

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT  
NATIONAL CAPITAL REGION

Regional Memorandum Order  
Number 003  
Series of 2018

**SUBJECT: Amendment to RMO No. 01, Series of 2016 also known as the Guidelines on the Management of Private Sponsored Staff of Elsie Gaches Village**

**I. Rationale**

Regional Memorandum Order No. 01, Series of 2016 also known as the Guidelines on the Management of Private Sponsored Staff (PSS) of Elsie Gaches Village is hereby amended due to the following reasons: (1) Difficulty on the processing of contracts due to the inconsistency with availability of funds, and (2) For consistency with the DSWD MC No. 9 Series of 2006 "Procedural Guidelines on the Receipt and Utilization of Donations in Cheque, Cash and in kind".

The amendments shall be read as follows:

**IV. Definition of Terms**, to include as item number 9. "Schedule of Particulars" and to read as:

9. **Schedule of Particulars** – refers to the document signed by the DSWD as contractor and the PSS, containing the position of the PSS, their place of assignment, date of start and end of engagement period. It also contains the amount of monthly compensation, its source of fund, as well as the function and responsibilities of the PSS.

**VI. General Policies**, item numbers 7, 8, 9, 10, 11 and 12 shall be read as follows:

7. The selection of PSS shall be based on the qualification standards equivalent to the position being applied set by the Civil Service Commission (CSC) and the DSWD.
8. Candidates for PSS shall undergo the 10-days Pre-Service Training (PST) without remuneration to determine their readiness and ability to do the job and other work related values.

9. Applicants for PSS shall submit PST Certificate of Completion, documentary requirements, pass the technical and psychological examinations for position applied for.
10. Schedule of Particulars (see Annex A) shall be signed by and between EGV and PSS prior the engagement and is subject to the availability of funds and shall determine the period of engagement.
11. The concerned unit head shall determine the work assignments of the hired PSS and shall provide regular supervision and assist the PSS in the discharge of their functions and responsibilities.
12. Private sponsorships shall be for a period of one (1) year consistent with the Schedule of Particulars subject to performance evaluation as basis for continuity and/or termination of service of the PSS.

**VII. Implementing Procedures, Letter C. Assessment and Selection,** to delete item number 4. "Candidates shall undergo the 10 days PST and after which, the candidates will be evaluated by their immediate supervisors for recommendation as PSS".

**Item number 5 shall replace and be read as:**

4. If the recommendation is favorable to the candidate, a Schedule of Particulars shall be prepared and signed by the parties to start the private sponsorship. In case the recommendation is not favorable, the second- ranking applicant, (or the third ranking applicant and so on) during the deliberation shall be required to undergo the same process before the private sponsorship starts.

**B. Posting of vacant Slots and Receipt of Application,** item number 2 shall be read as:

2. The PSC shall receive applications during the posting period until the set due date of submission which shall not be later than five (5) days after the last day posting. During the same period, the PSC shall review the documentary requirements and administer written background check of applicants. Results of which shall be the basis of shortlisting of applicants.

**D. Monitoring and Evaluation, item number 1, 2, 3 shall now be read as:**

1. All PSS shall attend monthly meetings and other special meetings with their supervisors to resolve issues and concerns on private sponsorship, if any.
2. The PSC shall submit individual performance contract approved by the Center Head as basis to evaluate and validate his/her performance.
3. In case that the PSS will no longer be renewed due to poor performance, notice to the PSS shall be given at least 30 days prior to the end of the contract.

**VIII. Institutional Arrangement**

**A. Elsie Gaches Village – Promotion and Selection Committee (PSC), merge item numbers 1 and 2 to read as:**

1. Determine the need of the RCF in terms of manpower requirement and coordinate with private partners and benefactors to support the private sponsorship.

**II. Effectivity**

This amendment shall take effect immediately and rescind orders which may be contrary thereto.

Approved this 28~~th~~ day of February 2018.

  
**VINCENT ANDREW T. LEYSON**  
Regional Director