

Department of Social Welfare and Development  
National Capital Region

REGIONAL MEMORANDUM ORDER

No. 004—  
Series of 2013

**Subject: 2<sup>nd</sup> Amendment of Regional Memorandum Order No. 1063 Series of 2011 “Guidelines in Providing Technical Assistance and Resource Augmentation (TARA) to LGUs in National Capital Region (NCR) Through the Social Welfare and Development (SWAD) Teams”**

Pursuant to the agreements during the 2<sup>nd</sup> Regional SWAD Team meeting last December 2012 that Convergence Team will no longer be under the supervision of SWAD Teams, instead it will be under the Regional Poverty Reduction Program Unit and after due review and consultation meetings, the following amendments are hereby adopted:

**1. SWAD Team Composition is hereby amended as follows:**

Each SWAD Team Cluster shall be composed of Heads of the Centers, the Social welfare Specialists technical staff from key program units in the field office: Community Based Services Unit (CBSS), Sustainable Livelihood Unit (SLU), Special Project Section (SPS), Crisis Intervention Unit and Emergency Assistance (CIU – EAS) Section and the Standards Unit (SU) as well as the City Link of Pantawid Pamilya, Focal Person of NHTSPR and Convergence Team.

**2. Additional Functions of SWAD Team Members:**

- Assist the Coordinating Teams for convergence as necessary;
- Attend to regular meetings of SWAD Team and the Regional Meetings;
- Submit feedback report to SWAD Team Leader on TARA activities conducted;
- Perform other tasks as may be directed by the Regional Director; and
- Ensure use of Convergence as strategy in the implementation of SWAD.

**3. Institutional Arrangements**

The SWAD Teams shall prepare Work and Financial Plan which will be submitted to the Field Office for inclusion in the Work and Financial Plan of the CBU as the Regional SWAD Secretariat.

**4. Initiator of Regional SWAD Meetings** is hereby amended from Operations Division Chief to Institutional Development Division Chief.

**5. Provision of Budgetary Requirements shall be amended as follows:**

Operational costs in the functionality of SWAD Teams as well as the maintenance of SWAD Team Cluster shall be funded by FO – NCR direct release and Centrally Managed Funds under TARA based on approved Work and Financial Plan.

6. Timeline on the Submission of Reports is hereby amended as follows:

Type of Report/Document	Source of Report	User/Receiver of Report	Frequency of Reporting
LGU TARA Annual Plan	SWAD Team Members/LGU Coordinators	SWAD Team Leader/Regional Director	Every 12 <sup>th</sup> of November of the preceding year
LGU TARA Plan Implementation Report	SWAD Team Members/LGU Coordinators	SWAD Team Leader/Regional Director	Every 12 <sup>th</sup> of June and November
SWAD Accomplishment Report	SWAD Team Leaders	SWAD Team Leaders/SWAD Secretariat	Every 15 <sup>th</sup> of June and November
SWAD Regional Accomplishment Report	Regional SWAD Secretariat	SWAD Team Leaders/SWAD Secretariat	Every 25 <sup>th</sup> of June and December

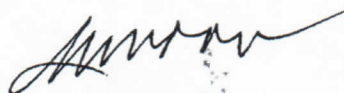
7. Additional Reportorial Requirements

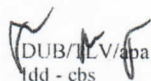
Type of Report/Document	Source of Report	User/Receiver of Report	Frequency of Reporting
SWAD Team Cluster Plan	SWAD Team Leader	SWAD Team Leader/Regional Director	Every 12 <sup>th</sup> of November of the preceding year
Consolidated SWAD Plan	Regional SWAD Secretariat	SWAD Team Leader/Regional Director	Every 15 <sup>th</sup> of November of the preceding year

**EFFECTIVITY**

This Order takes affect immediately and supplements/amends the previous Order pertinent hereto.

Issued in Manila, this 5<sup>th</sup> day of December 2013.

  
**MA. ALICIA S. BONOAN**  
 Regional Director

  
 DUB/LLV/apa  
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