

Processing Policy Development Project

The Policy Development and Planning Section (PDPS) facilitate/ lead in the review, development/ formulation of policies in the Field Office submitted by the D/C/RCF/S/Us, LGUs and SWDAs.

Office or Division:	Policy Development and Planning Section (PDPS)/ Policy and Plans Division (PPD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government and Government to Citizens			
Who may avail:	All DSWD-NCR D/C/RCF/S/Us, LGUs, SWDAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Policy/Guideline and Manual of Operation		Respective D/C/RCF/S/Us, LGUs, SWDAs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a draft policy/guideline and Manual of Operation to PDPS.	1. Conduct of internal review/ analysis in the proposed policy through environmental scanning.	None	1 day	<i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS
	1.1 If the policy has sectoral implications, return the proposed policy paper to the proponent for revision.		30 minutes	<i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS
	1.2 If the proposed policy has no sectoral implications, issue memorandum/notice of meeting for the conduct a Policy Dialogue.		30 minutes	<i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS

<p>2. Submit revised policy paper based on inputs and comments during the Policy Dialogue to PDPS.</p> <p>*Submission of revised policy paper should be within 5 working days.</p>	<p>2. Initial review of the proposed policy.</p> <p>2.1 For revision, return the proposed policy paper to the proponent for revision.</p>	<p>None</p>	<p>*1 day</p> <p>30 minutes</p>	<p><i>RPDRC Members</i> DSWD - NCR</p> <p><i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS</p>
<p>3. Submit revised policy paper based on inputs and comments during the Policy Dialogue to PDPS.</p> <p>*Submission of revised policy paper should be within 5 working days.</p>	<p>3. Final review of the enhanced policy.</p> <p>3.1 For revision, return the draft policy paper to the proponent.</p> <p>3.2 Endorse the draft policy to RManCom for review and approval.</p> <p>3.3 Review and approval of the policy.</p> <p>3.4 Endorse the comments/inputs of RMANCOM to proponent for enhancement of draft policy.</p>	<p>None</p>	<p>*1 day (with waiting time due to submission of revised policy from the proponent)</p> <p>30 minutes</p> <p>30 minutes</p> <p>**5 days</p> <p>1 hour</p>	<p><i>RPDRC Members</i> DSWD - NCR</p> <p><i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS</p> <p><i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS</p> <p><i>RManCom</i> DSWD - NCR</p> <p><i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS</p>

4. Submit revised policy paper based on inputs and comments of the RManCom. *Submission of enhanced policy paper should be within 5 working days.	4. Approval of the policy. 4.1 Issuance of Regional Memorandum Order (RMO) number 4.2 Preparation of transmittal for sharing of approved policy/guideline.		1 day 2 minutes 3 minutes	<i>Regional Director</i> DSWD - NCR <i>Records Section</i> DSWD - NCR <i>Planning Officer III, Social Welfare Officer II (RPDRC Secretariat)</i> PDPS
5. Receive of approved policy.	5. Circulation of approved RMO to D/C/RCF/SUs.		5 minutes	<i>Records Section</i> DSWD - NCR
TOTAL:		None	9 days, 2 hours & 40 minutes	

****This does not include the waiting time on the submission of revised documents from the proponent to the Field Office, and vice versa.***

*****Timeline for the review of the draft policy guideline will depend on the content and number of pages.***