

POLICIES/GUIDELINES ON THE DEVOLUTION OF DSWD CENTERS/INSTITUTIONS AND PROGRAMS

DSWD DEPARTMENT ORDER NO. 26, S. 1997, September 18, 1997

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RATIONALE

Republic Act No. 7160, otherwise known as the Local Government Code of 1991, transfers the responsibility for the delivery of basic services and the related facilities from the National Agencies concerned to the Local Government Units. It also promotes the establishment and operation of Peoples' Organizations (POs) and Non-Governmental Organizations (NGOs) to become partners in the pursuit of local autonomy through joint ventures and other cooperative arrangements in the delivery of basic services to enhance the economic and social well-being of the people.

Section 17 of the Local Government Code of 1991 states that the basic services and facilities being devolved by the National Agencies, in this case the DSWD, are programs/services on the welfare and development of the child and youth, family and community, women, the elderly and disabled persons, community based rehabilitation programs for mendicants/street children, juvenile delinquents, strandeers, abandoned and neglected children/elderly/persons with disabilities (PWDs); livelihood and other pro-poor projects; nutrition services; and family planning services.

This will be accompanied by the turn-over of personnel, centers, records, equipment, assets and facilities to ensure the continuity of the delivery of the devolved basic services. The LGU shall acknowledge receipt of transfer and responsibilities appurtenant thereto, of personnel, assets and liabilities including pertinent records and equipment.

In accordance with RA 7160, the devolution on the delivery of the basic services from DSWD to the Local Governments concerned began on 1992. After five (5) years, the Department's efforts are now focused towards enabling the LGUs and turning-over to them centers/institutions within their jurisdiction, in terms of clients, programs/services, resources and manpower requirements, according to their absorptive capacities.

IMPLEMENTING GUIDELINES

To ensure smooth devolution of the DSWD centers/institutions to the LGUs/NGOs, DSWD shall be guided by the following processes:

1. Pre-implementation

1.1 Assessment Evaluation and Social Preparation

1.1.1. Evaluation Committee. The Regional Field Offices shall organize an Evaluation Committee composed of five (5) members consisting of: two (2) from DSWD, two (2) from the LGU and one (1) from the NGO, with the Regional Director as the Chairperson.

1.1.2. The DSWD Evaluation Committee shall meet with the Municipal/City Mayor/Governor and Sangguniang Bayan/Panglungsod officials and other significant officials of the LGUs and/or

officers/representatives of the NGOs, and propose the devolution of the center's/institution's facility/program, presenting the objectives including assessment reports of the program undertaken in the centers/institutions for each participant;

1.1.3. Planning. The Regional Evaluation and Assessment Committee will hold consultative sessions to further discuss the assessment report and agree on a plan for the phases of devolution.

1.1.4. Draft a Memorandum of Agreement (MOA) spelling out the expectations and responsibilities of the contracting parties, time table/phasing of transfer and other requirements.

1.2. Procedures

A. The concerned Field Office shall organize and analyze data gathered from audit monitoring, or evaluation reports conducted by the DSWD on the status of centers/institutions in terms of meeting the set standards and the capability of the LGUs/NGOs to assume the responsibility of assuming the operation of the centers/institution.

B. The region shall submit its recommendations to the Central Office on the readiness of the LGUs/NGOs to assume responsibility over the operation of the centers/institutions on the following levels of devolution:

Level 1 — Can assume the “Full Take Over” of the operations;

Level 2 — Can only share part of the expenses, e.g., manpower, supplies and materials, transportation/subsistence allowance, etc., as the case may be, but with DSWD still maintaining management of the center IDAaCc

Level 3 — Can undertake the management of the center but needs fund augmentation from DSWD.

C. The Central Office thru the Bureau concerned shall assess and validate the recommendations of the Regional Office. A report would then be made regarding Central Office Management's final decision.

1.3 Criteria for evaluation. The criteria in assessing/evaluation capabilities of LGUs/NGOs shall include the following:

a. Willingness, interest and commitment to take over the responsibility of managing and operating the centers/institutions, e.g. Lingap Centers, Productivity Centers, AVRC, Substitute Homes/Institutions for Women/ PWDs;

b. Financial capability to operate and maintain the facility and undertake the program on a sustainable basis, e.g.:

Productivity Skills Center — providing supplies and materials, construction and repair, subsistence and transportation allowance of needy disadvantaged trainees;

For Institutions — provision of food, clothing, shelter and other basic necessities for the clients;

c. Manpower. Capability of absorbing the adequate technical and administrative personnel compliment which includes but not limited to:

For the Productivity Centers — Center Head, Trainer, Social Worker/Welfare Worker, Security Guards, Clerks, Utility Worker, Project Evaluation Worker;

For Substitute Homes/Institutions — center head, houseparents, security guards, social workers and clerks;

d. Availability of a facility that meet the standard requirements in accordance with the area of specialization, i.e. ,

For the Productivity Centers — to house the equipments as well as to serve as training centers where the present facilities contained in DSWD owned buildings could be transferred.

For the Institutions — the availability of facilities that can accommodate 25-30 clients at any given time, to include sleeping quarters, living room, toilets and bathrooms dining room, kitchen and nursery;

Meantime however, the DWD existing facility may be used until such time that concerned LGU/NGO can find a new home for the wards/clients.

2. Implementation — The turn-over of the center/institution/program shall take effect immediately upon the signing of the Memorandum of Agreement. Implementation of the transfer of the centers/institutions by Phases will depend on the result of the evaluation on the levels of capability of the LGU/NGO stated in Section 1.2 of this guidelines. Subsequent assessment and evaluations that will be conducted should ensure LGUs graduation from Level 3 to Level 1 gradually.

3. Post Implementation

3.1 Monitoring and Evaluation — as mandated by law, the DSWD through the concerned Bureau and Field Office/ s, shall regularly monitor the implementation/operation of the center/institution/program to maintain the standards of operation. Visits shall be done once a month for the first six (6) months and quarterly thereafter;

3.2 Technical Assistance shall be provided by the Field Office with the assistance of the Bureau concerned for continuous upgrading of the facilities, enhancement of the Knowledge, Attitude, Skills (KAS) of staff and enrichment of services;

3.3 A quarterly report in the prescribed form shall be submitted by the LGUs/NGOs/POs to the Field Office on the Centers operations. This report shall be analyzed by the Field Office concerned and forwarded to the Office of the Secretary with corresponding recommendations.

EFFECTIVITY

This order shall take effect immediately.

Adopted: 18 Sept. 1997

(SGD.) LINA B. LAIGO
Secretary

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