

Department of Social Welfare and Development  
National Capital Region

**REGIONAL MEMORANDUM ORDER**

No. 004  
Series of 2012

**SUBJECT: *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."***

**Rationale:**

In line with the re-clustering of DSWD to further strengthen the Department's operations, increase efficiency and synchronicity of the different Offices, Bureaus, Services and Units (OBSUs) in the achievement of DSWD's vision, mission and reform agenda as well as the commitment to provide assistance to local government units (LGUs) through augmentation of funds and resources, the following provisions are hereby instituted as addendum to, hereby, amending Regional Administrative Order No. 1063, series of 2012.

**VIII. Operational Guidelines**

**2. The Regional SWAD Team Coordinator**

To oversee the operation of the three (3) SWAD Team Clusters, the Head of the Institutional Development Division (IDD) shall serve as the Regional SWAD Team Coordinator.


**3. The Secretariat**

Capacity Building Section (CBS) under the Institutional Development Division (IDD) shall act as the overall secretariat of SWAD Teams and shall perform technical and administrative support to the Regional SWAD Coordinator.

**XI. The Effectivity**

This order takes effect immediately and supplement/amends the previous Order pertinent hereto.

Issued in Manila, this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

  
**DELIA U. BAWAN**

Director III and Officer – in - Charge

