



DRN 1265**MEMORANDUM**

**FOR** : **Ms. MONINA JOSEFINA H. ROMUALDEZ**  
Regional Director  
DSWD-NCR

**FROM** : **The PLANNING OFFICER IV/ OFFICER-IN-CHARGE**


**SUBJECT** : **ENDORSEMENT OF REGIONAL MANAGEMENT COMMITTEE  
TERMS OF REFERENCE (TOR)**

**DATE** : **5 OCTOBER 2022**

This is to submit to you the attached Terms of Reference of the Regional Management Committee based on the comments, inputs and recommendation of the members of the RMANCOM.

For your further review, comments and/or approval.

Thank you.

  
**MARK M. GARCIA**

APPROVED / DISAPPROVED

  
**DR. MONINA JOSEFINA H. ROMUALDEZ**  
Regional Director

1078

Regional Administrative Order No. 1078  
Series of 2022

**TERMS OF REFERENCE OF THE REGIONAL MANAGEMENT COMMITTEE  
(RMANCOM)**

**I. PURPOSE**

The RMANCOM is a consultative mechanism to institute close and coordinated work across all offices, Divisions, Center/Residential Care Facilities, Sections and Units (D/C/RCF/S/Us) and Regional Program Management Office (RPMOs). It functions as a collegial body that provides complete staff work towards instituting systematic and effective provision of support services for the key mandate on policy making and operations of the Regional Office.

It provides for a cross unit communication set-up whose purpose is to undertake a complete review and reintegration of input for proposed regional guidelines, position papers, policies, issuances and other policy instruments. It is also a forum for identifying a problem and issue, as well as leveling or resolving conflicting issues, building consensus, and coming up with policy recommendations on matters needing the intervention and consultations that include, among others, issues and concerns that could not be resolved at the D/C/RCF/S/U level, and sentiments and views of the rank-and-file that were endorsed to the RMANCOM.

The RMANCOM serves as an independent and highest management body of the Field Office.

**II. GUIDING PRINCIPLES**

1. **Consultation and collegial relations.** In its deliberations and discussions, the RMANCOM shall primarily maintain consultative and collegial interaction and encourage frank and open exchanges of views.
2. **Steadfastness in decision-making.** During the conduct of its regular meetings, the RMANCOM shall discuss, decide and act upon all issues and matters brought to it, except those that require further study.
3. **Confidentiality and proper regard of documents.** Documents brought to RMANCOM marked "for discussion only", "draft only", or "restricted copies" shall be treated accordingly.
4. **Continuity of discussion and deliberations.** To facilitate and ensure a continuous discussion of issues as well as review and deliberation of policies, guidelines, issuances, policy papers and the like, the RMANCOM shall set a timeline for all activities to be undertaken.
5. **Quality-checking of outputs.** In accordance with the DSWD Reform Agenda, the RMANCOM shall ensure that all policies, guidelines and other issuances submitted for deliberation and approval are strategic, evidence-based and result-oriented.

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6. **Enhanced Participation.** The RMANCOM Chairperson and Secretariat shall creatively develop and formulate various approaches to encourage and improve the active participation of members during discussions, meetings, and other decision related activities.
7. **Ensured Representation.** The Office of the Assistant Regional Directors, Divisions and CRCFs through the Office of the Regional Center Coordinator shall be represented in the RMANCOM particularly during meetings and in all related activities that require decision-making.
8. **Consensus Building.** In the submission and deliberation of regional policy proposals, the RMANCOM shall seek participation among relevant stakeholders through the Regional Policy Development and Review Committee (RPDRC) in order to arrive at more comprehensive and inclusive regional policy decisions.
9. **Impartial, Neutrality and Transparency in all dealings.** All of the members of the RMANCOM shall, at all times, conduct their task and responsibilities in cold neutrality, treating matters presented before it fairly and objectively and come up with a consensus decision.

### III. TASKS AND RESPONSIBILITIES

The duties and responsibilities of the RMANCOM shall be as follows:

1. Propose or recommend new internal policies or measures, and enhance and/or revise existing policies or measures.
2. Solicit, monitor, and integrate comments and input on draft policies, guidelines, positions papers, issuances and other documents circulated among all RMANCOM members, deliberate on the same for review and approval of the Regional Director. It is especially important for the RMANCOM members to flag inconsistencies, contradictions, and potential gaps or loopholes on both existing and proposed policies and practices of the Regional Office.
3. Create necessary inter-office ad hoc committees or task forces and other types of collaborative work groups to undertake preparatory work and act on convening issues and concerns, and come up with an integrated draft output to be presented to the Regional Director.
4. Provide complete staff work for the Regional Director in developing, implementing, monitoring and improving issuances, policies and guidelines for the Regional Office.
5. Seek consultation from resource persons and references within and outside the Regional Office when appropriate and necessary, to enrich the thinking and decision making of the RMANCOM members on matters pertaining to existing and emerging trends, technologies, and other concerns related to issues being acted upon by the Committee.
6. Members of the RMANCOM to act as a body to come up with a consensus resolution of issues and concerns for recommendation to the approval of the Regional Director concerning programs organizational development

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7. As a consultative mechanism to institute close and coordinated work across all Divisions, Center/Residential Care Facilities, Units/Sections and Regional Program Management Office (RPMO) in the Field Office-National Capital Region.
8. Serves as an independent and the highest governing body in the Field Office - National Capital Region.
9. RMANCOM to review and recommend for the approval of the Regional Director the of draft policies endorsed by the Regional Policy Development and Review Committee (RPDRC) following the policy development and review process.

#### IV. COMPOSITION AND ROLES

1. The following shall comprise the RMANCOM:
  - a. Regional Director
  - b. Assistant Regional Director for Administration
  - c. Assistant Regional Director Operations
  - d. All Divisions Chief
  - e. Regional Center Coordinator
2. Members shall ensure proper and prompt dissemination, reporting and communication of appropriate information and decisions emanating from the RMANCOM meetings and work to specifically targeted individuals within their respective offices and staff. This will provide a double-loop communication about important areas of concerns or priorities that require action from the D/CRCF/S/Us. Members in turn shall also bring the concerns of their staff to the RMANCOM.
3. The Regional MANCOM Chairperson  
 The Regional Director shall act as the Chairperson of the RMANCOM and shall serve until his/her tour of duty at the Regional Office ends.
4. The RMANCOM Secretariat
  - a. The Policy Development and Planning Section (PDPS) shall serve as the permanent Secretariat. For coordination purposes, technical staff from the Office the Regional Director preferably the Regional Executive Assistant (REA) shall also be assigned to provide secretariat support.
  - b. The PDPS shall:
    1. Prepare the agenda of the meetings in coordination with the Chairperson and in consultation with the RMANCOM members
    2. Prepare highlights/minutes of meetings, issue notices and other pertinent document/s and thereafter distribute the same to RMANCOM members at least (3) days before the next scheduled meeting
    3. Provide for administrative requirements during meetings
    4. Translate all agreements reached by the RMANCOM into policies for submission to, and approval by the Chairperson

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5. The Secretariat shall adopt the Summary of Agreement (SOA) format or any other related form in the monitoring of agreements and follow through of business arising in the previous meeting. It also prepares other reports as may be required.
6. Prepare a project proposal to fund the expenses relative to the holding of RMANCOM meetings, and for monitoring the use of such funds.
7. Act as a repository of documents pertinent to all meetings conducted
8. Coordinate regularly with the RMANCOM Members to monitor the status of endorsed documents and other concerns

#### V. MEETINGS

1. The RMANCOM shall meet on a monthly basis preferably every 2nd Monday of the month. In the event that the scheduled meeting is cancelled due to unforeseen events (e.g. emergency meeting with Central Office, typhoon, natural calamities etc.) the RMANCOM meeting shall be held on the following Monday.
2. Designation of Presiding Officer shall be on a rotation basis among the members of which schedule shall be prepared by the Secretariat subject to the approval of the Chairperson.
3. The Regional Director may call for a special meeting as the need arises.
4. The Secretariat shall furnish the members of a notice for the venue and time of meeting, attaching therewith the agenda and presentation materials, at least 3 days prior to the scheduled meeting
5. An attendance of over 50% of all available members shall constitute a quorum for a meeting provided that the actual members present shall not be less than one-third of the total number of RMANCOM members on record. "Available members" are those who are neither on approved leave nor on official travel.
6. The Secretariat shall serve as the official timekeeper for meetings.
7. Expenses for the RMANCOM meetings shall be charged against the RGASS Funds.

#### VI. PROCEDURE FOR APPROVAL OF DOCUMENTS

The following procedure shall be observed for any proposed policy, guidelines, issuance, position paper, agreement or the like (a "Document") needing RMANCOM comments or input:

##### A. POLICY PROPOSALS

The policy process cited in the Regional Memorandum Order No 2 Series of 2018 also known as Revised Guidelines on the Regional Policy Development Process shall be observed and followed (See attached Annex 1).

##### B. PROCESSING OF URGENT DOCUMENTS

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