

Regional Memorandum Order No. 002
Series of 2018

Subject: Amending RAO No. 17 Series of 2012 also known as Revised Guidelines on the Regional Policy Development Process

I. RATIONALE

It has been one (1) decade now since the approval of the Regional Administrative Order No. 242 Series of 2007 or the Guidelines on the Regional Policy Development Process. As the time advances, DSWD-NCR programs and services evolved and become large in scope in terms of program implementation, humanpower and of most concern the huge budget allocation. With this advancement, the FO's accountability in securing a well-implemented plans and targets is of utmost important, hence, program implementation have to be guided with appropriate and trendy policies. A need to review and analyze existing and a new policies that would set standards, rules and guidelines in the implementation of its different program.

In CY 2012, an evaluation of its implementation was conducted by the Regional Policy Development and Review Committee (RPDRC) which lead to the amendment of the Regional Administrative Order (RAO) No. 242 Series of 2007 or the Guidelines on the Regional Policy Development Process into RAO No. 17, Series of 2012 also known as the Revised Guidelines on the Regional Policy Development Process to respond to the sluggish endorsement of draft guidelines and to have a consistent and speedy policy development process.

It is true that the unlimited review of the draft policies was responded to with the said revision, but the delayed returned of the proposed policy from the proponents is still a setback for the committee. This has caused the sluggish endorsement of the draft policy for approval of the Regional Management Committee (RManCom). As of CY 2017, from the total of 108 policies submitted to the RPDRC, reviewed and approved by the committee and the RManCom, twenty (20) or 18.51% are still for revision of the proponents. While some of these draft policies were timely returned to the RPDRC, most are not returned on the set timeline despite of follow up memorandum. Hence, on February 24, 2017 during the RPDRC meeting, the committee agreed to amend the guidelines and include the disposal of the proposed policy that are not returned to the RPDRC per set timeline after it was commented by the committee.

¹ RAO No. 17, Series of 2012 also known as the Revised Guidelines on the Regional Policy Development Process

In CY 2012, month after the first RAO was amended, adjustments has been made on the structures and systems of the DSWD - NCR pursuant to MC No. 1, Series of 2012 also known as the Re-clustering of Offices, Bureaus, Services, and Units (OBSUs) at the DSWD Central Office to harmonize with the re-clustering at the Central Office, including changes in the name of the office/division/unit. Technical Assistance Division was changed to Policy and Plans Division and the Policy and Plans Unit was changed to Planning Unit so as with the other divisions and units wherein these name of office were operationally used in RAO No. 17, Series of 2012.²

Relative to the approval of Manual of Operations (MOO) of the DSWD Centers and Residential Care Facilities (CRCFs) it has been observed by the Protective Services Bureau (PSB) and the National Inspectorate Committee that there are different process in the approval of Manual of Operations for each Field Office. Hence, a memorandum was issued on February 17, 2017, providing the scheme that would facilitate the process of the review and approval of the MOO. As agreed and recommended, the MOO prepared by the CRCFs should be reviewed at the level of the Field Office (FO) through the Regional Center Coordinator, Standards Unit and Chief of Protective Services Division.

Moreover, the inclusion of the Regional Center Coordinator and the Supervising Administrative Officer as ad hoc members purposely to provide inputs to the proposed policies of the C/RCFs and those policies with administrative concerns are among the reasons which call for the amendment of the guidelines.

Anchored on the Administrative Order No. 13, Series of 2015 or the DSWD Policy Development Framework, the region is mindful that these policies should be consistent with the existing government rules and regulations and that formulation of policies aimed in serving the best interest of the disadvantaged sectors as stipulated in the Organizational Outcomes of the Department.³

II. LEGAL BASES

- A. **DSWD Administrative Order No. 02, Series of 2017 also known as Vision, Mission Statement and Organizational Outcomes** - states that the DSWD mission statement shall read as: To lead in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged.⁵

² MC No. 1, Series of 2012 also known as the Re-clustering of Offices, Bureaus, Services, and Units (OBSUs) at the DSWD Central Office

³ Administrative Order No. 13, Series of 2015: DSWD Policy Development Framework

- B. **Administrative Order No. 13, Series of 2015 or the DSWD Policy Development Framework** – establish a comprehensive and integrated policy development framework that will guide Offices, Bureaus, Services and Units (OBSUs) and Field Offices in crafting policy issuances. Likewise, the framework will rationalize the policy papers, policy notes and position papers issued by DSWD.
- C. **DSWD-NCR Regional Administrative Order No. 17 Series of 2012 Revised Guidelines on Regional Policy Development Process Amending RAO No. 242 Series of 2007** - aims to facilitate the review and approval of Field Office-Initiated Policies through a simplified, uniform and time-bound process on policy development consistent with the Reform Agenda of the Department of producing faster, better and smarter services in response to the emerging SWD issues and concerns confronted by the region.
- D. **Memorandum Circular No. 5 Series of 2010 also known as the DSWD Reform Agenda discussed Reform Area** - engaging and leading the sector in establishing strategic and results-oriented policies in social protection specifically it presents enhance results-based policy-making.⁴
- E. **DSWD-NCR Regional Administrative Order No. 242 Series of 2007 or the Guidelines on the Regional Policy Development Process** which provides for the uniform and consistent process adopted by DSWD-NCR in policy development.
- F. **Executive Order No. 221, series of 2003, Amending Executive Order No. 15 Series of 1998, Entitled “Redirecting the Functions and Operations of the Department of Social Welfare and Development”** which restores to DSWD the mandate to implement statutory and specialized programs directly lodged with the Department and those not yet devolved in addition to steering and technical assistance functions.
- G. **Executive Order No. 15, Series of 1989 (Redirecting the Functions and Operations of the Department of Social Welfare and Development)** - redirected the role of the Department from direct service provider to: technical assistance provider to intermediaries, national policy and regulation institution for SWD, innovator of new strategies on social services and development, advocate for SWD concerns, administrator of special services and social development funds, among others.

⁴ Memorandum Circular No. 5 Series of 2010 also known as the DSWD Reform Agenda discussed Reform Area

⁵ DSWD Administrative No. 02, Series of 2017: Vision Mission Statements and Organizational Outcomes

III. OBJECTIVES

In general, this guidelines aims to provide the over-all direction on regional policy development through the institutionalization of a uniform and consistent process. Specifically it aims to:

1. Ensure that all policies are products of consultations with stakeholders; and
2. Institutionalize the formulation, monitoring and evaluation of policies in the most simplified and expeditious manner.

IV. DEFINITION OF TERMS

- A. Archive** – refers to proposed policy papers that are not enhanced and returned to the RPDRC within six (6) months, shall be put in archive and will not be endorsed for review of the RPDRC. Non-submission shall automatically affect the performance rating of the concerned D/C/RCF/U/Ss.
- B. Disposal** – refers to the discarding of draft policies if through the conducted environmental scanning, policy analysis and review of the RPDRC and RManCom, the draft policy papers are found insignificant and inconsistent, has implication on resources, existing structures, and programs or a duplication of existing policies, the draft policy paper will be disposed and the same will be communicated to the proponent through a memorandum.
- C. Legislative Agenda** – refers to a document which outlines the legislative priorities of the DSWD for the current Congress. It contains, among others, the DSWD priority legislations, legislations requiring DSWD's major participation and legislations requiring DSWD's inputs.
- D. Policy** – refers to a definite course or method of action which is developed in response to the existence of a perceived problem or an opportunity to guide and determine present and future decisions.
- E. Policy Agenda** – refers to a document that outlines the priority SWD issues and concerns that need appropriate policy responses from DSWD.
- F. Policy Analysis** – refers to the process and strategies employed in identifying possible policy alternatives to address a particular SWD issue/concern vis-à-vis the mandate and long term goals of DSWD.

- G. Policy Brief** – refers to a document which outlines the rationale for choosing a particular policy alternative or course of action in a current policy debate. A "short, neutral summary of what is known about a particular issue or problem, a form of report designed to facilitate policy-making" (Eisele, 2006). The main purpose is to "briefly evaluate policy options regarding a specific issue, for a specific policy-maker audience" (Eisele, n.d.). Policy-makers need to make practical decisions under time-constraints, so the brief should provide evidence and actionable recommendations (Eisele, n.d.).¹
- H. Policy Development Framework** – refers to set of principles, long term goals, processes and strategies that are undertaken or considered when making rules and guidelines. It provides an over-all direction in the formulation and issuance of DSWD's policy guidelines.
- I. Policy Development Process** – refers to the method or step procedure of formulating a policy.
- J. Policy Dialogue** – refers to a venue where the policy paper is being discussed among stakeholders for enhancement.
- K. Policy Guidelines** – refers to rules and regulations issued to carry out DSWD's mandates. It is designed to supplement provisions of a certain law and to provide means for implementing the law.
- L. Policy Memo** – refers to a practical and professionally written document that provides analysis and/or recommendations directed to a pre-determined audience regarding a specific situation or topic. A well-written policy memo reflects attention to the research problem. It is well organized and structured in a clear and concise style that assumes the reader possesses limited knowledge of, as well as little time to conduct research about, the issue of concern. There is no thesis statement or overall theoretical framework underpinning the document; the focus is on describing one or more specific policy recommendations and their supporting action items.
- M. Policy Paper** – refers to a document that has a definite course or method of action to guide and determine present and future decision. It must be adequately researched and properly documented.
- N. Stakeholders** – refers to C/RCF/Us in the Field Office, National Government Agencies, Non-Government Organizations and other organizations that would benefit and/or affected by the policy being developed.¹

O. Research – refers to the gathering of information about a particular subject.

P. Resource Person – refers to an individual who has the knowledge and expertise on specific concern/issue.

V. SCOPE AND COVERAGE

This guidelines shall cover formulation, review, monitoring and evaluation of regional policies whether program or administrative concern. For this purpose, the policy development process shall be applied to any policy concerning:

- A. Field Office Staff
- B. Clients such as women, children, youth, older persons, persons with disabilities and other disadvantaged sectors of our society
- C. Partner Stakeholders involved in the implementation of all regional programs and services

The guidelines shall be limited to the formulation or development of new or enrichment of existing policies such as Guidelines, Manual of Operation, Handbooks, terms of Reference and similar documents.

VI. GENERAL PROCEDURES

1. The Regional Policy Development and Review Committee (RPDRC) shall be established in the Field Office and shall be the overall in-charge in the review of all proposed Field Office and C/RCF initiated policies and endorsement of such to RMANCOM and to the Regional Director for approval including the review and provision of comments/inputs to the draft Central Office initiated policies.
2. A Policy Development and Review Committee shall also be established in the division/centers/residential care facility and shall be composed of the Head of D/C/RCF as chairperson and Head of Service Units as members.
3. A Regional Special Order shall be issued to effect the designation of staff as RPDRC permanent and/or alternate members specifying the roles and responsibilities, and tenure.
4. All D/C/RCF/U/Ss shall submit proposed policy and/or amendment to existing policy for review of the RPDRC, RMANCOM and approval of the Regional Director.

5. The same shall be included as one of the target key result area in DCRCFUSs Office/Individual Performance Contract to be submitted once in every year or as necessary.
6. A draft policy may be forwarded to the concerned Office/Bureau/Service/Units (OBSUs) at the Central Office whenever necessary for further comments/inputs and technical assistance.

VII. IMPLEMENTING PROCEDURES

1. REGIONAL POLICY DEVELOPMENT AND REVIEW COMMITTEE

1.1. Committee Membership

In pursuance of the abovementioned policy, the Regional Policy Development and Review Committee (RPDRC) shall be established in the Field Office and composed of the following:

Chairperson:	Chief Policy and Plans Division
Vice-Chairperson:	Division Chief or any other staff of the same rank
Members:	One (1) Social Welfare Officer V
	One (1) Social Welfare Specialist Representative
	One (1) Social Welfare Officer III Representative
	Planning Unit Head
	Management Audit Analyst
	SWEAP Representative
Ad hoc Members:	Regional Center Coordinator
	Supervising Administrative Officer

All committee members shall have a tenure of three (3) years. New composition of the committee members after 3 years shall be recommended by the committee to the Regional Director and shall be made on the last meeting of the current year.

All RPDRC members shall also have a designated alternate of the same rank with the same tenure of three (3) years. They shall attend RPDRC meetings during the absence of the RPDRC members.

Aside from the regular members, the committee may invite Social Welfare Specialists of the Region or other resource persons to attend the RPDRC meeting to provide technical assistance.

1.2 Functions

- a. Review draft or existing policies endorsed by the C/RCF/D/U/Ss in the Field office;
- b. Recommend the formulation of a policy that would respond to emerging social welfare and development issues and concerns;
- c. Delegate draft policy issues needing professional expertise from allied services or any other offices that may found necessary;
- d. Hold regular monthly meetings or a special meeting as need arises; and
- e. Submit finalized policy to RMANCOM for approval.

1.3. Meetings

- a. The committee shall convene atleast once a month—and call for a special meeting whenever necessary or atleast four times in a year.
- b. The Chairperson, or in her absence, the Vice-Chairperson, shall preside the meeting. In the absence of both officers, the meeting shall be conducted provided that there is a quorum and the highest ranking officers shall automatically preside the meeting with attendance of atleast 5 members.

2. Secretariat

The Planning Unit shall act as the Secretariat to the RPDRRC with the following functions:

- a. Review the draft policy guidelines prior to presentation to RPDRRC and Regional Management Committee (RManCom);
- b. Document/prepare the minutes of the meeting, agenda, notice of meeting and other necessary materials during RPDRRC meeting;
- c. Provide advance copy of the draft policy guidelines to RPDRRC members and RManCom for review at least five (5) days before the meeting;
- d. Follow-up updates on the agreements of the Committee;
- e. Prepare the consolidated comments of RPDRRC for endorsement to proponent;
- f. Review and endorse the finalized policy/guidelines to RManCom that has been reviewed and approved at RPDRRC level; and
- g. Communicate to C/RCF/D/U/Ss policies/guidelines that have been approved by the RManCom.

3. POLICY DEVELOPMENT REVIEW COMMITTEE IN ALL D/C/RCF/U/Ss

3.1. Functions

- a. Review CO, FO and Center initiated existing and or new policies for updating, comments,enhancement and recommendation to would respond to emerging social welfare and development issues and concerns.
- b. Comply enhancement of draft policy based on the recommendation of Planning Unit, RPDRC and RMANCOM and submit as per set timeline.
- c. Review Manual of Operation every semester.
- d. Formulate and submit draft policy every first semester for review of RPDRC.
- e. Monitor implementation and status of existing or newly approved policies.
- f. Formulate monitoring tools as basis for assessment and evaluation of the specific policies.
- g. Formulate process flow for every submitted draft policy.
- h. Hold regular meetings supported with minutes of the meeting .

D/C/RCFs shall assign a staff from one Service Unit to act as secretariat of the DC- PDRC who shall be responsible in the documentation and monitoring of agreements reached during DC-PDRC meeting.

4. POLICY DEVELOPMENT PROCESS

4.1. Formulation

1. Any C/RCF/D/U/Ss within the Field Office may initiate the formulation of a policy that would respond to emerging Social Welfare and Development (SWD) issues and concerns. The formulation of such call for the review and analysis of existing policies to determine and identify gaps. Output of the review and analysis will be the formulation of a draft policy paper which will be submitted to Planning Unit (PU). In a year, each C/RCF, through their C-PDRC, and at least one (1) unit per Division should submit a draft policy and such, shall be included in their IPC/IPCR as one of Key Results Area.
2. Likewise, a policy memo, policy brief or policy notes may also be submitted by the D/C/RCF/U/Ss to recommend review and study

existing policies of both the Central Office and the Field Office that has great implications to their programs and clients and to recommend to the management formulation of essential policies.

4.2. Initial Review

1. Initial review/analysis of the proposed policy is through environmental scanning, analysis of its consistency with existing policies, and its implication on resources, existing structures, and programs. This will be undertaken by the Planning Unit who should also ensure that the submitted draft policy meets the minimum requirements of a draft policy (See Annex A).
2. The Planning Unit shall forward the draft policies to concern D/C/RCF/U/Ss and to the Social Welfare Specialists for initial comments/inputs even prior the review of the RPDRC.
3. Within fifteen (15) days upon receipt of the draft policy, Planning Unit should return to the proponent the draft policy if it does not meet the minimum requirements or there are further recommendations based on the initial review/analysis; otherwise, it shall be endorsed to RPDRC for review.
4. The proponent shall enhance the draft policy based on the recommendations and submit the same within five (15) days upon receipt of the memorandum requiring the enhancement of the draft policy. Only until the recommendations are complied will the draft policy be endorsed to RPDRC review.
5. The MOO prepared by the CRCFs shall be reviewed at the level of the Field Office (FO) through the Regional Policy Development Review Committee with the Regional Center Coordinator, Standards Unit and Chief of Protective Services Division. This would then be submitted to Central Office through PSB to be endorsed to the Standards Bureau and Social Technology Bureau for further comments and inputs. Once comments and inputs have been reviewed and consolidated by the PSB, the MOO will be returned to the Field Office for endorsement to the concerned CRCF for finalization and approval/signature of the Regional Director. (See Annex B)
6. While the review of the MOO prepared by the Divisions, Units and Sections in the Field Office shall remain in the Regional Policy

Development Review Committee and will go through the prescribed process as indicated in the flowchart.

4.3. Policy Dialogue

1. Policies with sectoral implication, Planning Unit and the proponent, in coordination with Capability Building Section shall conduct a policy dialogue to elicit views of the different stakeholders. Policy dialogue should be conducted upon identification of the need for its conduct.
2. Revision of the draft policy paper to accommodate concerns arising during the policy dialogue will be undertaken by the proponent who shall submit the enhanced draft policy to RPDRC within ten (10) days after the conduct of Policy Dialogue.

4.4. RPDRC Review

1. Only those draft policy papers endorsed by Planning Unit will be discussed by the RPDRC for further review and recommendation. If the RPDRC finds the draft policy paper in order, it shall approve the same for endorsement to the RManCom for final review and approval.
2. If there are recommendations and further comments, the proponent will then revise the draft policy paper and, within five (5) days after the RPDRC review, shall submit the enhanced policy paper to the RPDRC for a second review.
3. The second review shall be the final review of RPDRC where the enhanced policy paper will be presented again in the Committee. The second review by PDRC shall be conducted in the presence of both the Chairperson and Vice-Chairperson of PDRC. The proponent will again revise the draft policy paper and submit the same fifteen (15) days after its review to RPDRC except for those policies with prescribe timeline provided by the management, the submission should be based on the given timeline.
4. Policies that are proposed by the RManCom and those that are urgently needed to be passed and implemented that has great implications on the program and administrative in nature may not need to pass through the RPDRC for review and may be submitted directly to the Regional Director for approval, provided that said policies has been circulated to concerned D/C/RCF/U/Ss and to the RManCom for comments/inputs prior the approval of the proposed policy.

5. If instance, the submitted revised policy paper does not capture all the inputs and recommendation of the RPDRRC, the document will be returned again to the proponent and the same shall be enhanced by the proponent and be returned to the RPDRRC within five (5) days.
6. Once the draft policy guideline is found in order, the same will be endorsed to the RManCom for final review and approval.

4.5. RManCom Review

Only those policy papers endorsed by RPDRRC shall be reviewed/discussed by the RManCom for final review and approval. RManCom members, except those who are members of RPDRRC, shall provide inputs on the policy paper, and deliberate for its approval. If with additional inputs from the RManCom, said policy paper shall be forwarded to the proponent for final revision to be returned to RManCom within five (5) days thereafter. If approved by the RManCom, policy paper shall be forwarded to RPDRRC.

4.6. Approval

Five (5) days after the RECOMMENDING approval by the RManCom, the policy paper shall be endorsed by RPDRRC to the Regional Director for approval. The approved Regional C/RCF Guidelines will be returned to the Secretariat to be forwarded to the Record Section for numbering and circulation.

5. Implementation

The approved policy will be communicated to the different centers, residential care facilities, units and sections in the Region as well as to other stakeholders for its implementation. DSWD Central Office must also be furnished with a copy of the approved policy. Concerned Division Chiefs and C/RCF Heads shall be responsible for the implementation and monitoring of the approved policy.

6. Monitoring and Evaluation

The Planning Unit, in coordination with the concerned C/RCF or Division particularly the implementing Unit/Service, will undertake periodic review and evaluation on the status of implementation and effectiveness of the approved policy. (See Annex C and D)

VIII. INSTITUTIONAL ARRANGEMENT

A. Planning Unit

1. Provide technical assistance to C/RCF/U/Ss along regional policy development;
2. Maintain databank and copies of approved regional policies as well as records of draft regional policies; and
3. Monitor accomplishment of Regional PDRC for inclusion in the regional quarterly reports;
4. Conduct monitoring and evaluation on the implementation of newly approved/enhanced policies.

B. Division, Center/Residential Care Facilities/Units/Sections

1. Initiate the formulation of new policies and review of existing policies;
2. Facilitate enhancement and finalization of draft guidelines according to above-stated timeline; and
3. Monitor accomplishment of C-PDRC for inclusion in the monthly accomplishment report of C/RCFs;
4. Assist in the evaluation on the implementation of newly approved/enhanced policies.

C. Capability Building Section

1. Facilitate the conduct of Policy Dialogue with intermediaries.

IX. EFFECTIVITY

This order takes effect immediately and revokes all previous orders contrary thereto.

Issued in Manila, this 29th of January 2018.


VINCENT ANDREW T. LEYSON
Regional Director

**Department of Social Welfare and Development
NATIONAL CAPITAL REGION**

(Name of Center/Institution)

DRAFT POLICY

Title

I. Rationale

This portion should include but not limited to the following areas:

1. Reasons for the formulation of policy/guideline
2. Evidence-based data/relevant information that would reflect situations and experiences as well as issues and concerns encountered that brought the C/I/U to develop such policy/guideline
3. How the policy/guideline could assist/augment overall operation of the center/institutions/unit

II. Legal Bases

This portion indicates the legal bases relevant to the proposed policy/guidelines with brief description of the salient areas of particular law. Legal bases can be Republic Acts, Administrative Orders, Covenants, Memorandum Circulars, and etc. Legal bases should be presented starting from the latest to the oldest.

III. Objectives

The objective should present the purpose of the formulation of the proposed policy/guideline. This should answer why the said policy/guideline is formulated.

IV. Definition of Terms

This portion should present how the terms were operationally used in the proposed guideline/policy. This should be arranged alphabetically.

V. Scope and Coverage

This portion briefly describe who will be covered by the proposed guideline/policy. This can be a person, area (indicating the name of the Unit/centers/institutions), etc.

VI. General Policies & Implementing Procedures

This portion will thoroughly discuss the general policies and procedures along implementation of the policy/guideline.

Each phase should present what will be the step by step process/procedures to be undertaken, indicating the specific activities, timelines, documentary requirements, etc. In this portion also a flow chart can be indicated to present the overall flow of the implementing procedures.

VII. Institutional Arrangement

This portion will present clearly the expected roles and responsibilities of each key players involved in the draft policy/guideline.

VIII. Effectivity

This portion will indicate the effectivity clause of the guideline/policy with the date of approval and signatories. It is often stated as "This policy/guidelines takes effect immediately upon its approval. Issued in (place of origin) this (date) day of (month and year)".

Note: This is the minimum/basic requirements as to the formulation of guidelines/policies, additional items maybe added in case necessary.



Department of Social Welfare & Development
Regional Office - NCR
OFFICE OF THE REGIONAL DIRECTOR
Tel. 734-6539 / 455-2732

RECEIVED
FEB 22 2017

By: *Cariga* 1442

February 17, 2017

For : **THE REGIONAL DIRECTORS**
DSWD Field Office I-XII, NCR, CAR and CARAGA

From : **THE DIRECTOR and OFFICER IN-CHARGE**
Protective Services Bureau

Subject : **Process in the Approval of Manual of Operation of DSWD Centers and Residential Care Facilities**

Relative to the approval of Manual of Operations (MOO) of the DSWD Center and Residential Care Facilities (CRCFs) it has been observed by the Protective Services Bureau (PSB) and the National Inspectorate Committee that there are different process in the approval of Manual of Operations.

As such, the PSB convened a meeting with the Standards Bureau last January 25, 2017 and discussed the possible scheme that would facilitate the process of the approval of the MOO. As agreed and recommended, the MOO prepared by the CRCFs should be reviewed at the level of the Field Office (FO) through the Regional Center Coordinator, Standards Unit and Chief of Protective Services Division. This would then be submitted to Central Office through PSB to be endorsed to the Standards Bureau and Social Technology Bureau for further comments and inputs. Once comments and inputs have been reviewed and consolidated by the PSB, the MOO will be returned to the FO for endorsement to the concerned CRCF for finalization and approval/ signature of the Regional Director.

We hope that this would facilitate the process of the approval of the MOO of the CRCFs.

Thank you.

[Signature]
MA. ALICIA S. BONOAN

CC: A/Sec. Hope Hervilla
OIC-Undersecretary, Protective Service
Operations and Programs Group

Certified True Copy:

[Signature]
MYRNA H. REYES

Records & Archives Mgt. Section

RECEIVED
FEB 22 2017
BY: *[Signature]*

DSWD-NCR
RECEIVED
FEB 21 2017
RECORDS SECTION
BY: *[Signature]*

9/23
[Handwritten notes and signatures]
a
MOO

ANNEX C

Department of Social Welfare and Development
NATIONAL CAPITAL REGION

(Name of D/C/RCF/U/Ss)

MONITORING OF COMPLIANCE TO REGIONAL & CENTER'S PROGRAM RELATED POLICIES AND GUIDELINES

Month of _____

Policies / Guidelines Monitored	Actions needed to implement the policy	Responsible Unit	Time Frame	Budget Needed	Fund Source	Status of Compliance		Is the Policy Effective?		Gaps/ Challenges	Follow-up Actions to be Undertaken	Recommendations
						Complied	Not-complied	Significant Change in terms of the Program Operation/Behavior of Staff				
								Yes, cite significant operational/ behavioral change	No (it means that policy is not effective)			

Prepared by:

Reviewed and Noted by:

D/C/RCF/U/Ss Heads

ANNEX D

Department of Social Welfare and Development
NATIONAL CAPITAL REGION
389 San Rafael St., cor., Legarda, Manila

TO : ALL DIVISION CHIEFS
ALL CENTER/RESIDENTIAL CARE FACILITY HEADS
ALL UNIT/SECTION HEADS
ALL RPMOs (Pantawid, SLP & Convergence)

FROM : THE REGIONAL DIRECTOR

SUBJECT : Monitoring of Compliance to DSWD Program Policies and Guidelines

DATE : May 8, 2017

It was an agreement during the Regional Management Committee (RMANCOM) Meeting to come up with a monitoring mechanism of all the approved Regional & Center Policies and Guidelines to monitor its implementation and determine the effectiveness of the policies and most importantly as basis for amendment of a certain guidelines.

Relative to this, we are providing you a copy of the attached monitoring matrix as guide in monitoring the compliance to and/or the effectiveness of the regional and center policies. This will be consolidated by the Planning Unit as regional monitoring mechanism and likewise, for policy analysis to address concerns and gaps especially along with the program implementation.

Priority Social Welfare and Development (SWD) Laws and Policy Issuances and Guidelines of the Department shall also be monitored and reviewed to ensure its applicability and effectiveness in the current trend of service delivery of the agency. With this, we will provide you the priority DSWD policies for review and monitoring this year.

D/C/RCF/U/Ss shall maintain this monitoring mechanism and submit the accomplished form to the Planning Unit as soon as the D/C/RCF/U/Ss sees the need for an amendment of certain guidelines and every end of each Semester as IPC document of each D/C/RCF/U/Ss Heads.

For your information, reference and compliance.


VINCENT ANDREW T. LEYSON

JPMML/MMG/lgd
D:\2016\rpdr\monitoring\compliance to fo and crcf policies

