operationalization of Convergence Strategy at the Provincial and Municipal levels;
1.e. Attend Unified Regional Project Management Team (URPMT) meetings in the assigned regions;
1.f. Prepare Statement of Agreements (SOA) to be presented during URPMT closing;
1.g. Prepare and submit URPMT report;
1.h. Follow through and ensure that URPMT agreements assigned to respective NPMOs are carried out
1.i. Other tasks as may be assigned

2. Convergence Focal for Social Protection Support Initiative, and FOs CAR, & VI

2.a. Act as the SPSI-Convergence Project Coordinator and closely coordinate in the implementation of Sustaining Interventions in Poverty Alleviations and Governance (SIPAG) of DSWD, Strengthening and Guaranteeing Insurance of the Poor (SAGIP) Project of the PhilHealth and Watching Over Mothers and Babies (WOMB) Project of the Department of Health and ensure that project targets and deliverables are achieved;
2.b. Closely coordinate with the Social Technology Bureau, Information Management Bureau and DSWD Field Office MIMAROPA on the requirements needed for the release of funds;
2.c. Develop/Enhance implementation guideline and project manual of the SPSI- Convergence Project;
2.d. Coordinate the conduct of SPSI National Convergence Coordination Committee, SPSI Steering Committee meetings, Provincial Convergence Coordinating Committee (PCCC) meetings, and capability-building activities, MOA signing and of Project Review and Evaluation Workshop (PREW) for SPSI-Convergence Project partners;
2.e. Prepares the Project Proposals, Work and Financial Plan and Project Procurement Management Plan of the SPSI-Convergence Project;
2.f. Assist in the implementation of the Electronic Referral System among partner agencies;
2.g. Coordinate the development and implementation of social marketing plan and the conduct of change management related activities;

2.h. Facilitate the yearly Work and Financial Planning;
2.i. Prepare accomplishment report for the SPSI Project which should be based on SIPAG, WOMB and SAGIP accomplishment reports and facilitate submission of SPSI Report to DOST-ICTO;
2.j. Review and provide inputs quarterly and annual reports submitted by SIPAG, WOMB and SAGIP Projects;
2.k. Prepare terminal report on SPSI-Convergence Project with policy and program recommendations based on pilot test experience;
2.l. Represent the project whenever the SPSI Deputy Project Director is not around;
2.m. Identify critical areas that are facilitating and/or hindering operationalization of Convergence Strategy at the Provincial and Municipal levels;
2.n. Attend Unified Regional Project Management Team (URPMT) meetings in the assigned regions;
2.o. Prepare Statement of Agreements (SOA) to be presented during URPMT closing;
2.p. Prepare and submit URPMT report;
2.q. Follow through and ensure that URPMT agreements assigned to respective NPMOs are carried out
2.r. Other tasks as may be assigned

3. Convergence Focal for BUB, and FOs I, X

3.a. Assist the Asst. Secretary for Promotive Programs in ensuring that the Convergence Strategy is carried out efficiently and ensuring coordination and cooperation between the various stakeholders at National and Regional Levels;
3.b. Utilization of the results of SWI for program planning and management in high considerations on the intervention for sectors of marginalized group;
3.c. Contribute to the identification and development of tools, framework, guidelines and policies to the Sectoral Technical Working Group to provide standard engagement mechanisms;
3.d. Coordinates and liaises with the technical staff at the NPMOs and Regional Offices that are involve in the implementation of sectoral programs including Grassroots Participatory Budgeting Process, PAMANA, Sabah Displaced Families and other disadvantaged groups;
3.e. Reviews and analyses reports and makes the necessary recommendations as basis of the Assistant Secretary in decision making and/or further policy recommendations;
3.f. Ensure timely implementation of the developed work plan under relevant strategic objectives of the Department;
3.g. Identify critical areas that are facilitating and/or hindering operationalization of Convergence Strategy at the Provincial and Municipal levels;
3.h. Attend Unified Regional Project Management Team (URPMT) meetings in the assigned regions;
3.i. Prepare Statement of Agreements (SOA) to be presented during

URPMT closing;
3.j. Prepare and submit URPMT report;
3.k. Follow through and ensure that URPMT agreements assigned to respective NPMOs are carried out
3.l. Other tasks as may be assigned

4. Convergence Focal for Strategic Communications, GAD & FOs III, & XI

4.a. Provide Technical Assistance to the regional information officers in developing effective social marketing strategies and plans to address gaps in information, appreciation and support for Convergence Strategy among key stakeholders;
4.b. Monitor social marketing and advocacy initiatives developed by the field offices in promoting the convergence strategy;
4.c. Develop and implement social marketing activities at the national level geared at promoting Convergence Strategy;
4.d. Identify and package social marketing and advocacy initiatives in promoting the convergence strategy of the field offices into knowledge products;
4.e. Organize media and other public information events to promote best practices and knowledge exchange in operationalizing Convergence Strategy;
4.f. Ensure and monitor the operationalization of the Unified Convergence GAD plan.
4.g. Prepare progress report on the operationalization of the Unified Convergence GAD plan.
4.h. Identify critical areas that are facilitating and/or hindering operationalization of Convergence Strategy at the Provincial and Municipal levels;
4.i. Attend Unified Regional Project Management Team (URPMT) meetings in the assigned regions;
4.j. Prepare Statement of Agreements (SOA) to be presented during URPMT closing;
4.k. Prepare and submit URPMT report;
4.l. Follow through and ensure that URPMT agreements assigned to respective NPMOs are carried out
4.m. Other tasks as may be assigned

5. Convergence Focal for Capacity Building & FOs II, & IV-B

5.a. Facilitate coordinated planning process and implementation of Capability Building interventions for the City/Municipal Actions Teams;
5.b. Develop tools and training programs for identified capacity development needs;
5.c. Ensure alignment & synchronization whenever possible of training programs of the NPMOs for the City/Municipal Action Teams;
5.d. Identify critical areas that are facilitating and/or hindering operationalization of Convergence Strategy at the Provincial and Municipal levels;

5.e. Attend Unified Regional Project Management Team (URPMT) meetings in the assigned regions;
5.f. Prepare Statement of Agreements (SOA) to be presented during URPMT closing;
5.g. Prepare and submit URPMT report;
5.h. Follow through and ensure that URPMT agreements assigned to respective NPMOs are carried out;
5.i. Other tasks as may be assigned

a.2 Functions of Monitoring and Evaluation Unit

a.2.a. Consolidate and analyze reports on Convergence Strategy and BUB projects
a.2.b. Maintain an effective data management system
a.2.c Identify and develop tools necessary for the operationalization of Convergence Strategy;
a.2.d. Lead the monitoring, assessment, and evaluation of the operationalization and institutionalization of Convergence Strategy;
a.2.e. Update, safe keep reports, and records of the Convergence Strategy and BUB projects.

a.3 Functions of Administrative Unit

a.3.a. Coordinate the conduct of UNPMT, TWG meetings and follow-through on the agreements reached;
a.3.b. Communicate and disseminate official communication and directives to the Field Offices;
a.3.c. Propose and draft the National Convergence Technical Support Unit Work and Financial Plan;
a.3.d. Ensures the submission of requests for fund, OR/DVs, RIS/PR, and other forms to facilitate processing of Official concerns in the implementation of the Convergence Strategy;
a.3.e. Management of Convergence Fund;
a.3.f. Management of records and official files;
a.3.g. Ensures proper administration of incoming and outgoing document

B. Regional Level - Regional Convergence Technical Support Unit

The Regional Convergence Technical Support Unit is lodged at the Office of the Regional Director and is composed of one Regional Convergence Coordinator who provides technical and administrative support to the RD particularly in operationalizing and institutionalizing Convergence Strategy.

b.1 Functions of the Regional Convergence Coordinator

b.1.a. Provide technical assistance and administrative support to the Regional Director on Convergence Strategy;
b.1.b. Assist the Regional Director in harmonizing and coordinating the efforts of the different programs of the Field Offices in the implementation of the Strategy;
b.1.c. Assist the RD in developing convergence models, tools and other mechanisms that will enhance the operationalization of Convergence Strategy;
b.1.d. Assist the RD in convening the TWG per area of complementation;
b.1.e. Assist the RD in monitoring the implementation of Municipal Action Plan (MAP);
b.1.f. Assist the RD in convergence operations and implementation of approved activities;
b.1.g. Assist the RD in the conduct of URPMT, TWGs and RDCW. Follow through on agreements and commitments made during meetings;
b.1.h. Serves as Secretariat to URPMT and BUB TWG;
b.1.i. Analyze submitted reports and propose recommendations;
b.1.j. Monitor utilization of Convergence and BUB funds;
b.1.k. Supervise the implementation by the MATs of their respective communication plan and strategies (following the PASS-MT framework);
b.1.l. Provide the C/MAT with timely advice in segmenting their target audiences, formulating their key messages, and assigning the appropriate messengers to communicate them in line with the Convergence Strategy;
b.1.m. Propose approaches and initiatives in collaboration with the C/MATs to introduce and mainstream (or generate wide awareness and racall for) the "Kaya ko ang Pagbabago" tagline to DSWD internal and external stakeholders in their respective regions to serve as the unifying element overarching message of the Convergence Strategy;
b.1.n. Collect and report the good practices and lessons learned in Convergence for dissemination to national and local audiences;
b.1.o. Consolidate and analyze reports to formulate policy recommendations, guidelines, thematic studies;
b.1.p. Coordinate with RPMOs and PSU in the preparation and monitoring of the WFP and PPMP;
b.1.q. Consolidate and analyze reports to formulate policy recommendations, guidelines, thematic studies;
b.1.r. Coordinate with RPMOs and PSU in the preparation and monitoring of the WFP and PPMP;
b.1.s. Incoming and outgoing communication of convergence related matters

C. Provincial Level – Provincial Action Team (PAT)

The Provincial Action Team (PAT) provides a venue for the technical staff of the Department at the provincial level to get involved in the operationalization

of the Convergence Strategy and reinforce the emphasis on collaborative delivery of services. The PAT is headed by a Team Leader who is designated by the Regional Director and is composed of the following:

1. All KC-NCDDP Staff
2. All Pantawid Staff
3. All SLP Staff
4. SWO II Organic
5. Administrative Assistant

While all the implementers of the Department at the provincial level are considered members of the Provincial Action Team (PAT), only those who are needed and called for during meeting and similar activities are required to attend.

c.1 Functions of the Provincial Action Team

c.1.a. Monitors the functionality of the C/MAT;
c.1.b. Ensures that the targets in the program implementation by the C/MATs are achieved;
c.1.c. Provides technical assistance to the C/MAT;
c.1.d. Serves as the Secretariat to the PIAC/PAC;
c.1.e. Monitors how the C/MATs are closing gaps identified in the SWDI;
c.1.f. Monitors the Strategic Goals (SGs) 1 & 2;
c.1.g. Gather municipal level data related to disasters and prepare status report for submission to the Office of the Regional Director through the Regional Convergence Coordinator

c.2 Functions of the Provincial Action Team Leader

c.2.a. Collects all City/Municipal Action Plans (C/MAPs), SWI Toolbox and inventory of services per municipality and transmit the same to the Regional Planning Office for summary reports;
c.2.b. Leads the PAT members in the analysis of consolidated Municipal Actions Plans, inventory of services, consolidated SWDI results, SWDI gaps, and provision of services;
c.2.c. Leads in the analysis of summary status reports of the MAP and functionality of the C/MATs;
c.2.d. Prepares communication for regular meeting;
c.2.e. Conduct monitoring visits to C/MAT and provide technical assistance;
c.2.f. Ensures on time administration of SWDI by the C/MAT;
c.2.g. Prepares agenda for the PAIC meeting;
c.2.h. Develops and prepares PAT Action Plan with members of the PAT;
c.2.i. Follows through on agreements reached during PIAC meetings

D. City/Municipal Level – The City/Municipal Action Teams (C/MATs)

The City/Municipal Action Team (C/MAT) is headed by the C/MAT Leader who is designated by the Regional Director from among the staffs assigned in the particular city/municipality. Members of the C/MAT are the following:

1. City/Municipal Links
2. Project Development Officers II of SLP
3. Area Coordinator of KC-NCDDP
4. Deputy Area Coordinator/Technical Facilitator of KC-NCDDP
5. Community Facilitators
6. Municipal Finance Analysts
7. Municipal Monitors
8. Municipal Roving Bookkeepers
9. SWO II-Convergence
10. All other Program Staff of the Department in the City/Municipality.

d.1 Functions of the City/Municipal Action Teams (C/MAT)

d.1.a. Identify gaps based on the SWDI results;
d.1.b. Prepare, implement and monitor SWDI-based City/Municipal Action Plan (C/MAP);
d.1.c. Utilize the programs to purposively close the gaps identified through the results of SWDI;
d.1.d. Respond during disasters and/or emergency situations;
d.1.e. Ensure implementation of the activities of the three core social protection programs are synchronized and harmonized whenever possible;
d.1.f. Lobby for the support of the Local Government Units and other local stakeholders in the formulation, implementation and monitoring of the City/Municipal Action Plan;
d.1.g. Submit status and monitoring reports of the implementation of the City/Municipal Action Plan (C/MAP), and status of the Strategic Goals 1 & 2 to the Provincial Action Team;
d.1.h. Lead in the administration of the Social Welfare and Development Indicators (SWDI);
d.1.i. Conduct regular meetings to ensure that efforts and initiatives to achieve targets are on track and discuss other emerging convergence issues.

d.2 Functions of the City/Municipal Action Team (C/MAT Leader)

d.2.a. Lead in the overall implementation and operation of the C/MAT planned activities and programs;
d.2.b. Oversee and ensure complementation, synchronization, and harmonization of the 3 core programs and other social protective services of the Department in the locality;
d.2.c. Lead in the identification gaps based on the SWDI results which will serve as basis for the formulation of C/MAP;
d.2.d. Help facilitate resource generation and sustained partnership, coordination and collaboration with partner stakeholders to ensure

formulation and implementation of City/Municipal Action Plan (C/MAP);

d.2.e. Facilitate overall monitoring and feed backing on the progress of implementation of the City/Municipal Action Plan

d.2.f. Ensure preparation and submission of status and monitoring reports on the implementation of C/MAP and SGs 1& 2 to the PAT;

d.2.g. Facilitate the regular conduct of C/MAT meetings;

d.2.h. Organize Quick Response Team (QRTs) during disaster/emergency situation;

d.2.i. Consolidate report from the Quick Response Teams (QRTs) on the status of the community during and after disaster/emergency and submit report to the PAT for response and action.

d.2.j The C/MAT Leader shall provide his/her initial on the Daily Time Record (DTR) of the members to indicate that the entries are correct, and ensure their attendance to regular meetings/activities of the Team.

d.3 Functions of the Social Welfare Officer II (MOA, Convergence)

The SWO II for Convergence at the provincial level will be based in the municipalities with the most number of convergence and/or BUB projects. He/she is under the supervision of the head of the Protective Services Unit (PSU), and shall perform the following functions:

d.3.a. Implement the BUB projects lodged with the PSU in the two (2) cities/municipalities with big number of beneficiary;

d.3.b. Collaborate with other stakeholders in providing Social Welfare and Development programs and service to the poor identified by NHTS-PR;

d.3.c. Support the C/MAT Leaders in his/her assigned areas in ensuring the functionality of the C/MAT and in achieving its desired targets;

d.3.d. Identify Pantawid household with success story that can be attributed to the programs and services of the Department in coordination with the MAT Team Leader;

d.3.e. Provide Technical Assistance to the rest of the members of the C/MAT in the formulation and updating of the C/MAP;

d.3.f. Assist in the regular conduct of C/MAT, MIAC meetings and ensure the inclusion of major concerns of the programs of the Department in the discussion.

VI . EFFECTIVITY

This order shall take effect immediately.

CORAZON JULIANO-SOLIMAN
Secretary