

Manual of Operations



**COUNCIL FOR THE
WELFARE OF
CHILDREN**

**#10 Apo Street Stat. Mesa
Heights, Quezon City,
Philippines 1114**

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CHAPTER I

COUNCIL FOR THE WELFARE OF CHILDREN

A. LEGAL MANDATE

The Council for the Welfare of Children were created through the enactment of Presidential Degree (P.D.) No. 603, otherwise known as the Child and Youth Welfare Code, December 1974. It provided for the guarantee of the promotion and protection of the rights of children by the family, the community and the state. It also provided for the creation of the Council for the Welfare of Children (CWC) which mandated to be primarily responsible for the implementation of the provisions of the said law. The same law also established CWC under the Office of the President (OP).

Executive Order (E. O.) No. 708, series of 1981, attached CWC to the Department of Social Welfare and Development (DSWD) upon the reorganization of the Office of the President.

In 1987, EO 233, series of 1987 was issued which redefined the role and the organizational structure of CWC. It increased the composition if the council members and created the TMC which is composed of Bureau and Service Heads of each government and NGO as appropriate.

In 2000, CWC was again placed under OP through the enactment of RA 8980 otherwise known as Early Childhood Care and Development (ECCD) Bill. It provides for the institutionalization of a national system for early childhood care and development for conception to age six. It mandates the CWC to function as a national ECCD coordinating council (NECCDCC) which is the prime agency to implement the provisions of said law.

Executive Order No. 806 signed in 2009, Amended EO No. 778 and affirmed that CWC shall continue to function and exercise the same powers pursuant to the provisions of PD 603 and EO 233 and attached to the Department of Social Welfare and Development.

VISION:

The Focal Government Inter-Agency Body Providing Dynamic Leadership In Ensuring A Child-Friendly And Child-Sensitive Society Where Every Child Fully Enjoys Hi/Her Rights.

MISSION:

CWC shall undertake its coordinative role for children through:

- a. Coordination of implementation and enforcement of all laws relative to the promotion of children's welfare;
- b. Formulation and advocacy for the implementation of policies, programs and projects;
- c. Monitoring and evaluation of policies, programs and measures for children;
- d. Advocacy for child rights and mobilization of resources;

- e. Building strong networks, partnerships and coordination mechanisms; and
- f. Institution building of partners and stakeholders.

ORGANIZATIONAL OUTCOME

Children are Empowered and Protected through the Monitoring and Coordinating of Government Actions

The CWC LOGO



The logo represents hope among the Filipino children.

B. POWERS AND FUNCTIONS

The Council has the following powers and responsibilities:

1. Coordinate the implementation and enforcement of all laws relative to the promotion of child and youth welfare;
2. Formulate an integrated national policy and long-range programs, monitor and evaluate the implementation of this policy and all programs and services relative to the development of the general welfare and protection of the best interests of children and youth;
3. Advocate and recommend to the President and other appropriate agencies for implementation on a nation-wide scale when appropriate, new innovative, pilot programs and services for the general welfare of children;
4. Mobilize resource assistance and call upon and utilize any department, bureau, office, agency, or instrumentalities, public, private or voluntary, for such assistance as it may require in the performance of its functions;
5. Submit annually to the President a comprehensive report on its activities and accomplishments;
6. Performs such other functions as provided by laws.

C. ORGANIZATIONAL SET-UP

The Council Board is composed of a Chairman and twelve members. Pursuant to Section 3 of Executive Order No.233, the following members or their duly appointed/designated representatives composed the Council:.

Chairperson	- Department of Social Welfare and Development
Members	- Department of Education, Culture and Sports - Department of Health - Department of Labor and Employment - Department of Justice - Department of Interior and Local Government - Department of Agriculture - National Economic and Development Authority - National Nutrition Council - Three Private Individuals concerned with the welfare of children and youth with no dual role as a government employee and with at least one year of being an active member of a legitimate youth organization

The three private individuals are nominated by the Board and appointed by the President upon the recommendation of the Chairman and serve for two years subject to renewal.

The Council for the Welfare of Children has a Secretariat headed by an Executive Director and a *Deputy Executive Director* duly appointed by the President. The Secretariat is the executive arm of the Council and its tasks and functions are as follows:

1. Implement all directives and resolutions of the Council.
2. Coordinate and monitor the implementation of policies, programs and projects.
3. Facilitate the conduct of researches, human resources development and project development that the children and youth serving agencies may need.
4. Provide administrative, secretariat, communications, documentations and liaison services to the Council and its committees, sectorial panels and other organizational structure under the Council.
5. Prepare necessary reports as required.
6. Perform other tasks and functions as directed by the Council pursuant to the goals and objectives of PD 603 and EO 233 and other pertinent decrees, executive orders, proclamations and regulations for the welfare of children and youth.

D. CWC STRUCTURES

THE COUNCIL BOARD

Functions

- i. Provide directions in the area of promotion and protection of the welfare of children.

- ii. Formulate a 5-year National Program/Plan for Children
- iii. Approve/Adopt resolutions on specific concerns on children and youth for their integrated and coordinated implementation
- iv. Spearhead the conduct of the Five – Year National Study on the Situation of Children & Youth
- v. Approve annual work and financial plan of the Council both for government and external funds.

Composition*

i. Department of Social Welfare & Development	-	Chairman
ii. Department of Education	-	Member
iii. Department of Health	-	Member
iv. Department of Labor and Employment	-	Member
v. Department of Justice	-	Member
vi. Department of Interior & Local Government	-	Member
vii. Department of Agriculture	-	Member
viii. National Economic and Development Authority	-	Member
ix. National Nutrition Council	-	Member
x. Council for the Welfare of Children	-	Member
xi. Three (3) Private Individuals	-	Member

As stipulated in P.D. 603 and E.O.233, the President, upon the recommendation of the Chairman, shall appoint three (3) private individuals with at least one (1) being an active member of a legitimate youth organization.

Criteria in the selection of the private individuals:

1. He or she must be a Filipino citizen:
2. Who is the head of the agency or someone who is holding a position of influence for at least a year in a private child and/or youth serving organization recognized or licensed by the Department member agency of the Council;
3. Belongs to an agency/organization with a wide sphere of influence with the clientele-operating in at least three (3) regions preferably on a national level;
4. Does not hold any government position;
5. Has professional/core competence/expertise on children and youth concerns.
6. For youth representative, he/she must be at most eighteen (18) years of age upon nomination.

Secretariat

The CWC acts as the secretariat to the Council Board and all other structures created.

TECHNICAL MANAGEMENT GROUP

Functions:

- 1) Deliberate on the findings and the recommendations of the Com/SCom and submit recommendations to the Council on needed policy guidelines, projects and activities for the welfare of children.
- 2) Perform such other tasks and activities as may be directed by the Council.

Composition:

The membership of the Council Board is replicated at the TMG with the appropriate Directors of these agencies. Only the private individuals are selected anew.

COMMITTEES/SUB-COMMITTEES (Com/SCom)

Functions:

- 1) Study in detail specific areas of children concerns and problems and submit reports of findings and recommendations for deliberations by the Technical Management Group.
- 2) Formulate Com/SCom program plan for children.
- 3) Formulate situation of children report and develop database for children.
- 4) Develop fact sheet that include on-going responses, programs and services, updated directory as well as on going issues and challenges.
- 5) Plan innovative projects, strategies and approaches and submit reports to the Technical Management Committee.
- 6) Monitor and evaluate projects approved/adopted by the CWC Board.

Composition:

Agencies coming from government and non-government agencies whose mandate are aligned with the specific goals/purposes of the Com/SCom, are invited as regular members.

E. CWC INTER-AGENCY STRUCTURE

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
1. Council Board	PD 603/EO 233	1. Coordinate the implementation and enforcement of all laws relative to the promotion of child and youth welfare 2. Formulate an integrated national policy and long-range programs, monitor and evaluate the
2. Technical Management Group (TMG)	PD 603/EO 233	
3. Children and HIV Committee	• Situation-based ○ High incidence of cases among young	

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
	people ○ Approved and recommended by the TMG	implementation of this policy, and all programs and services relative to the development of the general welfare and protection of the best interests of children and youth 3. Advocate and recommend to the President and other appropriate agencies for implementation on a nationwide scale when appropriate, new, innovative, pilot programs and services for the general welfare of children. and 4. Mobilize resources assistance and call upon and utilize department, bureau, office, agency, or instrumentalities, public, private, or voluntary, for such assistance as it may require in the performance of its functions;
4. Committee on Children in Need of Special Protection (CNSP)	• CRC • One of the 5 areas of concern of PPAC	
5. National network to End Violence Against Children (NNEVAC)	• World Study on VAC • National Strategic Framework to End VAC • Organized as an ad-hoc committee for the development of VAC Framework and eventually the VAC Action Plan	
6. National Steering Committee on National Baseline Study on Violence Against Children (NBS VAC)	• CWC Board Resolution – NNEVAC to act as the National Steering Committee on NBS-VAC	
7. VAC Core Group		
8. Committee on Family and Alternative Parental Care (ComFAPC)	• CRC • One of the 5 areas of concern of PPAC	

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
9. Research Consortium on Child Rights	2 nd NPAC	
10. National Network on Street Children (NNSC)	• Phenomenon of street children	
11. Sub-Committee Against Sexual Abuse and Commercial Sexual Exploitation of Children (SC-SACSEC)	• OP on the sale of children, child prostitution and pornography	
12. Sub-Committee on Children Against Armed Conflict and Displacement (SC-CAACD)	• OP CSAC	
13. Monitoring RResponse System	• Executive Order 138	
14. National Child Protection Working Group (NCPWG)	• Originally a Technical Working Group of the SC CAACD • Organized based on the Guinsaugon experience of conducting family tracing • Pilot testing of the family tracing and reunification for separated, unaccompanied, missing, reintegrated and dead (FTR - SUMRD) in response to Tropical Storm Ondoy	
15. Sub-Committee on Children with Disability (SC – CWD)	• CRC • CRPD • Issue-based • Venue to discuss the issues of children with disability	

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
	• NCDCA is structured based on functionality and not sectoral	
16. Four Cs	• Declaration of commitment on Summit on children	
17. National Children's Month - Steering Committee (NCM-SC)	National Children's Month pursuant to Presidential Proclamation 267, s. 1993	CWC organized the NCM Steering Committee (NSC) and its Sub-Committee in 2012 to help facilitate and manage the annual celebration with enormous tasks required for the event. It performs the following tasks/functions: The NSC shall perform the following functions: 1. Oversee planning, managing and implementing activities, plans and projects; 2. Initiate and ensure broad-based advocacy on the NCM; and, 3. Conduct post-assessment activities and submit recommendations to CWC.
18. Sub-Committee on Programs and Events	NCM-SC Terms of Reference	Function/s: 1. Prepare and manage joint NCM plans/program and activities; 2. Coordinate and monitor the implementation of the joint NCM agency activities; and 3. Conduct post-assessment activities and submit recommendation/s to the NCM Steering Committee (carry function in other Sub-Comm)
19. Sub-Committee on Advocacy and Resource Mobilization	NCM-SC Terms of Reference	Function/s: 1. Generate and mobilize resources (funding, manpower, etc.) for the NCM activities; 2. Ensure logistical requirements are provided during events; 3. Conduct post-assessment activities and submit recommendation/s to the

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
		NCM Steering Committee; and 4. Support Legislative Agenda through policy advocacy in partnership with CWC and other Civil Society Groups.
20. Sub-Committee on Publicity and Promotions	NCM-SC Terms of Reference	Function/s: 1. Conceptualize the promotion of the NCM celebration nationwide; 2. Prepare and produce Information, Education Communication (IEC) materials (e.g. press kit, press release, media advisory, collaterals); 3. Ensure quad media promotion of NCM celebration (e.g. social media, e-board advertisement, pahayagan ng bayan, text blasts, LED ad display, etc.); 4. Conduct media activities (Press Con, Talakayan, radio, tv, guestings, etc.); 5. Support the Programs and Events Sub-Committee; and 6. Conduct post-assessment activities and submit recommendation/s to the NCM Steering Committee.
21. National Awards Committee (NAC)	Executive Order No. 184, series of 1999, December 13, 1999 entitled “Establishing the Presidential Award for the Child-Friendly Municipalities and Cities”	The Presidential Award is conferred to deserving local government units in recognition of their vital role in promoting children’s rights to survival, development, protection and participation as well as in ensuring child-friendly governance . The NAC was then organized in 1999 to facilitate and manage the Presidential Award. It directly reports to the CWC Board. The NAC performs the following functions: 1. Ensure broad-based advocacy and dissemination of the Presidential Award for Child-Friendly Municipalities and Cities (PACFMC). 2. Determine the time frame for

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
		the different stages of the PACFMC. 3. Provide technical assistance to the RC/SCWC 4. Conduct table review of the eligible LGUs, prepare a short-list of LGUs for validation from list of regional awardees 5. Undertake site visits and deliberation for shortlisted entries 6. Present the results of validation and deliberation for CWC Board approval 7. Conduct post-assessment activities and submit recommendations to the Council Board
22. National Committee on Child and Youth Participation (NCCYP)	• First emerged as effective child protection response • 1990's is era of organizing children's association • 1991, Local Gov't Code: enacted <u>government funded</u> "Sanggunian Kabataan" (SK) in every Barangay (village) • 1997, EO 421-creating a separate children sector under the Social Reform Council when the Expanding Children's Participation in Social Reform (ECPSR) Project	NCCYP was organized in 2000 to provide a national forum for sharing of experiences and technical expertise in child and youth participation. The Committee also serves as a consultative and advisory body on child participation-related concerns especially in expanding Children's Participation in Social Reform. Functions: 1. Formulate and recommend guidelines and policies on the identification, organization and participation of children in the national and local structures. 2. Develop, implement and monitor committee work plans on child and youth participation 3. Facilitate organization and mobilization of children's participation at all levels 4. Serve as a venue for forum and learning towards improving standards on child

Structure	Rationale • Legal Base • Situation	CWC Mandate (applicable to all structures)
	was at its height • 1997, RA 8425 Social Reform and Poverty Alleviation Act: National Anti-Poverty Commission (NAPC) – “Children Basic Sector”	participation at all levels

F. ROLE & QUALIFICATION OF CHAIR & CO-CHAIR

CHAIRPERSON

- 1) Provide direction in the attainment of objectives of Committees/Sub-Committees (Com/SCom).
- 2) Raise policy issues/recommendations of (Com/SCom).to TMC/TF action and for the Chair to give feedback/agreements down to the TF.
- 3) Represents the SCom in Committee meetings and other related activities.
- 4) Advocate for action on issues identified.
- 5) Link with other Com/SCom or other structures on issues and concerns.

CO-CHAIRPERSON

- 1) Preside over meeting in the absence of Chair.
- 2) Assumes the responsibilities of Chairperson in his/her absence.

QUALIFICATIONS:

- 1) Someone who is holding a position of influence for at least a year in a government or recognized and/or licensed agency serving children.
- 2) He/She must belong to an agency implementing specific programs and services for children.
- 3) Has professional competence and expertise on children’s rights.

G. NGO MEMBERSHIP TO THE CWC STRUCTURES

Membership of Non-Governmental Organizations in the Technical Management Group must not be on a personal but organizational basis. Its representation is 1/3 of the total number of the TMG members and are nominated using the following criteria:

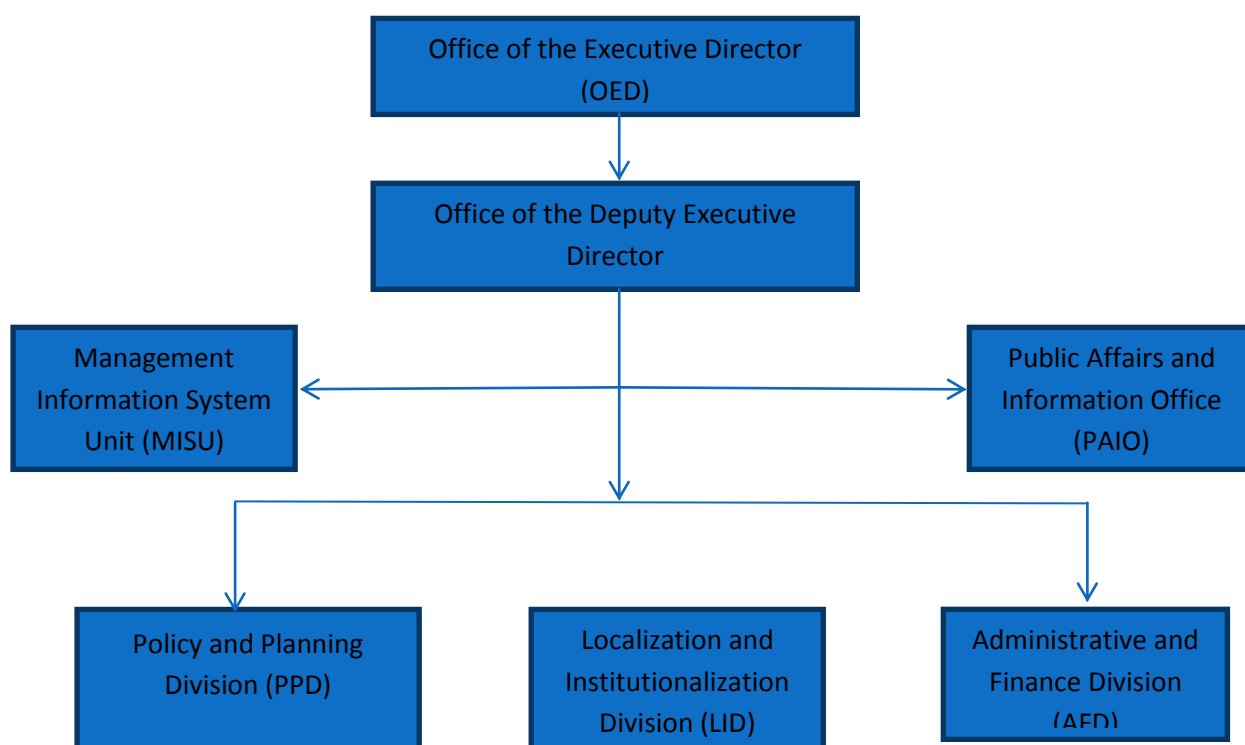
- 1) Duly registered with the Securities and Exchange Commission (SEC);
- 2) Duly registered, licensed and accredited according to the standards of the accrediting line member agency of the Council;
- 3) Focused on children's concerns with wide sphere of influence with other NGO's and covering at least three (3) regions preferably on a national level;
- 4) Has track record in their respective field and at least five (5) years in existence.

The private individuals in the Council Board have the option to have their technical representative in the TMG, provided that they also possess the above criteria.

CHAPTER II THE COUNCIL SECRETARIAT

Section 6 of EO 233 enumerates the Divisions of the Council Secretariat as headed by an Executive Director:

A. CWC SECRETARIAT STRUCTURE



1. Office of the Executive Director

- A.) The Executive Director is the executive officer of the Council and shall participate as a voting member in the Council deliberations and meetings. As head of the Secretariat and as executive officer, he/she shall:
- a.) Define the standards, procedures, and operations of the Secretariat and other organizational structures created under the Council to ensure efficient economical and effective coordination and administration.
 - b.) Responsible for developing and implementing a comprehensive public relations and communication program on child and youth welfare to strengthen public awareness on child and youth issues.
 - c.) Exercise appointing authority and approve resignations of CWC personnel occupying/covering positions from grade 21 and below.
 - d.) Exercise administrative and technical supervision of all CWC secretariat staff with SG 22 and above.

- e.) Authorize disbursement of funds and accordingly approve vouchers for the payment of obligations pursuant to financial and work plan duly approved by the Chairman but not exceeding request for in authority to Php500,000 per transaction.
- f.) Approve attendance of personnel to conferences, seminars and non-degree training programs.
- g.) Issue travel orders authorizing employees to travel on official business within the country for a period not exceeding thirty (30) days, except that of the Executive Director which shall be approved by the Chairman.
- h.) Promulgate administrative issuances, pertaining to the Council Secretariat.

A Deputy Executive Director supports the Executive Director in the management of the office performance.

2. Administrative and Finance Division

- Provide support services in personnel administration, records, management, supply and property management and maintenance, and such other administrative needs of the Council.
- Develop and maintain/improve budgetary and accounting methods and procedures within the prescribed government accounting rules and regulations.
- Provide the Council Board, management and secretariat staff, member agencies, funding agencies with the necessary information on the financial status and operation of CWC through quarterly and annual reports.
- Formulate policies and guidelines on personnel matters such as selection, recruitment, promotion and placement, transfer, recognition and retirement.
- Establish and coordinate a responsive human resources development program for CWC personnel based on a periodic training needs assessment of staff.
- Provide technical support for the proposed computerized management information system and the use of audio-visual institutional development and networking needs.

3. Policy and Planning Division (PPD)

- Formulate and update comprehensive short-term and long-term national action plans and development agendas for children.
- Provide technical and research support for the Council Board on matters concerning socio-economic and legal frameworks, policies, strategies and research agendas.
- Initiate policy development and analysis emerging issues and trends that have an impact on the lives of children. Establish working groups and policy formulation and version, strategic planning to promote a pro-child development agenda.

- Provide technical assistance for joint strategy and program development among child-focused government agencies and partners in the non-government and private sectors.
- Define research agenda and prepare project proposals for research activities that contribute to the knowledge base on policies, programs and services for the Filipino children.
- Develop and promote indicators for monitoring child development, for implementing the UN Convention on the Rights of the Child, national laws and plans for children.

4. Monitoring and Evaluation Division (MED)

- Establish a well-coordinated and highly functional horizontal and vertical network of agencies and organizations at the national regional and local levels to promote a child-focused development agenda.
- Establish technical cooperation and provide technical assistance to local partners and other allies in the setting development agenda for children.
- Establish, coordinate and provide technical support to relevant levels sub-committees for the welfare of children.
- Provide technical assistance for setting-up and operationalizing effective monitoring systems at the regional and local levels through the Local Councils for the Protection of Children.
- Establish a responsive referral system involving participating agencies and organization in the child-focused network at the local and regional levels.
- Design performance-based incentive systems for local government units, community-based organizations and services provider.

5. Public Affairs and Information Office (PAIO)

- Develop and coordinate the implementation of a comprehensive communications, information and education strategy for promoting the implementation of child rights, the National Plans of Action and other international conventions and standards.
- Design and implement a media relation's strategy that involves partnership with media practitioners active at various levels in support of the regional and local institutional development and networking activities.
- Initiate media campaigns to promote important policy studies and analysis, documentation of programs and services, disseminate information about periodic reports of the government on the implementation of the UN Conventions on the Rights of the Child.
- Set-up and maintain Council for the Welfare Resource Centre.
- Coordinate the production and distributions of appropriate IEC materials at the national and local levels through the regional and local networks.

6. Management Information System Unit (MISU)

- Develop and implement the Information Strategic System Plan of CWC.
- Provide design assistance and installation support to all divisions on reports and monitoring forms, standardization of database structures, software customization, designing and establishment of regional and interagency information sharing.
- Formulate policies and guidelines that govern the management and use of all data processing resources of the Council.
- Provide technical assistance and coordinate training on Information and Communication Technology (ICT) and ICT related capability building.
- Conduct research and technical upgrade evaluation and testing for possible application and enhancement.
- Determine the ICT requirements of the Council.
- Assist in designing and maintaining file sharing and library management system and network including archiving and backup procedures.
- Maintain a databank on programs, existing services and related information on children.
- Responsible for the installation and maintenance of network and ICT communication links.
- Maintain and update CWC website.

B. CWC Internal Structures

CWC COMMITTEES	Legal Basis	Composition	CHAIRMAN/AUTHORIZED REPRESENTATIVE FOCAL PERSON	MEMBER/ AUTHORIZED REPRESENTATIVE
Personnel Selection Board (PSB)	- EXECUTIVE ORDER NO. 292 - Book V, Administrative Code of 1987 - CSC MEMORANDUM CIRCULAR NO. 3, 2001 - Revised Policies on Merit Promotion Plan - REPUBLIC ACT NO. 7041 - Publication Law	- Chairperson - Division Chief or the authorized career service representative where vacancy exists - HRM Officer - Two (2) representatives for 1st and 2nd level positions chosen by accredited union with 2-year tenure - May designate alternate representatives	Director Patricia B. Luna Atty. Marijoy D. Segui	Ma. Consolacion S. Salcedo, AFD Estrella S. Babida Grace Cymbeline RT. Alejandrino, PPD Flordeliza M. Gultiano, MED Froilan P. Flores Rowena E. Saracho- , 1 st level Rep/Permanent Member Florencio De Guzman-1 st level Rep/Alternate Member

Maria Alpha A. Larga, PPD

2nd level Rep:

Ma. Erlinda N. Aguila, CEA Rep

With Special Order, January 12, 2015

**Program on
Awards and
Incentives for
Service
Excellence
(PRAISE)**

- EXECUTIVE ORDER NO. 292
- Book V, Administrative Code of 1987
- CSC MEMORANDUM CIRCULAR NO. 1, 2001
- Program on Awards & Incentives for Service Excellence

- Head of agency or authorized representative
- Head of finance unit or equivalent
- Head of planning unit or equivalent
- Highest ranking employee in HR unit
- Two (2) representatives (1st & 2nd levels) from rank-and-file who shall serve for a period of 2 years

Director Patricia B. Luna

Flordeliza M. Gultiano

Ma. Consolacion S. Salcedo, AFD

Grace Cymbeline RT. Alejandrino, PPD

1st level Rep:

Rowena E. Saracho- Permanent Member

Nonem Benedict B. Delos Santos- Alternate Member

2nd level Rep:

Ma. Ruth Estrellieta L. Marayag- Permanent Member

Froilan P. Flores- Alternate Member

With Special Order, 2014

**Personnel
Development
Committee
(PDC)**

Director Patricia B. Luna

Ma. Consolacion S. Salcedo, AFD

Grace Cymbeline RT. Alejandrino, PPD

Ma. Ruth Estrellieta L. Marayag

Flordeliza M. Gultiano, MED

Froilan P. Flores

1st level Rep:

Rowena E. Saracho- Permanent Member

2nd level Rep:

Adelaida G. Chavez- Permanent Member

Maria Alpha A. Larga - Alternate Member

With Special Order

GRIEVANCE MACHINERY

Legal Basis:

- EXECUTIVE ORDER NO. 292
- Book V, Administrative Code of 1987
- CSC MEMORANDUM CIRCULAR NO. 2, 2001
- Revised Policies on the Settlement of
- Grievances in the Public Sector

Structure:

- Highest HRM official as Chairperson
- Two (2) Division Chiefs or equivalent
- Two (2) members from rank-and-file who shall serve for 2 years
- Designated Bilis Aksyon Partner
- Agency shall ensure equal opportunity for men and women to be represented in the grievance committee

Qualifications:

- Only permanent officials and employees – whenever applicable – shall be appointed or elected as members of the committee
- The virtues of integrity, probity, sincerity and credibility shall be considered in the selection of committee members

Ma. Consolacion S. Salcedo, AFD

Normina E. Mojica, PPD

Flordeliza M. Gultiano, MED

1st level Rep:

Rowena E. Saracho- Permanent Member

Nonem Benedict B. Delos Santos- Alternate Member

2nd level Rep:

Ma. Erlinda N. Aguila

Alternate Member

With Special Order

INVENTORY COMMITTEE

Nonem Benedict B. De Los Santos

PPD: Adelaida G. Chavez

LID: Froilan P. Flores

PAIO: Elino L. Bardillon

MISU: Emerson C. Sicat

With Special Order, May 9, 2014

**GAD FOCAL
POINT
SYSTEM**

**Sec. 37 IRR, RA 9710 Magna
Carta for Women**

Ma. Consolacion
S. Salcedo

AFD: Ma. Consolacion S. Salcedo

PPD: Normina E. Mojica

LID: Andre' R. Canilang

PAIO – Elino S. Bardillon

MISU – Emerson C. Sicat

HR – Amelia E. Julian

With Special Order, Nov. 8, 2013

**HEALTH &
WELLNESS**

Ma. Edna L. Estal

PPD: Normina E. Mojica

AFD: Nonem Benedict B. Delos
Santos

LID: Froilan P. Flores

MISU: Emerson C. Sicat

**Bid and
Awards
COMMITTEE
(BAC)**

Republic Act 8194

**The Government
Procurement Reform Act**

Atty. Marijoy D.
Segui

AFD: Ma. Consolacion S. Salcedo
Estrelle S. Babida

PPD: Grace Cymbeline RT.
Alejandrino

Normina E. Mojica

LID: Flordeliza M. Gultiano

Andre' R. Canilang

PAIO: Elino L. Bardillon

Edna L. Estal

Secretariat: Nonem B. de los
Santos

**With Special Order, January 12,
2016**

**INTEGRITY
Management
Committee
(IMC)**

IMC Chair: ED

Vice-Chair: DED

Members:

Division heads (with
alternates)

Employees Union

CSO Partner

Director Patricia
B. Luna

Atty. Marioy D.
Segui

AFD: Ma. Consolacion S.
Salcedo

Estrella S. Babida

LID: April T. Obtinario

Andre R. Canilang

PPD: Grace Cymbeline RT.

Alejandro

Normina E. Mojica

PAIO: Elino L. Bardillon

Ma. Edna L. Estal

CEA: Ma. Erlinda N. Aguila

CSO PARTNER: Dolora H.
Cardeno

With Special Order , Feb 6, 2015

AFD: Bryan Cris C. Neon

LID: Maria Carmela N. Joven

PPD: Jaime Tristan O. Flores, Jr.

PAIO: Elino L. Bardillon

MIS: Emerson C. Sicut

With Special Order

**PERFORMAN
CE
MANAGEMENT
TEAM (PMT)**

- CSC MC No. 6, Series of 2012 (SPMS)
- Administrative Order No. 25, 2011 (RBPMS)
- Joint CSC-DBM Circular No. 1, Series of 2012
- Executive Order No. 80, 2012 (Good Governance and PBB)
- Senate & House of Representatives Joint Resolution No. 4

Chair: Executive Director

Head of Planning:

Budget Officer

Head of AFD

Pres., Association

Director Patricia
B. Luna

Atty. Marijoy D.
Segui

PPD: Maria Alpha A. Larga

AFD: Ma. Consolacion S.
Salcedo

Pres., CEA: Ma. Erlinda N. Aguila

With Special Order, Nov 6, 2013

**Public
Financial
Management
Core Team**

- DBM Circular N0 2014 - 5

Head of the Agency

DED

Accountant

Director Patricia
Luna

Atty. Marijoy D.

Ma. Consolacion S. Salcedo

Bryan Cris Neon

Estrella S. Babida

Budget Officer
MIS

Segui

ITO I: Joselito D. Fernandez

Special Order: January, 2014

CHAPTER III

PERSONNEL POLICIES, PRIVILEGES, AND REMUNERATION

A. WORKING HOURS

The following rules and guidelines on working hours are hereby established in the Council Secretariat:

1. Regular working days in the Council shall be from Mondays to Fridays;
2. Official working hours during working days shall be from 7:00 a.m. to 7:00 p.m. daily and adopts a full flexi-time work schedule;
3. Core working hours shall start from 9:00 am to 4:30 pm daily from Mondays to Fridays during which an employee is required to be in the office. An employee who reports later than 9:30 am shall be considered tardy and one who leaves earlier than 4:00pm shall be considered under time and such period of time shall be accordingly deducted from the employee's leave credits;
4. Thus, an employee may opt to start working anytime between 7:00 to 9:30 a.m. without being considered tardy and may leave the office anytime between 4:30 to 7:00 p.m. without being considered under time provided that he/she completes the required forty (40) hours work week;
5. An employee is required to render at least forty (40) hours of work in a week and must be present during core working hours on regular working days from Mondays to Fridays. Any deficiency in the hours of work in a week. However, attendance during Saturdays may be allowed to offset non-attendance or under times during regular working days upon recommendation by his/her supervisor and approved by the Head of the Agency (CSC MC 41 Sec.30 S.1998)
6. The supervisor or head of office may require any employee to report for work outside of the core working hours on any day as the need arises. Hours work rendered in excess of forty (40) hours in a week shall be considered overtime service provided such overtime service is previously authorised or subsequently confirmed by the proper authority;
7. Absence shall be computed on an hourly basis. One day's absence shall correspond only to absence during the core working hours equivalent to five and one half (5 1/2) hours provided the employee rendered at least thirty four and a half (34 1/2) hours of work during the week;

MONITORING OF ATTENDANCE

8. Recording of attendance during regular working days shall be strictly observed. This includes mid-breaks, not to exceed one hour, which is 12:00 to 1:00 PM as well as morning and afternoon breaks which are limited to 15 minutes. Failure to log-out and log-in in the bundy clock during mid-breaks for those staff going out shall result in attendance of half day only. Likewise, failure to log-out at the end of the working hours for the day shall result in a whole day's absence unless recorded in the guard's record/log book. Manual entries in the daily time record shall be properly initialed by the HRMA and/or Admin. officer IV;

9. Drivers are not covered by this flexitime schedule. Instead, they shall be required to observe a schedule suited to the nature of their work as approved by the appropriate official;
10. Employees, regardless of their work schedule, shall attend the flag raising ceremony on Mondays at 8:30 a.m. and flag lowering on Fridays at 4:30 p.m.
11. In order not to hamper office operations, skeletal force system shall be established in each division.

FILING OF LOCATOR SLIP

A LOCATOR SLIP is a document which authorizes an employee to attend or participate in an official CWC activity or those sponsored by partner organizations for ONE DAY ONLY and WITHIN METRO MANILA.

12. Personnel who perform out-of-office job assignments in *Metro Manila* shall file a Locator Slip before leaving the office approved by their respected Division Head, and/or the Officer Incharge as necessary. *The locator of the Division/Unit Heads shall be signed by the Executive Director.*
13. Personnel who will leave the office for personal reason shall file the same for the purpose of monitoring the staff whereabouts and for the purpose of determining whether it can be charged to sick leave or vacation leave.
14. Non-filing of the locator slip means outright deductions from the leave credit of the person. Late filing of locator slip can be allowed provided that the locator slip shall be filed immediately upon return to office, or within the updating period. Period of updating the leave credits shall be the first three (3) days of the succeeding months. Locator slip submitted after the updating period will not offset the deductions previously made to enforce discipline among staff and to facilitate report preparation. (CWC Memo No. 82-3 S. 1994)

ISSUANCE OF TRAVEL AND SPECIAL ORDERS

A TRAVEL ORDER is a document issued by CWC to an official and employee authorizing him/her to attend or participate in an official activity OUTSIDE OF METRO MANILA.

A SPECIAL ORDER on the other hand, authorizes an official and employee to attend or participate official functions WITHIN METRO MANILA FOR TWO (2) DAYS AND MORE.

15. Travel Order to *attend official functions outside of Metro Manila* is required and must be *prepared three (3) days before the scheduled travel*, duly recommended by the concerned Division Head and approved by the Executive Director. *Concerned staff on travel must have a copy of the Travel order before leaving the office. The HR shall ensure that a copy of the Travel Order is filed.*
16. Upon the completion of an out-of-town travel, concerned personnel shall submit a copy of the duly approved actual Itinerary of Travel and Certificate of Travel completed to the HR,

three (3) days upon return to the office. *These shall be the basis for recording in the Daily Time Record for an effective and efficient attendance monitoring.*

17. *Request for special orders are issued for the attendance of staffers to activities sponsored by the office or by partner agencies, within Metro Manila. These are issued at least three (3) working days before the schedule of activities and signed by the Executive Director. Concerned staff on travel as well as the HR shall have a copy of the Travel Order.*

B. ABSENCES, TARDINESS AND UNDERTIME

Habitual absenteeism, tardiness and loafing or frequent unauthorized absences from duty during regular office hours are offenses that need to be imposed with sanctions as set by the Civil Service Commission. (CSC MS. 04 S. 1991)

1. Habitually Absent

An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year;

Sanctions:

1 st Offense	-	REPRIMAND
2 ND Offense	-	Suspension of six (6) months and one day to one (1) year
3rd Offense	-	Dismissal

2. Habitually Tardy and/or Undertime

Any employee shall be considered habitually tardy if he occurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

Sanctions:

- 1st Offense – Reprimand
- 2nd Offense – Suspension for one (1) to thirty (30) days
- 3rd Offense – Dismissal

C. FILING AND APPROVAL OF APPLICATION FOR LEAVE

1. All kinds of leave of absence taken by the employee should be applied for and submitted to the proper authorities for action. The prescribed form for leave application is Civil Service Form No. 8 (see annexes) where the purpose of reason for such leave will have to be clearly indicated.

2. An application for vacation leave for the full day or more should be filed in advance or whenever possible, five (5) days before the effective date of the leave. Since, vacation

leave is contingent upon the needs of the service, its grant is discretionary on the part of the head of the agency or authority concerned. Thus, filing of such leave application does not entitle an officer or employee to go on leave outright. Prior to taking the vacation leave, he should see to it that the proper authorities approved his application for leave.

3. An application for sick leave should be filed immediately upon return to work. During the period of absence, the employee should inform his/her supervisor or the Personnel Unit of his inability to report to work due to illness or illnesses of the immediate family member. However, application for sick leave of more than five (5) days shall be accompanied by a medical certificate, the same with the case, if the chief of office doubts the employees' claim of ill health, regardless of the number of days involved. In case of doubt, the chief of office or the proper authorities may conduct a spot check whether the claim for sick leave is proper. In case, where the employee will undergo a scheduled medical examination or operation or was advised to rest in view of ill health, sick leave may be applied for in advance, supported by medical certificate. (Leave Laws)

4. An employee who is absent without approved leave for at least thirty (30) days is considered Absence Without Leave (AWOL) and shall be dropped from service after due notice.

5. Violation of the leave laws, rules and regulations, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action.

Types of leave:

Types of Leave	No. of Days	Definition
Maternity Leave	60 days	Every married or unmarried woman in the government service who has rendered an aggregate of two (2) or more years of service, in addition to her vacation and sick leave is entitled to maternity leave of sixty (60) calendar days with full pay. For those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1) year shall be entitled to 60 days maternity leave with half pay. Enjoyment of maternity leave cannot be deferred but it should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days. It maybe granted every instance of pregnancy irrespective of its frequency (non-cumulative/non commutative).
Paternity Leave	7 days	Every married male government employee for the first four deliveries of his legitimate spouse with whom he is cohabiting; the definition of "delivery" includes either childbirth or miscarriage. Married male employee with more than one (1) legal spouse shall be entitled for an absolute maximum of four deliveries regardless of whichever spouse gives birth (Provided for CSC MC No.

		41, s. 1998). Non cumulative/non-cumulative.
Special Privilege Leave (PSL)	3 days	Leave of absence which employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.
Forced/Mandatory leave (Forced Leave)	5 days minimum	All government workers with 10 days or more vacation leave credits shall be required to go on this leave whether continuous or intermittent. It shall be forfeited if not taken during the year, however, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.
Rehabilitation Leave	6 months	For wounds or injuries sustained while in the performance of official duties. Applications must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. Absence in the case contemplated shall not be charged against sick or vacation leave
Study Leave	6 months maximum	Time off from work not exceeding six (6) months with pay to qualified officials and employees to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months. A female employee who is on study leave with pay is not entitled to avail of maternity leave benefits. (CSC Res. No. 02-0576 – Sacmar-Bandiola).
Parental leave to Solo parent	7 days	Granted to a solo parent so he/she can perform parental duties and responsibilities where physical presence is required.
Leave based on Anti-Violence against Women and their Children Act	10 days	Any woman employee in the government service regardless of employment status, who is a victim of violence and/or whose child is also a victim of violence whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself. (Non

		cumulative and not convertible to cash.)
Vacation Leave		Leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.
Sick Leave		Leave with pay for each year of actual service granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

D. ATTENDANCE TO FLAG RAISING/LOWERING AND OTHER INTERNAL MEETINGS

1. It is the duty of every official and employees of CWC to strictly participate in the flag raising/retreat ceremonies, conducted every Monday morning and Friday afternoon respectively as espoused in Republic Act 6713 the commitment to public service, nationalism, and patriotism of government officials and employees.
2. The Monday morning activities are part of the weekly flag ceremony that starts at 8:30 o'clock in the morning followed by sharing/discussion of relevant issues. The scheduled moderator for the week should see to it that things necessary for the activity like the flag, National Anthem, Serbisyo Sibil, Panunumpa sa Watawat, Panunumpa ng Kawani ng Gobierno are in order. All employees must sign the attendance to be made available by the HR. If possible, employees should not be on official business during Monday morning, Friday afternoon and during regular monthly staff meeting, except for those very urgent matters or meetings/activities.

The guard on duty shall be responsible in raising and lowering the flag based on these schedules:

Monday	-	8:30am	during the flag raising ceremony
Friday	-	4:30pm	during the flag lowering ceremony

From Tuesday to Thursday, the guard on duty shall ensure that the raising and lowering of the flag at 7:00am and 4:30pm respectively. At any time of the day, the flag shall be lowered when it is raining or raised half-mast as required.

3. When a Monday falls on a holiday, Flag raising shall be done the following working day. When a Friday falls on a holiday, the Flag lowering shall be held the day prior to it.

4. *During the regular General staff meeting, Management Committee (ManCom) meetings, Technical Coordination Meetings, other internal Committee meetings, all CWC employees or those members of these committees, are expected to be present except those on sick leave or on emergency leave. As much as possible, no official business outside office premises is allowed during the schedule of these meetings.*
5. It is the duty of the assigned Secretariat to issue a notice of meeting, agenda, minutes and relevant meeting documents at least three (3) working days before the meeting. Likewise, the minutes of the meeting shall be routed for comments one (1) week after the meeting.

E. OVERTIME

1. These guidelines on overtime cover employees with salary grade 18 and below under permanent, temporary or casual status and contractual personnel whose employment is in nature of a regular employee.

2. Overtime services with pay may be authorized as follows:

- a) Seasonal Work such as budget and annual reports preparation to meet scheduled deadlines;
- b) Preparation of accounting and financial reports required by central monitoring agencies like DBM, COA, CSC, Office of the President and House of Representatives with given deadlines;
- c) Activities under special projects to implement within specific completion date which are in addition to the personnel's regular duties unless otherwise the staff is receiving honoraria or other forms of compensation for the particular projects;
- d) Services rendered by drivers and/or immediate staff of officials authorized to have such staff support when required to keep the same working hours as their supervisors;
- e) Completion of work which cannot be met within regular work days and hours and the rendition of overtime services cannot be dispensed with, without causing unnecessary delay in any government activity;

3. Overtime services with pay shall not be allowed in the following cases:

- a) Those rendered on Saturdays and Sundays if the employee was absent on the preceding Friday and has no sufficient leave credits.
- b) Those rendered during holidays if the employee was absent on the preceding day.

- c) Those rendered during regular working day, if the employee was late or has incurred undertime regardless of the number of minutes lost due to tardiness and undertime, has no sufficient leave credits.
 - d) Those who are on travel shall not be allowed to collect overtime pay.
 - e) Employees assigned in special projects who are paid honoraria and other allowances in lieu of overtime pay shall not be entitled for an overtime pay for the duration of such assignments or term unless for a justifiable reason (i.e. he/she is the only personnel capable of performing such duties or functions).
 - f) Hours rendered by the driver before 7:00 o'clock in the morning.
4. An employee who has not rendered the 40 working hours for the week may be allowed to claim overtime pay provided he has sufficient leave credits.
 5. The "Request for Authority to Render Overtime Form" (see annexes) shall be accomplished by the staff before rendering overtime. The "purpose" and "hours requested" for overtime must be strictly specified and stated before the approval of their respective supervisors. No overtime services will be rendered unless the supervisor and the head of the agency approved request for authority.
 6. Respective heads of the division will recommend to the head of the agency whether overtime service to be rendered will be with or without pay.
 7. An accomplishment report (Annex B) in two copies shall be submitted to the division head or immediate supervisor within two weeks period after the rendition of overtime. The HR Officer shall be provided with the duplicate copy as supporting documents in claiming overtime pay. Division Heads shall carefully scrutinize output to monitor requests for overtime.
 8. Payment of overtime shall not exceed the approved and authorized requested date and time completion of overtime services, otherwise the said excess services will not be compensated. However, when excess in approved time (30 minutes or more) is unavoidable especially in the preparation of financial reports, budgets and urgent technical papers, the same shall be briefly explained or justified in order to be compensated. The explanation shall be recommended by the immediate supervisor for approval by the head of office.
 9. In the event the amount specifically appropriated for the overtime in the agency budget has been fully obligated, claims for overtime services shall be settled after savings has been determined and allotted which shall not be earlier than November of each year.
 10. Payment of overtime services shall not exceed the fifty percent (50%) annual salary of the staff.
 11. Computation of Overtime Pay:
 - a) For ordinary working days: Plus 25% of the Hourly Rate

$$\text{Overtime Pay} = 1.25 \times \text{H.R.} \times \text{No. of Hours rendered}$$
 - b) For Rest days and Holidays: Plus 50% of the Hourly Rate

Overtime Pay = 1.50x H.R. x No. of Hours rendered

c) To get the rate per hour : Basic Salary/22 days/8 hours

F. PAYMENT OF SALARIES AND OTHER BENEFITS

Payment of Salaries for New Employees

For Permanent

- Secure checklist of employments requirements from the HR Unit
- Fill-out all required form such as the Personal Data Sheet, SALN, etc.
- Sign on Position Description Form
- Submit all employment requirements within 5 days upon assumption
- Attend to the orientation based on the Transition Plan to be scheduled by the HR Unit
- Prepare the Individual Performance and Commitment Review Form in coordination with the Supervisor/Division Chief
- Immediately after the first pay period, submit the Daily Time Record (DTR) to the HR Unit for processing of first payment.

For Personnel under a Memorandum of Agreement (MOA)

- Secure checklist of employments requirements from the HR Unit
- Fill-out all required form such as the Personal Data Sheet, etc.
- Sign on the MOA
- Submit all employment requirements within 5 days upon assumption
- Attend to the orientation based to be conducted by the HR Unit/Division Chief
- Prepare the Individual Performance and Commitment Review Form in coordination with the Supervisor/Division Chief
- Immediately after the first pay period, submit the Time Card to the HR Unit for processing of first payment.

I. Filing of SALN

Officials and employees who are holding plantilla positions, shall file their statement of assets, liabilities and net worth (SALN) in the prescribed form to the HR Unit. The Executive Director is the authorized Administering Officer for the SALN.

When to file:

(1) within thirty (30) days after assumption of office, statements of which must be reckoned as of first day of service;

(2) on or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; or

(3) within thirty (30) days after separation from the service, statements of which must be reckoned as of last day of office.

Employees to be Separated from the Service

- Submit to the Chairperson a resignation letter/request for transfer within 30 days prior to its effectivity .
- Secure a formal **acceptance letter or authority to transfer**, whichever is applicable, from the Chairperson. The request for transfer or resignation letter is deemed approved when it is not acted upon within 30 days.
- Attend an exit interview with the HR Officer within 15 days upon submission of resignation letter/request to transfer.
- Secure office clearance in a prescribed form issued by the Administrative and Finance Division (AFD).
- File an affidavit of undertaking in a prescribed form as issued by the AFD. This affidavit makes the employee pledge to settle possible accountabilities in the office that may be found after post audit in spite of the clearance already issued to the employee.
- The official/employee may either request for money value of his/her remaining leave credits or transfer it to another government agency subject to CSC rules. The employee may be granted terminal leave pay provided that he/she is cleared from the office and there is budget availability.

GSIS Clearance/Surrender of Policy

- The employee is advised to surrender his/her membership policy to the GSIS upon resignation. The surrender of policy may provide GSIS benefits to the employee provided that he/she has no GSIS loan or such loan is smaller than his/her GSIS contributions made.

Payment of Last Salary

- The Official/employee shall receive his/her last salary after securing clearance and affidavit of undertaking from the office.

Payment of Other Benefits

Type of Payment (payroll)	Requirement/s	Date of Release of Payment
RATA	Daily Time Record/ Time Card duly accomplished Certificate of Actual Duties Performed	2 nd week of the succeeding month.
EME	<i>Certificate of Expenditures</i>	7 th day after submission
Communication benefits (cell fone card)	Certification for calls are official in nature	1 st week of the month

Grant of Clothing Allowance, Loyalty Pay, Step Increment, Terminal Pay

OTHER BENEFITS

Amount

Estimated Timeline

CLOTHING ALLOWANCE

New officials and employees will receive the clothing allowance with the amount prescribed by the DBM after rendering 6 months of service.

P5,000.00

2ND Quarter of the year

The Administrative and Finance Division (AFD) as initiated by the HR Unit process the grant of clothing allowance.

LOYALTY PAY

Given to all officials and employees who have rendered ten years of continuous service in the government service.

10 yrs of continuous service – P10,000.00; and P5,000.00 every five years

The Administrative and Finance Division (AFD) as initiated by the HR Unit process the payment and grant of loyalty pay and token.

STEP INCREMENT

The monthly salary of officials and employees can be adjusted or increased through a step increment after three years of being incumbent of the same position with the same salary grade. The adjustment is based on the government salary schedule which provides for all salary grades and step increment up to 8 steps with corresponding salary rate as prescribed by the DBM.

Any qualified official/employee, based on the guidelines for granting step increment, shall receive Notice of Salary Adjustment issued by the HR Unit at least one week before effectivity of the salary adjustment.

TERMINAL PAY

Remaining Leave Credits (Vacation/Sick Leave Balance) of separated employees can be monetized. To request for terminal leave pay, the following shall be undertaken:

- Secure clearance from the office;
- Submit the following documents to the personnel unit:
 - i. Filled out application for leave form
 - ii. Affidavit of undertaking
- The funds for terminal leave pay is requested from the DBM

G. The Promotion and Selection Board (PSB)

The MSP also provides for a body known as the Promotion and Selection Board (PSB) which assists the Council in selecting the best candidate for appointment to the position. The following is its composition and their functions:

Key Person/s		Functions
Chairperson	Executive Director	• Convenes the PSB for filling of vacancy or for any PSB concerns. • Selects the applicant to any vacant position together with the entire PSB.
Vice-Chairperson	Deputy Executive Director	In the absence of the Chairperson, presides over the PSB.
Members	Head of Office/Division where vacancy is	• Sits as member of the PSB and join in the selection and recruitment of the applicant to any vacant position.
	Division Heads	• Sits as member of the PSB and join in the selection and recruitment of the applicant to any vacant position.
	HR Officer	• Serves as the PSB secretary • Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. • Submit selection line-up to the PSB for deliberation en banc
	1 st level or 2 nd level depending on the level of vacancy	• Sits as member of the PSB and join in the selection and recruitment of the applicant to any vacant position.
	Chairperson of the CWC Employees Association	• Sits as member of the PSB and join in the selection and recruitment of the applicant to any vacant position.

Note: Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the accredited employee association may designate an alternate.

1. Positions not covered by the Promotion and Selection Board

- Substitute appointment due to short duration and emergency nature.
- Renewal of temporary appointment issued to the incumbent personnel.
- Contractual personnel including Memorandum of Agreements (MOA)
- Trainees/Interns

2. The Process for Recruitment and Selection

The General Process for Recruitment and Selection is described by the flow chart below:

Process	Responsible Office /Structure	Documents Required	Timeline
1. Publication of vacant position to CWC website, & other govt websites	CWC - HR	Terms of Reference	A week after the position is declared vacant
2. Paper Screening	CWC - HR	• Application Letter • Resume/PDS • Civil Service Certificate • Transcript of Records • Employment Certificate (if required) • Training Certificate (if required)	1 WEEK Upon closing date of application
Note: all applicants will be notified of the status of their application			
3. Preliminary Screening	PSB	CWC ETE Rating Form (please see attached)	1 week
4. Written Examination	CWC	<u>Written:</u> • Aptitudes • Gen, Intelligence Quotient • Individual Capacity to learn & understand the requirements of the job <u>II. Essay</u>	(Timeline can not be determined for now since we follow DSWD's schedule and availability) The Essay can however be given by CWC in 1 day only.

5. Interview	PSB	CWC Interview Form (please see attached)	1 week
6. Consolidation and deliberation	PSB	CWC Comparative Matrix (please see attached)	Within the Interview week, after all applicants have been interviewed
7. Endorsement of Recommendation s for selection and final interview	PSB	PSB Endorsement document with the following attachments: • Summary of PSB Interview Result & recommendation • Comparative Matrix • Screening Results • Resumes & other requirements	1 week
8. Final interview & selection	Head of Agency		
Note: HR shall send a letter to all applicants informing them of the status of their application.			
9. Signing of Appointment a. Head of Agency b. Chair, CWC	Appointing Authority	Appointment document Endorsement of the Selected Applicant with	1 week

Board		the Appointment document	
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3. Publication of Vacancy

A vacant position due for filling shall be published in accordance with Republic Act 7041 (Publication law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered. The publication of particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

Vacant positions which are not filled within six (6) months should be re-published.

4. Specific Procedures for publication:

The HR Unit requests the CWC website administrator to publish the vacant position/s.

The publication which includes the following:

- Qualifications
- Functions
- Deadline of application; and
- Place of assignment.

The HR Unit posts in the bulletin board a copy of the website publication of the position. Request of posting of CWC vacant position is likewise done with DSWD and CSC.

5. Deposting of vacancy in the CWC website

The vacancy is deleted from the CWC website upon request of the HR Unit after application deadline. The deadline of application shall not be earlier than 10 working days of publication. Reposting of vacancy is done when there is no applicant or there is lone applicant.

6. Positions exempt from the publication requirement:

1. Primarily confidential positions;
2. Positions which are policy determining;
3. Highly technical positions;
4. Other non-career positions;
 - Third level positions (Career Executive Service); and
 - Positions to be filled by existing regular employees in case of reorganization.

7. Basis of Selection or Qualifications of Candidates

The comparative competence and qualification of candidates for appointment shall be determined on the basis of :

FACTORS	REMARKS
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PERFORMANCE	Applicable for appointment by promotion. Performance rating of the appointee prior to the appointment is at least very satisfactory. For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office is at least very satisfactory.
EDUCATION and TRAINING	Includes educational background, completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others that are relevant to the duties of the vacant position.
EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS	Include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.
PSYCHO-SOCIAL ATTRIBUTES & PERSONALITY TRAITS	Refers to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs, and understanding and how he/she acts and relates these things to others and in social situations.
POTENTIAL	Refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

8. Orientation of New Entrants

New staff, whether permanent or on contract of service status shall undergo orientation o include basic information about the office. A more detailed orientation shall be conducted by the respective Division where they are assigned.

CHAPTER IV

General Administrative Policies

A. PROPER OFFICE ATTIRE

1. The office uniforms as prescribed by the office shall be the official attire of all CWC staff that shall be worn in accordance with the assigned schedule *as shown in the internal guidelines approved by the Executive Director.*
2. On those days when employees are exempted from wearing the prescribed office uniform, ALL must be dressed properly, preferably business clothes not party dress, picnic dress, sandos or t-shirts.
3. The use of tightfitting, seductive, micro-mini and gauzy/transparent dresses by female employees shall be prohibited. However, pantaloons or such other pants worn for formal occasions are allowed.
4. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for official occasions and official celebrations.
5. Wearing of heavy or theatrical make-up is likewise prohibited.
6. The wearing of slippers, sandals, bakya, etc. in office premises is banned.
7. Wearing of maong pants by employees *during wash days are allowed provided the employees do not have scheduled meetings.*
8. Only collared T-shirts are allowed during wash days.
9. Staff on travel and those attending meetings with other agencies shall likewise wear proper office attire and/or proper dress code.
10. The Division/Unit heads are tasked to monitor compliance to dress code guidelines where a monthly report be submitted to the HR office for reporting.
11. Violation of the Dress Code guidelines is subject to the following sanctions:
 - a) First Offense (Regardless of Number or Times of Violation) – Reprimand
 - b) Second Offense – Suspension for one (1) to thirty (30) days without pay
 - c) Third Offense – Dismissal

B. SECURITY, SAFETY and HANDLING VISITORS

1. The guard on duty must log all personnel and visitors coming to and from the office *including children brought along by the employee or visitors..*
2. No personnel shall be allowed to enter the office during non-working days without proper authorization from the head of office.

3. Visitors on unofficial business shall not be allowed in the office after 6:30 p.m. Immediate relative of personnel are allowed to enter the office after 6:30 p.m. if he/she is to accompany or escort a staff who is on overtime. The staff shall properly inform the guard on duty.
4. Visitors shall only stay at a designated area or at the room of the employee/personnel she/he is visiting.
5. In case of emergency such as fire, the guard on duty shall sound off the alarm to all personnel inside the office and tell them to evacuate the building. The guard, after sounding off the alarm must call the nearest agency (i.e. fire station, ambulance, others) to prevent further loss of life and property.
6. All equipment, packages and other office properties taken out of the Office must be supported by a "pass-out slip" duly signed by the Supply Officer or the Head of Office. The guard on duty shall secure a copy of the pass-out slip and log the equipment's serial number description and quantity in the record book.
7. After office hours, the guard on duty must conduct an inspection tour of the office environment and re-check if the lights and electrical equipment and appliances were all switched off by the staffers.
8. It is the responsibility of the guard on duty to report to management any untoward incident that happens during the rounds or those that may be observed to be unusual occurrence.
9. Staying beyond 8:00 p.m. shall require authorization. Exigencies may allow staff to stay overnight provided authorized by the Head of Office or Officer-Incharge. In cases of emergency (i.e. occurrence of natural disaster), staffers are allowed to stay overnight to be noted by the guard on duty who in turn will *immediately notify the Executive Director or the head of AFD.*
10. Visitors are not allowed to use office equipment. Use of telephone or any equipment for that matter shall be with permission and only related to official functions. Whenever necessary, access to equipment other than the telephone, must be with the recommending approval of the division head concerned and with the approval of the head of office, if practicable.
11. All employees must ensure that their personal belongings are properly kept and locked in their respective drawers and cabinets. *Loss of any belongings, shall immediately be reported to the guard in duty.*

12. Employees who wish to enter the office to get personal things during non-working days but with proper authorization shall be accompanied by the guard on duty. The item(s) taken out shall be recorded in the guard's record book and shall be signed or acknowledged by the personnel concerned.

C. PARKING RULES

1. Use of parking facilities are provided to active employees on a first come first serve basis during the day or office hours only;
2. The parking lot is to be used for official business duties only;
3. Parking more than twenty four (24) hours or overnight is prohibited. If in any instances, the use of parking facilities for longer than the prescribed period, you may file a request subject for approval of the Head of Agency copy furnished the Security personnel;
4. Employee is allowed to park one vehicle in the lot at a time;
5. There shall be no vehicle maintenance, washing of vehicle, changing of vehicle fluids or storage of such fluids will be allowed;
6. This office shall not be liable to any damage of your vehicle while inside the office parking lot premises;

D. HANDLING OF INFORMATION

1. Every employee in the Council Secretariat holds the responsibility of the custody of confidential data. Handling information must be discreet. Information pertaining to the agency's plans, personnel files and strategies should be kept in strict confidence.
2. Records, data and other vital documents to be requested must always be accompanied by a formal written request approved by the proper authorities, provided the reason is for public interest and not for personal reasons only. This is to avoid disclosure of information that may cause or bring disgrace and low morale to the person concerned, specifically the personnel records and documents.

E. REASSIGNMENT OF EMPLOYEES

Reassignment is a movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary and is support by a Special Order.

Reassignment of employees with station-specific place of work indicated in their respective appointments shall be allowed only for a maximum period of one (1) year, otherwise it has no definite period unless revoked or recalled by the Council.

If an appointment is not station-specific, reassignment to an organizational unit within the same building or from one building to another or contiguous to each other in one work area or compound is allowed.

Reassignment shall be made in the exigency and interest of the service and it shall be the ultimate objective in employing this personnel action.

Reassignment shall be made through an office order and shall be pursuant to CSC MC No. 2 s. 2005.

F. SUSPENSION OF WORK

a. Cancellation or Suspension of Work During Storm/Typhoon

Automatic cancellation or suspension of work in government offices is pursuant to Executive Order No. 66 s. 2012, specifically with its provision below:

*When **Signal No.3 or higher** is raised by PAGASA, classes at preschool, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as **work in all government offices, shall be automatically cancelled or suspended.** (Section 1, Item C)*

The said EO also provides that PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11 :00 AM of the said day.

In the absence of storm signal but flooding is imminent due to heavy rains, the Executive Director may enjoin all employees affected to go home for their welfare and safety.

b. Cancellation or Suspension of Work During Other Calamities.

Work may be cancelled during disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the NDRRMC.

G. USE OF OFFICE FACILITIES AND EQUIPMENT

1. Use of office supplies and equipment are strictly for official use only.

2. All official equipment are accompanied with an Acknowledgement Receipt (ARE). A copy of which is given to corresponding staffer and official, the original copy is maintained by the Administrative Officer III/ Supply Officer.
3. A PASSOUT is always approved by the SAO everytime any official equipment is brought out of the official for any activity or brought home for official reason.
4. Internal guidelines are issued to guide the use of official facilities and equipment. Always refer to them.
5. Any problem encountered with the equipment issued to any official and employees shall be reported immediately to AFD or MIS using a prescribed form.
6. Reproduction and copying machines/facilities are easily accessible in the office vicinity> Photocopying for personal use should be done outside . However, under extreme need, only ten (10) pages reproduction for each staff is allowed. Copy papers shall be provided by the staff.
7. **USBs, external drives and other related computer gadgets** issued by the office to employees and officials should only be used for official purpose and be taken cared of. Loss of any issued gadget or equipment should be their responsibility.
8. Any enrolled staffer maybe allowed to use the office facilities and equipment during weekends and holidays for his/her own personal /school work with authority from the Executive Director/Head of the Agency.
9. Supervisors shall be responsible in monitoring the compliance of these guidelines (CWC-Int'181-3, dated August 18, 1994).
10. **CAMERA.** Official camera are used to document official activities of the office. Each Division/unit is assigned one. At the completion of the activity, the focal person shall save the photos are prescribed folder found in the public disk. This is to free-up the memory of the camera for use in the next activity.
11. **TELEPHONES-** Telephones are for official use only. Important personal calls shall be limited only to three (3) minutes. Personal long distance charges shall be properly logged and paid by the person concerned immediately when bills arrive. Landlines which can accommodate long distance are handled with a log book where long distance calls are listed for the purpose of monitoring.
As there are cellphones and corresponding allowance given to staffers, the calls using mobile calls using landline phones are strictly prohibited.

12. **FAX MACHINE.** For outgoing communications, fax machine shall be utilized for urgent documents only. Original copies of faxed communication/documents shall then be sent to the addressee by mail. A maximum of five (5) pages shall only be accepted through fax for incoming communications.
13. **COMPUTERS.** All officials and employees are issued a desktop computer. Laptops assigned to the division/unit are also issued to staffers. All these are expected to be used properly and for official use only.
14. **VEHICLES.** Official vehicles are assigned to the Executive director and the Deputy Executive Director for official use only. Other CWC vehicles are used for messengerial purpose, to transport staffers, supplies and equipment to the venue of activities.

H. ENERGY CONSERVATION

1. All air-conditioning units shall be switched-on from 8:00am to 5:00pm from Monday to Friday only except when a meeting/activity is on-going.
2. All lights shall be switched-off during lunchtime from 12:00noon to 1:00pm except when there is necessity for its use.
3. Computers, photocopying machines and electric fans must be switched-off after use.
4. Computer games are not allowed especially during working hours. The use of facebook, twitter and other related means of communication shall be restricted for official purposes only.
5. Personnel who shall work on overtime including Saturdays, Sundays and holidays shall maximize the use of electric fans for ventilation, except when using computers.
6. At the end of every working day, each employee shall unplug his/her assigned equipment before leaving the room.

I. DELIVERY OF LETTERS AND OTHER MESSENGERIAL JOBS

1. All letters/materials for delivery shall be turned over to the Administrative and Finance Division for appropriate action.
2. Messengers will leave the office at 9:00am. Letters/materials for delivery shall be accompanied by a Delivery Receipt (see Annex) which shall be filed by the corresponding messenger.
3. All other messengerial jobs received beyond 9:00am shall be acted upon the following working day. Urgent letters/materials shall be delivered immediately.
4. The messenger shall report to the office every morning and after completion of deliveries.

5. If delivery is completed after 5:00p, or within the closing of office hours, he is allowed not to return to the office provided that the last delivery is accompanied by a proof of delivery made within the closing of office hours.
6. Communications addressed to CWC Board Chairperson, cabinet Secretaries including the Department of Foreign Affairs, legislators are considered URGENT, thus must be given priority in delivery.

CHAPTER V

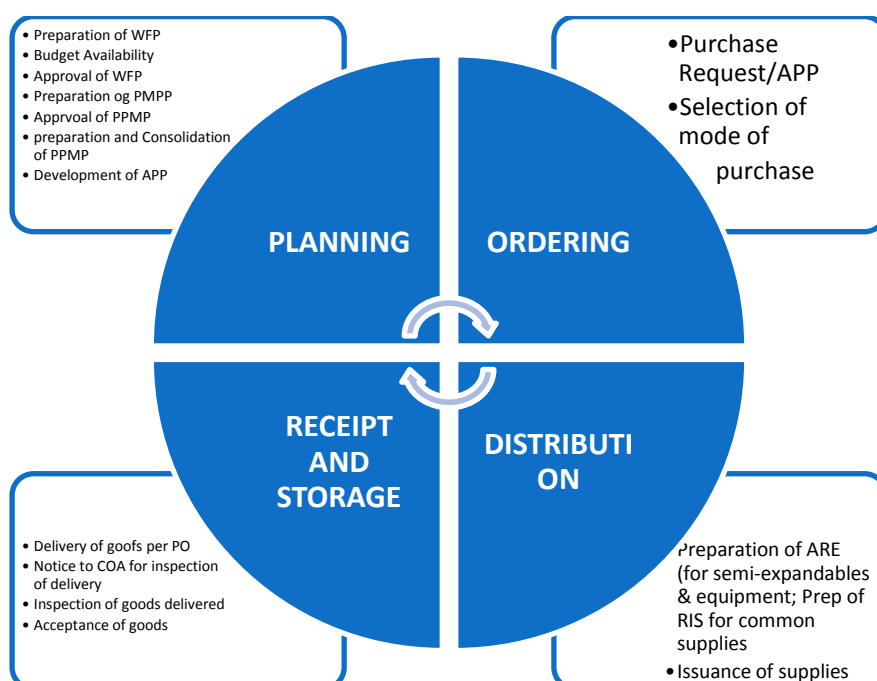
SUPPLY, PROPERTY AND PROCUREMENT MANAGEMENT

The procurement process is governed by Republic Act 9184 or the Government Procurement Reform Act of 2003.

A. General Procurement Process Flow

The procurement process is generally composed of four stages as shown below:

Procurement Process



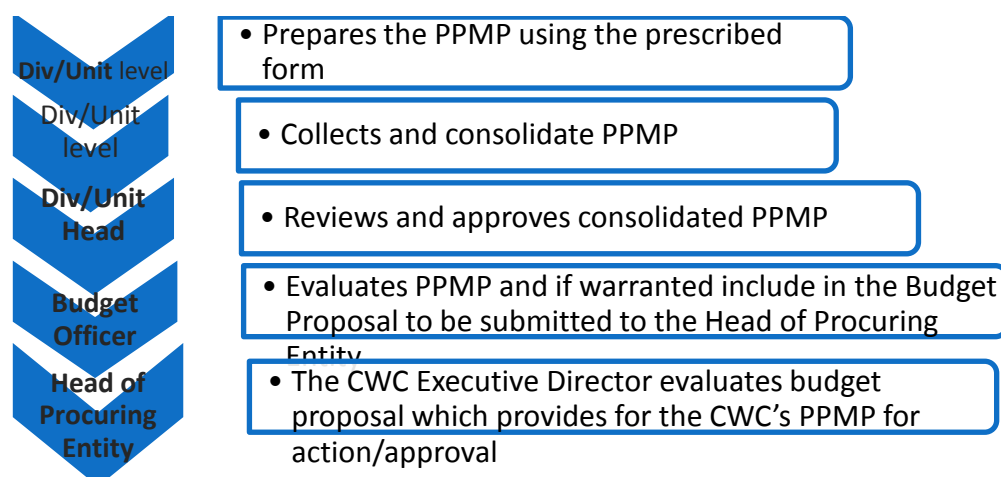
B. The Project Procurement Management Plan

Based on the approved WFP, the office/division prepares its Project Procurement Management Plan (PPMP) which identifies all goods and services to be procured in relation to all its project and activities.

- I. The Form: The PPMP has a prescribed form containing the following:
 - i. Information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB, or consigned;
 - ii. The type and objective of contract to be employed;
 - iii. The extent/size of contract scopes/packages;

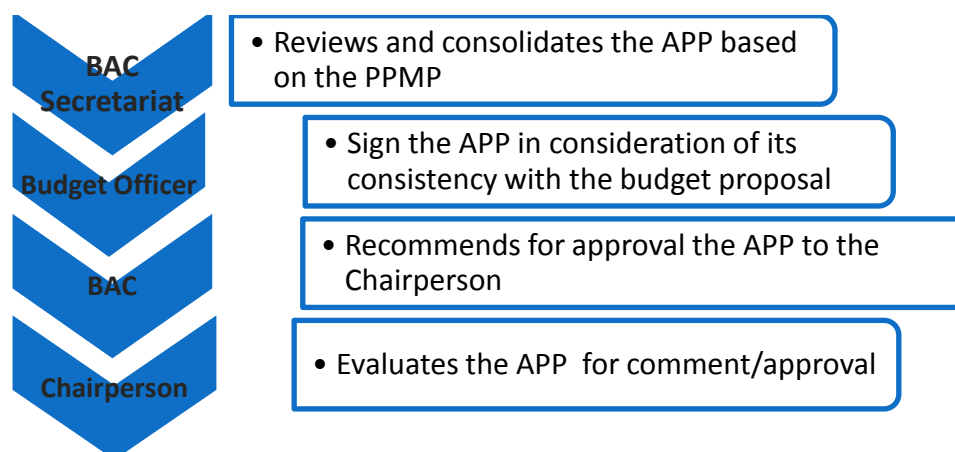
- iv. The procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 53.6 of the IRR of RA 9184;
- v. The time schedule for each procurement activity and for the contract implementation; and
- vi. The estimated budget for the general components of the contract.

II. Steps in preparing the PPMP



C. Annual Procurement Plan

The Secretariat of the Bids and Awards Committee (BAC) consolidates the Annual Procurement Plan (APP) based on the PPMP. The APP has a prescribed form provided by the Government Procurement Policy Board.



D. Modes of Procurement

Mode of Procurement	Conditions	Procedures	Period	Person Responsible
1. Competitive/Public				BAC

Bidding				
2. Alternative Modes of Procurement				
a. Limited Source Bidding/Selective Bidding b. Involves direct invitation to bid from the list of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract.	1. Procurement of highly specialized types of goods (e.g. sophisticated defense equipment, complex air navigation system, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to the public bidding; or 2. Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.	1. The BAC shall directly invite all the suppliers or consultants appearing in the pre-selected list maintained by the GPPB. 2. All other procedures for competitive bidding shall be undertaken, except for the advertisement of Invitation to Bid/Request for Expression of Interest under the pertinent provision of the IRR.		BAC
c. Direct Contracting d. This single source procurement does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted	1. Procurement of goods with patents, trade secrets and copyrights thus others are prohibited from manufacturing the same item; 2. When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor	1. Submission of Quotation and Certificate of Exclusive Distributorship 2. Submission of Certificate of No Substitute		

immediately or after some negotiations.	to guarantee its project performance, in accordance with the provisions of its contract; or 3. Sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government of the Philippines (GOP).			
e. Repeat Order Procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding.	1. Unit prices of the repeat order must be the same as or lower than those in the original contract, provided that such prices are still the most advantageous to the government of the Philippines (GOP) after price verification. 2. The repeat order will not result in splitting of contracts, requisitions or purchase orders, as provided for in Section 54.1 of the IRR of RA 9184; 3. Except in cases duly approved by the GPPB, the repeat order shall be availed of only within (6) six months from the contract effectivity date stated in the			

	Notice to Proceed arising from the original contract; and 4. The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.			
f. Shopping The procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.	1. When there is an unforeseen contingency requiring immediate purchase: Provided, however, that the amount shall not exceed one hundred thousand pesos (P100,000.00); or 2. Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding five hundred thousand pesos (P500,000.00). At least three (3) price quotations from bona fide suppliers shall be obtained.	1. Preparation of Request for Quotation (RFQ) Docs 2. Review & Approval of RFQ Docs 3. Posting 4. Evaluation of Quotations/Proposals 5. Preparation of Abstract of Canvass 6. Posting Notice of Award 7. Preparation of P.O. / Contract 8. Approval of P.O / Contract 9. Issuance of Approved P.O./Contract & Notice to Proceed (NTP) 10. Forward/Serve P.O./Contract/NTP to COA and Supplier		SPPU
g. Negotiated Procurement The procuring entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or	1. Where there has been failure of public bidding for the second time as provided in Section 35 of the Act and its IRR.	1. Posting / The BAC shall invite and engage in negotiations with a sufficient number of suppliers, contractors or consultants to ensure effective competition. 2. Evaluation/Identification of Supplier (thru Registered PhilGEPS)		BAC

consultant.		3.Submission of requirements by the invited suppliers. 4.Evaluation of the offers & selection of the successful offer 5.Serve Notice of Award 6.Preparation of P.O. / Contract 7.Approval of P.O./Contract 8.Preparation and Issuance of Notice to Proceed 9.Serve/Issue P.O./Contract/NTP to Supplier		
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E. Purchase through PS-DBM

Commonly used supplies procurement can be undertaken through the Procurement Service of the Department of Budget and Management. It may also be made direct from government entities producing supplies. Thus, standard and accountable forms for example can be procured from the National Printing Office.

F. Request for Supplies

i. If available in the stock room

- Secure from Property and Supply Unit a Supplies Availability Inquiry (SAI) Form
- Accomplish the SAI and have it verified by the Property Custodian as to its availability based the stock card
- Fill out and secure approval of the Requisition and Issue Slip to be approved by the Chief Administrative Officer
- Prepare Invoice of Receipt (ICS), if semi-expendable supplies or the Acknowledgement Receipt of Equipment (ARE) if equipment.
- The Property Custodian issue/release the requested stocks.

ii. If not available in the stockroom

- Fill out Purchase Request Form from AFD
- Secure (3) quotations from bonafide suppliers
- Sales Invoice/Official Receipt
- Inspection and Acceptance Report from Property Inspector
- Prepare Invoice of Receipt (ICS) if applicable/needed
- Issuance/Release

G. Receipt and Storage of Materials and Supplies

- The receiving operation should be as organizationally detached as possible from the requisitioning and procurement responsibilities.
- Adequate storage space properly enclosed and protected should be provided; qualified personnel should take charge of the stores.
- Materials and supplies should be issued only on duly approved issue vouchers.
- Reports of goods received and issued should be made promptly.
- Perpetual inventory records should be kept by an individual other than the storekeeper. These records should be checked periodically through physical count; the total value should be balanced with the controlling account.

H. Inventory of Supplies and Materials and Equipment

- Inventories should be under the control of a stockroom keeper or property officer and accessible only to said custodian.
- Gate controls should be maintained for incoming and/or outgoing deliveries of goods.
- Inventory records should be maintained by someone independent of the stockroom keeper or custodian and the total amount of such records should be reconciled periodically with the related general ledger accounts.
- Physical count should be taken at least twice a year for supplies and materials and once a year for equipment with representatives of accounting, stockroom keeper and auditing as witnesses. Differences should be reconciled.
- Proper cut offs should be made on inventory taking.
- The following items should be reported to management for possible disposition and/or corrective action:
 - a. Slow moving items
 - b. Obsolete items
 - c. Scrap inventories
 - d. Damaged merchandise
 - e. Overstocking

CHAPTER VI CITIZEN'S CHARTER

Vision:

The focal government inter-agency body providing dynamic leadership in ensuring a child-friendly and child sensitive society where every child fully enjoys his/her rights

Mission:

- Formulation and advocacy for the implementation of policies, programs and measures
- Monitoring and evaluation of policies, programs and measures
- Advocacy for child rights and mobilization of resources
- Building strong networks, partnerships and coordination mechanisms
- Institution building of partners and stakeholders

Services:

INTERNAL CLIENTS (CWC staff)

Service	Person Responsible	Processing Time	Documentary Requirement/s
Request for service record	HRMO	5 working days	Letter of request, noted by Head of Agency
Follow-up results of job application	HRMO	5 minutes	-none-
Request for certification of payments (PAG-IBIG, GSIS, PhiHealth, others)	Cashier	Within 2 working days	Letter of Request
Request to use CWC conference room/s	ED/DED, Coordinator	Within 5 working days	Approved Request for Use of Conference Room
Request for endorsement to open bank account	AO III, SAO	Within 1 hour	Request

Request for payment	Cashier	3 days	Billing statement Accomplishment Report
Issuance of Certificate of Appearance	Coordinators	1 day	Attendance sheet
Issuance/Release IEC materials/documents	PAIO, Coordinators	2 working days – from day of receipt	Filled-up form
Issuance/Release of accomplishment reports – technical or financial	Coordinators	Within five (5) working days	Memo
Request changes in personnel records/clarification of personnel data, others	HR -designate	Within 2 days upon receipt	Memo with a Letter of Request to concerned agency
Request for loan application and assistance	AO III, SAO ED, DED	Within 3 days	Letter of Request

EXTERNAL CLIENTS (Partners, former CWC staffers, public)

Service	Person Responsible	Processing Time	Documentary Requirement/s
Request to attend meetings, and similar activities	ED, DED, Coordinator, AO III,	1 week	Letter of Invitation
Request to conduct research work	PAIO, Coordinators	Within 1 hour	Letter of request
Request for interview	ED, DED, Coordinator	2 working days	Letter of request
Request for payment	AO III	5 working days	Billing statement Accomplishment Report
Request for the return of Performance Bond	AOV, AO III	2 weeks	Letter of Request Original Receipt
Request for report	ED, DED, Concerned staffer	5 days	Letter of request with the prescribed template if necessary
Request for information (filling-up of survey forms, other required information sheets)	ED, DED, Coordinators	Within three (3) working days	Letter of request

Request for IEC materials/documents -for walk-in	PAIO, Coordinators	2 working days – from day of receipt -within the day	Letter of request
Invitation to a training, seminar, conference, or similar undertaking	ED, DED, Coordinator	Within two (2) working days	Invitation letter PDC recommendation Special Order
Request for endorsement	ED/DED, Coordinator	1 working day	Letter of request
Invitation to participate in agency activities	ED, DED, Coordinator	2 working days	Invitation letter
Request for an Agency Visit	ED, DED, Coordinator	Within 2 working days	Letter of request
Request for the use of Conference Rooms	ED, DED, Coordinator	Within 2 working days	Letter of request/email

Feedback and Redress Mechanism:

Please let us know how we have served you by doing any of the following:

Send your feedback through e-mail (cwc@cwc.gov.ph) or call us at any of these numbers:

781-10-39 loc. 2009
781-10-39 loc. 2001
740-54-90
781-10-39 loc. 1002

HR
Office of the Deputy Executive Director
Office of the Executive Director
Office of the Executive Director

Talk to our HRMO designated staff

If you are not satisfied with our service, your written / verbal complaints shall immediately be attended to by the HRMO.

THANK YOU for helping us continuously improve our services.

CHAPTER VII

THE STRATEGIC PERFORMANCE AND MANAGEMENT SYSTEM

A. The SPMS Objectives

In response to the challenges in performance management, the CWC SPMS shall seek to attain the following objectives:

- *Concretize the linkage of organizational performance with the Philippine Development Plan, the Agency Mandate and Program Thrusts, and the Organizational Performance Indicator Framework;*
- *Ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures; and*
- *Link performance management with other human resource systems and ensure adherence to the principle of performance-based tenure and incentive system.*

B. The SPMS Scope and Coverage

This system applies to all first and second level employees. It may also apply to Presidential Appointees and other non-career service personnel whenever appropriate pursuant to the existing laws and rules. All non-plantilla positions are not covered by this system such as, but not limited to, contract of service, on-the-job trainees and contractual hired through service providers. However, this may apply to contractuels under a memorandum of agreement.

C. The SPMS Implementation Structure – Key Players and Responsibilities

A team shall ensure the CWC SPMS's implementation, and involves the following:

1. The SPMS Champion and his/her functions

The **Executive Officer** of CWC is designated as the SPMS Champion.

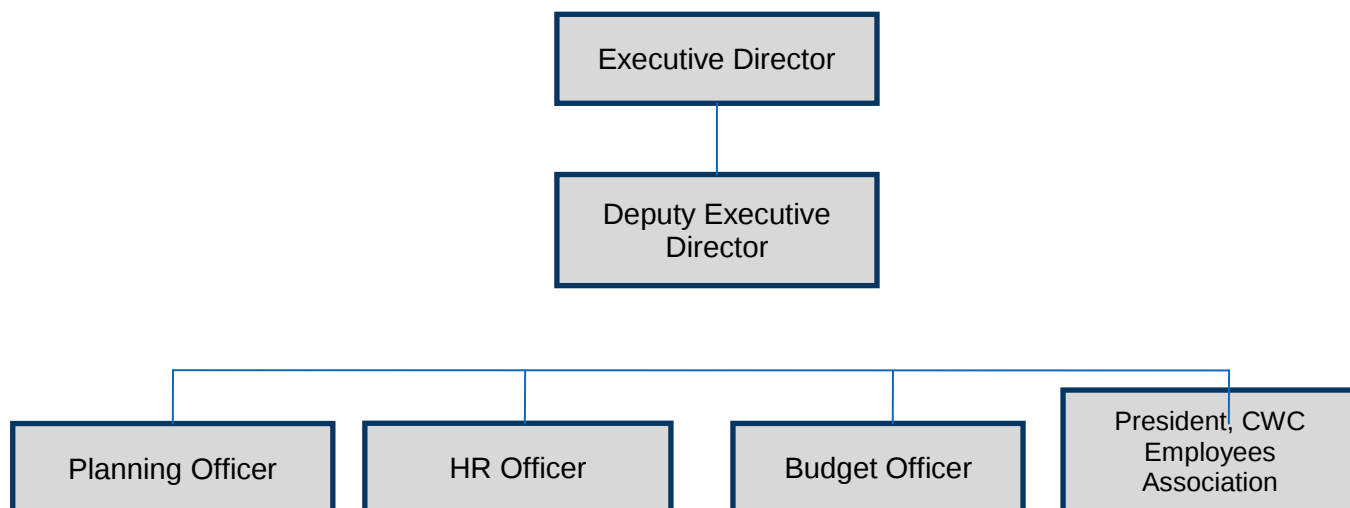
- *Primarily responsible and accountable for the establishment and implementation of the CWC SPMS;*
- *Sets agency performance goals/objectives and performance measures;*
- *Determines agency target setting period;*
- *Approves office performance commitment and rating; and*
- *Assesses performance of Divisions.*

2. The Performance Management Team (PMT)

- Sets consultation meeting with all Heads of Divisions for the purpose of discussing the targets set in the Office Performance Commitment and Rating (OPCR) Form.
- Ensures that office performance targets and measures, as well as the budget are aligned with those of the Agency and that work distribution of Divisions is rationalized.
- Recommends approval of the office performance commitment and rating to the Director.
- Acts as appeals body and final arbiter for performance management issues of the agency.
- Identifies potential top performers and provide inputs to PRAISE Committee for grant of awards and incentives.
- Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

a. *The PMT Structure*

CWC has the following **PMT members** and are designated pursuant to CSC MC 6 s. 2012:



b. *The PMT Functions*

1. Sets consultation meeting of all Heads of Offices for the purpose discussing the targets set in the office performance commitment and rating form;
2. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the NYC and that work distribution of Offices/units is rationalized;
3. Recommends approval of the office performance commitment and rating to the CWC Chairperson;
4. Acts as appeals body and final arbiter for performance management issues of the CWC;
5. Identifies potential top/best performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberations, and delegation of authority to representatives in cases of absence of its members;

7. Reviews, validates and evaluates the initial performance assessment of the heads of Offices/Divisions/Units based on the reported agency accomplishment against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be basis of PMT's recommendation to the Head of Agency who shall determine the final rating;
8. Conducts OPCR assessment every quarter and semester.

c. *The Planning Unit*

The Planning Unit shall act as the PMT Secretariat.

1. Monitors submission of OPCR's and schedules the review/evaluation of office commitments by the PMT before the start of a performance period;
2. Consolidates and provides initial assessment on the performance of the Offices/Divisions/Units based on the reported agency accomplishment against the success indicators, and the allotted budget against the actual expenses;
3. Conducts an agency performance planning and review conference annually for purpose of discussing the Offices/Divisions/Units assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices/Divisions/Units. This shall include participation of the Budget Unit as regards to budget utilization.
4. Provides each Office/Division/Unit with the final Office Assessment to serve as basis in the assessment of individual staff members.

d. *The Human Resource Unit*

1. Monitors submission of Individual Performance Commitment and Review (IPCR) Form by heads of offices/divisions/units;
2. Reviews the Summary List of IPCRs to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;
3. Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans;
4. Coordinates developmental interventions that will form part of the HR Plan.

e. *The Chief/Head of Office or Division*

1. Assumes primary responsibility for performance management in his/her office/division;
2. Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the OPCR to the Planning Unit;
3. Reviews and approves each employee's IPCR for submission to HR/Personnel Unit before the start of the performance period;
4. Submits a monthly accomplishment report to the Planning Unit based on the SPMS calendar
5. Does initial assessment of office's performance using the approved Office Performance Commitment and Review form;
6. Determines final assessment of performance level of each employee in his/her office based on proof of performance;

7. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs;
8. Recommends and discusses a development plan with the subordinates who obtain “Unsatisfactory” performance during the rating period not later than one (1) month after the end of the said period and prepares written advice for subordinates that a succeeding “Unsatisfactory” performance shall warrant separation from the service;
9. Provides preliminary rating to subordinates showing poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

f. The Supervisor/Unit Head

1. Assumes joint responsibility with the Head of Office/Division in ensuring attainment of performance objectives and targets;
2. Rationalizes distribution of targets;
3. Monitors closely the status of the performance of his/her subordinates and provides support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee;
4. Assesses individual employee performance;
5. Recommends developmental intervention.

g. The Individual Employee

1. Prepares individual performance commitments aligned to office/division performance commitments on the prescribed form;
2. Provides full cooperation to their supervisors during all phases of performance management including the assessment of his/her performance.

D. Managing Staff Performance: The PMS Cycle

The SPMS Cycle involves four (4) main components:



E. Managing Staff Performance: Components

COMPONENT	ACTIVITIES	PERIOD	TOOLS	OUTPUT	PERSON/S RESPONSIBLE
Planning and Commitment Setting	Setting of goals and performance measures	Q4 of the preceding year			Management Committee (ManCom)
	Commitment setting of outputs that should be accomplished based on the goals/objectives and performance measures set by the ManCom.	Start of 1 st Semester and/or 2 nd Semester	Office Performance and Commitment Review Form (OPCR) Individual Commitment and Review Form (IPCR)	Approved OPCR Approved IPCR	ManCom Division Chief and staff
Performance Monitoring and Coaching	Heads/Chiefs of divisions, supervisors meet their subordinates to ensure that the latter are on the right track based on the OPCR/IPCR.	During performance period Coaching is done 15 days after Q	Approved OPCR/IPCR Monitoring Form Coaching Log	Partial OPCR/IPCR evaluation Accomplished Coaching Log Monthly Accomplishment Report	Heads/Chiefs of Division/Office Supervisors
Performance Review and Evaluation	Based on the approved OPCR, the MnaCom reviews and rates the performance of the ED and DED	End of 1 st Semester and/or 2 nd Semester	Approved OPCR/IPCR	OPCR Rating IPCR Rating	ManCom

	The ratee inhibits during evaluation of own performance				
	The Chairperson rates the ED.				
	Based on the approved OPCR, the ED reviews and rates the performance of the Division Chiefs				Exec Dir, Div Chiefs
	Based on the approved IPCR, the Div. Chief/Supervisor reviews and rates the performance of respective subordinate.				Div Chiefs, Supervisors and staff
Reward, Develop, Train	Supervisor and the subordinate identifies possible areas for improvement of the latter to be more effective in future assignments or tasks		Employee Development Plan (EDP) Form	Filled out Employee Development Plan (EDP) Form Form	Div Chiefs, Supervisors

F. Rating Period

Performance evaluation shall be done annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

Semi-annually, the rating period involves the month after each semester. As a standard schedule, this would be from the 15th to the 29th day of January and July. All are encouraged to refrain from scheduling major activities during this period to give focus or undivided attention to this very important process.

G. PLANNING AND ASSESSMENT

Formulation of the Performance Review and Planning Framework

- Planning Unit of Policy and Planning Division (PPD) as the lead secretariat, initiates the creation of the Performance Management Team (PMT).
- The PMT is composed of representatives from all divisions and from the offices of the commissioners.
- Together with the members of the PMT, the Planning Unit leads the formulation of the performance review and planning framework. A series of meetings and workshops may be done in crafting the framework.

- The proposed framework is presented to the ManCom for comments and/or approval.
- Once the ManCom approves the framework, the task force works on the preparation of the performance review and planning activity as indicated in the framework.

Preparations for the Performance Review and Planning Activity

- Considering the framework, the PMT shall determine the participants of the performance review and planning activity.
- The Planning Unit shall draft the Office Order for the said activity and provides the participants copy of the said Office Order.
- The Planning Unit shall consolidate the monthly accomplishment reports of all divisions and offices as one of the presentations in the activity.
- Depends on the agreed documents/presentations, the Planning Unit, with the assistance of the other members of the task force, leads the preparations of the necessary documents for the said activity.

Conduct of the Performance Review and Planning Activity

H: PREPARATION

The bottom-up budget process flow



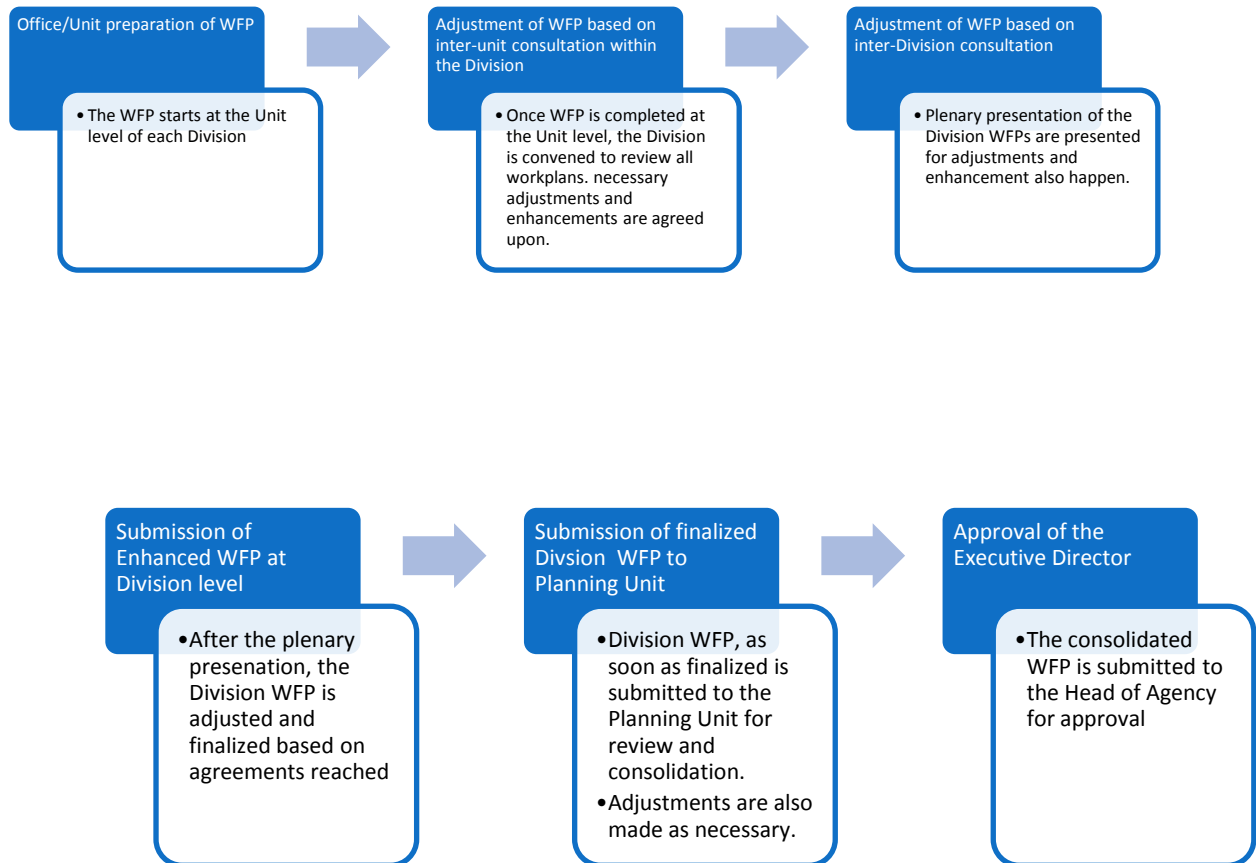
The figure above shows level of budget workshop before coming up with the CWC budget adopting the bottom-up budget process. The highlight of this budget process is the consultation of the every Division/Unit of the office and reaching out to the to determine prioritization of budget.

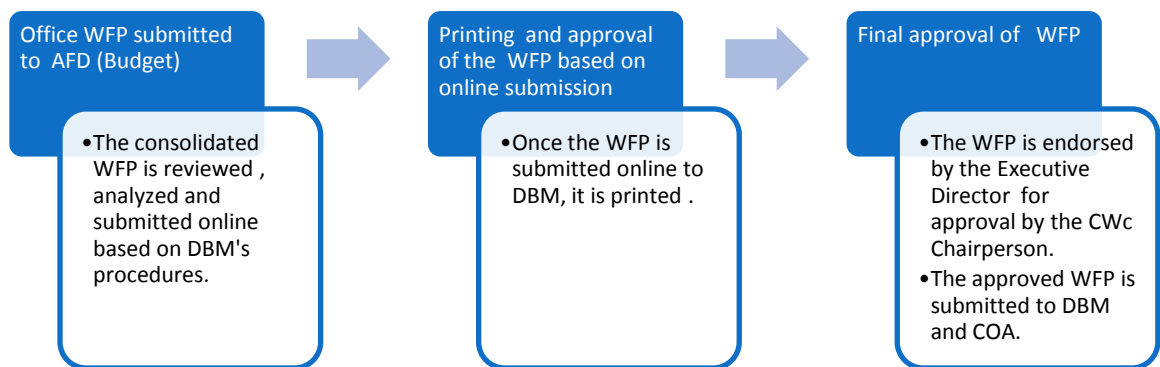
The preparation of Work and Financial Plan

The Work and Financial Plan (WFP) is a document containing the budgetary items in relation to the programs, projects and activities to be undertaken for a given semester or year and is usually prepared on the 4th quarter of the preceding year. This may include supplies, materials, services, venue, accommodation etc. that may be needed for the programs and projects.

The WFP has a prescribed form as provided by the Department of Budget and Management.

The figure below shows the level of preparing the WFP which starts within the division. In this level, the units or sections within the division /office may prepare the WFP of their respective activities and consolidated by the designated staffer/s. Once finalized at the Division level, this is submitted to the Planning Unit for consolidation before it turned over to AFD for submission to the Department of Budget and Management.





The other levels in preparing the WFP prior to its submission for approval involves adjustments of budget allocation for the division in consideration of the total budget of the agency.

Part II

Operations Manual for the Regional Committee/Sub-Committee for the Welfare of Children (RCWC/RSCWC)

I. Introduction

The Council for the Welfare of Children (CWC) as the lead advocate and monitor of child rights protection and promotion in the country, is purposively working towards strengthening its network for the advancement of its core organizational commitments and translating into action its vision of attaining a Child Friendly Philippines: A Caring and Protective Society for, by and with Children. One major challenge in the realization of this vision is to put in place a strong functional multi-level mechanism that will deliberately pursue efforts towards the attainment of this vision to as wide a coverage as it can reach down to the grassroots level.

The Regional Committee/ Sub-Committee for the Welfare of Children (RC/SCWC) is the major counterpart structure of the CWC at the sub-national level and serves as the critical link between the national and local government. As a governance structure, it provides direct assistance to LGUs and is accountable to both the Regional Development Council (RDC) and the Council for the Welfare of Children. It also promotes and enhances regional coordination and harmonization of efforts for the protection and well being of children.

Consistent with the new directions and organizational transformation being instituted within CWC to effectively respond to its long term goal of becoming “the recognized lead advocate and monitoring body for child rights”, there is an urgent need to re-align the roles and functions of its counterpart structure at the regional level, the RC/SCWC. This re-aligning process necessitated an in-depth assessment of the performance of the current structure to identify its strengths and weaknesses, revisit its roles and functions so that new and appropriate strategies could be formulated to respond to the new thrusts and directions of CWC.

In response to said identified need, a series of regional workshops were conducted in the latter part of 2013 and early 2014 primarily to do the twin processes of in-depth assessment of performance and purposive re-strategizing process of 16 out of the 17 RC/SCWCs of the country. The ultimate goal of both processes was to strengthen the regional body individually and collectively to ensure that advocacy and mainstreaming of child rights into the development process happens, be sustained and institutionalized at the LGU level.

One other reason why CWC proceeded with the sixteen regional workshops was that it wanted to directly respond to the DILG findings in 2012 on the low level of functionality of the local councils for the protection of children (LCPCs) including the barangay councils for the protection of children (BCPCs) and to the recommendation raised by the Alcanz study, also done in 2012 for the need to strengthen and utilize LCPCs as venue for child rights promotion and protection.

One significant finding that surfaced during the in-depth assessment was the reality that most RCWC/RSCWC meetings are attended mainly by technical staff representing their respective Principals thus transforming the said Committees/Sub-Committees into implementing arms rather than policy and decision-making bodies. As such, it is safe to assume that all existing RCWCs and RSCWCs are performing the dual role of both policy and decision making and operating as a Technical Working Group doing actual planning, implementation and monitoring functions. The unintended but positive consequence of this arrangement is that policy decisions and actions are facilitated only if the Principals (meaning the defined official member per RDC Resolution) provide adequate support to their officially designated representatives to the Committee or Sub-Committee.

Given the above reality, it was recognized that the designation of Focal Persons who are themselves specialists in their own fields of expertise was crucial. Special mention was made for the DSWD Focal Person to be able to make the RCWC/RSCWC agenda relevant and interesting to all members. As such it was strongly recommended that they be given training and skill to manage the meetings in a business-like manner to get maximum benefit from the presence of partners. Thus the birth of the RC/RSCWC Operations Manual. All 6 Committees and 10 Sub-Committees recommended the formulation of a Manual of Operations for this regional body to serve as the basic guide for all members, be they old or new in the organization, so they know where and how to start and sustain interest in child rights promotion and protection at various administrative levels. This Manual aims to provide the “how tos” in organizing, coordinating and sustaining the interest and enthusiasm of all members to carry out their mandated functions.

II. What is an Operations Manual?

Every business, every organization, no matter how small, needs to have standards, policies and procedures to make it run smoothly, efficiently and effectively. The Cambridge Business English Dictionary defines operations manual “as the authoritative guidebook of how things are done in one’s business. It serves as a vehicle for the business owner to effectively communicate company policy and procedures, and gives his employees the independence and security they need to operate in their jobs for maximum results. It is a document that describes in detail the processes and systems that a company uses to produce its goods and provide its services.”

In the case of the RCWC/RSCWCs, it is important to have a written system in place for all members to read, be they old or new in the organization for them to understand every detail of how their Committee or Sub-Committee operates in order to produce the best results for the welfare of children in their respective regions.

Every operations manual is different but its basic content are the how-to-procedures and systems that will essentially map out exactly how things get done given the organizational

mandate and the services it offers. This particular Operational Manual will proceed from its legal basis which spells out the structure and composition of the Committee or Sub-Committee as the case maybe, its functions and how the organization relates horizontally with other structures in the region, the roles and responsibilities of its officers and members and its vertical relationship with its local counterparts, the Local Councils for the Protection of Children (LCPCs) at the provincial, city, municipal and barangay levels. The last part of the Manual outlines the standard operating procedures of the RC/SCWC with accompanying discussions and samples where appropriate.

Appended to the main text of the document are seventeen (17) annexes which are basically intended to substantiate and put more meaning into the reasons behind the operations of the Committee or Sub-Committee.

III. Legal Basis of RCWC/RSCWC

The Philippines has an advance legal framework for the protection of children. Many landmark legislation and programs to address violence, sexual abuse and trafficking have been formulated in the last decade, which strengthen the protective framework for children and women in the Philippines.

Since 2003, a number of child protection, child-focused and child-related laws have been enacted in response to calls from the UN Convention on the Rights of the Child (UN CRC) for member-countries to comply to the standards it has set for the establishment and maintenance of a protective and child-friendly environment. (For more information on what the UN CRC is and how the Government of the Philippines had been responding to its calls for action, please see Annex A.) The complete list of child-focused and child-related laws as of October 2015 are in Annex B.

Interestingly for the Philippines, it already had its own Presidential Decree (PD) for the Protection and Development of Children, fifteen years before the UN CRC was ratified. PD 603 also known as the Child and Youth Welfare Code of 1974 outlines the role of the State and all its functionaries in the survival, development and protection of the country's children and youth. Specifically for purposes of this Manual, Articles 205 to 208 of the said PD mandated the creation of the Council for the Welfare of Children (CWC) and spelled out its functions, one of which is the creation of structures to implement its mandate.

On July 22, 1987, Executive Order 233 was signed by President Corazon Aquino. This EO 233 redefined the role and organizational structure, powers and functions of CWC to include the power to organize and maintain necessary structures at the sub-national level to fully implement the objectives and provisions of PD 603. (See Annex C-1.)

On October 20, 1993, the CWC Council Board approved the Revised Guidelines on the Organization/Reorganization of the Regional and Local Sub-Committees for the Welfare of Children. (See Annex C-2)

On December 14, 1999, a Joint Resolution of NEDA and DSWD Regional Offices was passed declaring Regional Committees/Sub-Committees for the Welfare of Children as Special Committees of the Regional Development Councils (RDCs) with an added function to strengthen Local Committees for the Welfare of Children (LCPCs). (See Annex C -3.)

These four documents (PD 603, EO 233, CWC Council Board Guidelines and the Joint NEDA-DSWD Resolution) triggered the creation of RC/RSCWCs in sixteen (16) of the seventeen (17) regions of the country through a Resolution passed by their respective Regional Development Councils. (See Annex C- 4 for Sample of an RDC Resolution creating the RSCWC of Region 5.) The National Capital Region (NCR) has no RDC, thus making the creation of the NCR RCWC unique through _____. (See Annex C-5.)

IV. Structure and Composition of RCWC/RSCWC

Executive Order 233 clearly described the structure and identified the composition of the CWC, to wit:

Chair: Department of Social Welfare and Development (DSWD)

Members: Department of Education (DepEd)

Department of Health (DOH)

Department of Labor and Employment (DOLE)

Department of Justice (DOJ)

Department of Interior and Local Government (DILG)

Department of Agriculture (DA)

National Economic and Development Authority (NEDA)

Council for the Welfare of Children (CWC)

3 private individuals concerned with the welfare of children and youth with no dual role as a government employee and with at least one (1) being an active member of a legitimate youth organization

Secretariat: Council for the Welfare of Children

The joint NEDA and DSWD Resolution signed on December 14, 1999 explicitly stated that the regional body to be created under the umbrella of the RDC will be a replication of the CWC national structure, to wit:

Chair: The Director of the DSWD Regional Office

Members: The Regional Directors/Representatives of the same agencies mentioned above plus NNC and at least 3 NGO representatives, a youth

representative,

ABC Regional President and President of the Regional Mayor's League
where and when there is one elected.

Secretariat: Department of Social Welfare and Development (DSWD) Regional Office

Both Executive Order 233 and the Joint NEDA and DSWD Resolution are silent on the provision of a Co-Chair or a Vice Chair for this regional committee/sub-committee. As such, the CWC national structure, cognizant of the different circumstances and political dynamics in the various regions of the country leaves the decision to the respective committees or sub-committees whether or not to elect a Vice Chair from among the identified official members to preside over Committee/Sub-Committee meetings and other activities where and when the Chair is not available.

For Regions without an elected Vice Chair and where the Chair cannot preside over a meeting that has already been arranged, current protocol of government on presiding officers shall be adopted, i.e. the highest ranking officer present from among the member-agencies shall preside over the meeting.

V. Functions of RCWC/RSCWC

The functions of the RCWC/RSCWC as spelled out in the legal bases can be grouped into four (4) major clusters:

FUNCTION NO. 1: ADVOCACY ON POLICIES AND PROGRAMS FOR CHILDREN TO LGUs,

NGOs, PARTNERS, MEDIA AND STAKEHOLDERS IN THE REGION

FUNCTION NO. 2: COORDINATE THE PLANNING, IMPLEMENTATION, MONITORING

AND EVALUATION OF POLICIES AND PROGRAMS FOR CHILDREN IN

THE REGION

FUNCTION NO. 3: PROVIDE TECHNICAL ASSISTANCE (TA) to Local Councils for the Welfare of Children (LCPCs) Along the Following Areas:

- Agenda Setting and How to Conduct Productive Meetings
- Establishment and management of local data bank on children
- Formulation of the Local State of the Children Report (LSCR)
- Development of a Child Protection Policy
- Formulation of Local Code for Children (LCC) and/or Local Ordinances for Children
- Preparation of Project Proposals for Children

- Institutionalizing child participation in the LCPC
- Localizing /Mainstreaming the National Plan of Action for Children (NPAC)
- Monitoring the Local Plan of Action for Children
- Strengthening and Sustaining LCPCs
- Documentation and Replication of Good Practices

FUNCTION No. 4: PROVIDE STATUS REPORTS to SDC/RDC/PPDEB/MMDC and CWC

Indicators of RC/SCWC Functionality

Cognizant of the major role of the RC/SCWC as advocate, coordinator and provider of technical assistance as well as monitoring and reporting body on the implementation of child rights policies, plans, programs and projects being implemented in the region, there is a need to have measurable indicators for its functionality.

To guide the RCWC/RSCWC in carrying out its functions efficiently and effectively, Table 1 presents the recommended programs, projects and activities (PPAs) the Committee/Sub-Committee could do under each function including the expected results and verifiable performance indicators. These recommendations were the product of three island cluster consultative conferences with the 17 RC/SCWC Chairpersons, the focal persons from DSWD, DILG, NEDA, DepEd and DOLE done in August, September and October 2015. Being recommendatory in nature, these PPAs, could however, be modified, enriched, enhanced or adjusted depending on the need of the region as they progress in their work towards child rights protection and promotion. The recommended measures of performance are likewise indicated.

Table 1. RCWC/RSCWC Functions and Functionality Indicators

FUNCTION NO. 1: ADVOCACY ON POLICIES AND PROGRAMS FOR CHILDREN TO LGUs, NGOs, PARTNERS, MEDIA AND STAKEHOLDERS IN THE REGION

Programs/ Projects/ Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Organization and Capacity Building of a	• Designation and Training of Pool Advocates from member-agencies	• Special designation of members of the Pool of Advocates

Pool of Child Rights Advocates in the Region	(Satisfactory)	• Training module and list of participants trained • End-of-Training Report
	• Lobbying for the inclusion of Children's agenda in the Social Development Committee of the Regional Development Council (RDC), the Regional Planning, Development and Economic Board (RPDEB) of ARMM, the Local Development Councils (LDCs) of respective LGUs and the Metro Manila Development Council (MMDC) of the National Capital Region (NCR) (Very Satisfactory) • Resolutions approved, endorsed and adopted by respective development councils/committees (Outstanding)	• List of Issues elevated for resolution and number of times children's issues are included in the SDC/RDC/RPDEB/LDC agenda • Copies of Resolutions approved, endorsed and adopted by SDC/RDC/RPDEB/LDC/MMDC
2. Advocacy on Policy Using Quad Media	• Number and nature of advocacy activities/initiatives undertaken in partnership with quad media ➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 or more per quarter -Outstanding	• Reports, attendance sheets, photo documentation • Airing/showing of child-rights related radio/TV plugs and programs • Schedule of radio/tv guestings • Write-ups and features articles on child rights concerns and issues done and circulated by regional/local media
3. Resource Mobilization with LGUs and	• Number and percentage of provinces and cities that integrate children's issues in the Executive-Legislative	• List of children's issues integrated in the Executive Legislative

NGOs	Agenda of the LGU	Agenda of the LGUs
	➤ At least 5 % of provinces and cities - S ➤ 6 to 10 % of provinces and cities - VS ➤ More than 10% of provinces and cities in the region – O	
	• Number and percentage of LGUs with increased budget on children	
	➤ At least 5 % of LGUs - S ➤ 6 to 10 % of LGUs - VS ➤ More than 10 % of LGUs – O	• Percent increase in budgetary allocation for children reflected in the Annual Budgets of LGUs
	• Number of conferences, round table discussions, fora, and other activities related to resource mobilization conducted	
	➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 per quarter - Outstanding	• Activity Report, Minutes of meetings with LGUs and their respective Sanggunian
	• Number and name of NGOs extending support to RSCWCs for the year (bonus point)	• Pledge of support/ Commitment from LGUs/NGOs
4. Advocacy for wider LGU participation in Child Friendly Local Governance (CFLG)	• Number of advocacy activities done re. CFLG ➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 per quarter - Outstanding	• Reports, minutes of meetings, letters to LGUs
	• Number of LCEs reached	
	➤ 1 per quarter – Satisfactory	

- 2 per quarter – Very Satisfactory
 - 3 per quarter - Outstanding
 - Increased number of LGU CFLGA Passers/SCFLG Conferees
 - At least 5 % of LGUs - S
 - 6 to 10 % of LGUs - VS
 - More than 10 % of LGUs – O
 - List and address of LCEs reached and mode of reaching them
 - List of LGU CFLGA Passers
 - List of SFLGA Conferees
5. Celebration of special events on children
- National Children's Month
 - At least 4 events within the year - S
 - 5 to 10 events within the year - VS
 - More than 10 events within the year - O
 - National Awareness Week on the Prevention of Child Sexual Abuse
 - Other special events on children
 - Number and list of special events on children celebrated with multi-stakeholders participation at the regional level
 - Photo documentation, attendance sheets, activity reports
 - Conference Program
 - Number and Directory of participants by category: LCEs, parents, teachers, service providers, NGOs, children's organizations, LCPC members, etc.
 - Number and list of LGUs celebrating special events on children
 - At least 5 % of LGUs - S
 - 6 to 10 % of LGUs - VS
 - More than 10 % of LGUs – O
 - Conduct of Regional Children's Conference/Congress
 - Annual Regional Children's Conference/Congress conducted with Resolutions Passed - Outstanding
 - Signed Resolutions/Declarations

FUNCTION NO. 2: COORDINATE THE PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION OF POLICIES AND PROGRAMS FOR CHILDREN IN THE REGION

Programs/Projects/ Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Conduct of Regular Meetings	• Emerging/Pressing issues on children identified, discussed and resolved in RC/SCWC meetings ➤ At least 4 meetings conducted within the year presided by the RC/SCWC Chairperson - S ➤ At least 1 concern discussed and addressed per meeting – VS ➤ All issues/concerns discussed and resolved every meeting – O • Complete Documentation and Follow-up on Agreements in Meetings ➤ All meetings documented – S ➤ All meetings documented and agreements followed-up – VS ➤ All meetings documented, agreements followed-up and status reports documented and shared on time - O	• Minutes of Meetings • Number and list of children's issues raised and acted upon with dispatch by the RC/SCWC • Number and inventory of RC/SCWC resolutions passed and elevated to SDC/RDC/ RPEDB/MMDC and/or CWC, and other appropriate agencies or entities for decision and action • Annual RSCWC Agenda Forecast
2. Establishment of Data Bank on Children	• Updated Regional Data Bank on children ➤ Agency-specific data bank on children available – S ➤ Integrated Regional Data bank on children available – VS ➤ Data bank being used for planning and policy making purposes - O • No. of agencies/organizations/partners utilizing data on children ➤ 5% of RC/SCWC Members have	• Required and updated data on children available anytime when needed by agencies and organizations working with and for children • Reports utilizing the data from the data bank

- updated agency-based data - S
 - 6 to 10% of RC/SCWC Members have updated agency-based data - VS
 - More than 10% of RC/SCWC Members have updated agency-based data being used for planning and policy-making purposes - O
- 3. Facilitate representation/ participation of a child representative in the RC/SCWC

 - All RC/SCWCs have a child representative in their respective Committees/ Sub-Committees
 - Selection criteria & process discussed in RC/SCWC and disseminated to the public – S
 - Selection process perfected – VS
 - Selected child representative participates in all RC/SCWC undertakings – O
 - RC/SCWC Resolution identifying/ acknowledging child representation in the RC/SCWC
 - List of Child Representatives per region/per province and per city within the region
- 4. Monitor the Functionality of LCPCs and BCPCs

 - Inter-Agency Monitoring Task Force (IMTF) organized and made functional per DILG Memo Circular No. 2008 - 126, dated August 21, 2008
 - IMTF organized and made functional - S
 - Regular Monitoring of BCPC and LCPC Functionality Undertaken – VS
 - Increase in Number of BCPCs and LCPCs made Functional as a result of IMTF Monitoring - O
 - Updated inventory of functional BCPCs and LCPCs
- 5. Monitoring the Implementation of the NPAC, Implications of the CFLGA Results/Findings, and Other RC/SCWC Activities with

 - Discussion of children's issues and concerns with policy and program implications
 - Status Reporting on results of NPAC Monitoring Activities included in the agenda of every meeting – S
 - One (1) critical issue discussed and
 - Results /Findings from NPAC Monitoring Reports
 - Implications of CFLGA Findings on LGU Operations
 - Status Reports of

Partner Agencies	resolved per year – VS ➤ Two (2) or more issues/concerns discussed and resolved per year – O	Partner Implementers on Assignments given during regular RC/SCWC Meetings
6. Adoption and Monitoring the Implementation of National Policies and Issuances on Children	• National policies and issuances on children discussed and adopted during SDC/RDC/RPDEB/MMDC Meetings with Corresponding Resolutions e.g. NCPWG and RCPWG ➤ New policies and issuances included in the agenda of at least one SDC/RDC /RPDEB/MMDC meeting within the year- S ➤ At least 1 resolution to support and implement national policies and issuances on children passed by the above entities within the year – VS ➤ Resolution adopted and implemented within the year -O	• Resolutions adopting and implementing said national policies at the regional level • Status Report on the implementation of Resolutions passed
7. Adoption and Monitoring the implementation of Regional Policies and Issuances on Children	• Regional State of Children Report discussed at the SDC/RDC/RPDEB/ MMDC level ➤ Presentation of the Report to the SDC/RDC/RPDEB/MMDC as the case maybe - S ➤ Adoption of a Resolution accepting and expressing support to the recommendations of the RSCR - VS ➤ Implementation of the Recommendations in the RSCR - O	• Updated Regional State of Children Report (RSCR) • Resolution of Adoption and Support • Monitoring Reports
8. Annual Assessment of Performance and Work Planning	• Annual workshop conducted before the end of the year for the twin purposes of performance assessment for the year ending and work and financial planning for the ensuing year ➤ Activity given a budget allocation – S ➤ Activity conducted and produced desired outputs – VS ➤ Assessment Results used as basis for WFP formulation and WFP allotted a	• Annual Performance Assessment Report for the year ending • Annual Work and Financial Plan for the ensuing year with budget allocation for identified activities

budget for the ensuing year - O

FUNCTION NO. 3: PROVIDE TECHNICAL ASSISTANCE (TA) to Local Councils for the Welfare of Children (LCPCs) Along the Following Areas:

Programs/Projects/ Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Agenda Setting and How to Conduct Businesslike and Productive Meetings	• Regular and business-like meetings conducted by provinces and cities in the region ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O • Meetings properly documented and stored for easy retrieval ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10 % of provinces & cities - O • Meeting agreements carried out as designed ➤ At least 5 % of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	• Minutes of Meetings • Status Report on Agreements/ Assignments in Meetings
2. Establishment and management of	• Number and percentage of provinces and cities with local data bank on	• Inventory of provinces and cities with local

local data bank on children	children	data bank on children
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
3. Formulation and Delivery of the Local State of the Children Report (LSCR)	• Number and percentage of provinces and cities with LSCR and delivered by LCE	• Inventory of provinces and cities with LSCR • Copies of LSCR delivered and stored
	➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
4. Development of a Child Protection Policy	• Number and percentage of provinces and cities and partners oriented on the development of a Child Protection Policy	• Attendance Sheet • Activity Report • Highlights of the Orientation Meeting
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
5. Formulation of Local Code for Children (LCC) and/ or Local Ordinances for Children	• Number and percentage of provinces and cities with LCC and/or Local Ordinances for Children	• Copies of LCC and/or Local Ordinances for Children
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
6. Preparation of Project Proposals for Children	• Number and List of provinces and cities with Developed Project Proposals	• Inventory of Project Proposals by province and by city
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10 % of provinces & cities - O	
	• Number and List of Project Proposals	• Inventory of Project

	Funded and Implemented by provinces and cities	Proposals Funded and Implemented by province and by city
	➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
7. Institutionalizing child participation in the LCPC	• Number and percentage of provincial and city LCPC with child participation mechanism	• Report on LCPC Child Participation Mechanism adopted by the LGU
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
	• Number and percentage of provincial and city LCPC with child representative	
		• LCPC Organizational Structure Report
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
	• Number and percentage of provincial and city LGU with children initiated and/or managed activities	
	➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O	• LCPC Work and Financial Plan
8. Localizing /Mainstreaming NPAC	• Number and percentage of provincial and city LGUs that mainstreamed NPAC in the LGU Comprehensive Development Plan	• Comprehensive Development Plan of the LGU
	➤ At least 5% of provinces & cities – S ➤ 6 to 10% of provinces & cities - VS	

	➤ More than 10% of provinces & cities - O	
	• Number and percentage of provincial and city LGUs with local development and investment plan for children	• Annual Local Investment Plan for children
	➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
9. Strengthening and Sustaining LCPCs	• Number and percentage of provincial and city LGUs with functional LCPCs	• DILG Monitoring Report
	➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O	
10. Documentation and Replication of Good Practices	• Number and percentage of LGUs with documented good practices on children as basis for replication	• Photo Documentation • Written Report
	➤ At least 5% of provinces, cities and municipalities - S ➤ 6 to 10% of provinces, cities and municipalities - VS ➤ More than 10% of provinces, cities and municipalities - O	

FUNCTION No. 4: PROVIDE STATUS REPORTS to SC/RDC/RPDEB/MMDA and CWC

Programs/Projects/Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Preparation and submission of Regular RC/SCWC Accomplishment Report	➤ Firming-up of Content and Frequency of Reports to be Submitted – S ➤ Agreement on the Reporting Mechanism, Flow and Desired Action at every level where reports are submitted – VS	• Semestral and Annual Reports • NPAC Monitoring Reports • Special reports

- Timely submission of required monitoring reports to appropriate agencies and entities for decision and action - O

VI. Roles and Responsibilities of Officers and Members

A. Responsibilities of the Chair

1. The Chair presides over quarterly regular and special meetings of the RC/SCWC and conducts these meetings in a businesslike manner.
2. He/She ensures the thorough preparation of a meaningful agenda that tackles issues and concerns of children in the region every meeting.
3. He/She ensures the faithful documentation of agreements during meetings and continually follows up implementation of said agreements.
4. He/She periodically monitors the movement of child-wellbeing indicators in the region and informs policy and decision makers where and when needed.
5. He/She is the primary accountable officer in sustaining the functionality of the RC/SCWC in his/her region.

B. Responsibilities of the Vice Chair

1. The Executive Order and the Joint Resolution of NEDA and DSWD relative to the creation of the RC/SCWC are silent on the appointment/ selection of a Vice Chair, but over time, some Regions saw the wisdom and need to have one with the **sole responsibility of presiding over meetings and activities where and when the Chair is absent.**
2. As this position is highly dependent upon the Region's need and unique circumstances, the decision to have one and the determination of the process of identification and election of a member to this position is left to the Region's respective Committee or Sub-Committee.
3. For Regions without an elected Vice Chair and where the Chair cannot preside over a meeting that has already been arranged, current protocol of government on presiding officers shall be adopted, i.e. the highest ranking officer present from among the member-agencies shall preside over the meeting.

C. Responsibilities of the Members

1. All members, NGAs, NGOs, LCPC representatives shall be responsible for developing policies and programs that will improve the wellbeing of children in the region.

2. They shall jointly review annual committee/ sub-committee performance and prepare annual RC/SCWC work and financial plans that will coordinate their respective technical assistance and support initiatives for the strengthening of provincial and city LCPCs in their respective regions.
3. They shall jointly monitor the implementation of the plans, policies and programs they develop and ensure the adoption and dissemination of national laws, policies and programs at the regional and sub-regional levels.
4. As a Team they spearhead efforts to continually advocate for the protection and promotion of children's rights at all sub-regional administrative levels.
5. They contribute individually and collectively to the strengthening of the RC/SCWC through active participation in all Committee/Sub-Committee meetings and activities.

D. Secretariat of the RCWC/RSCWC and its Functions

The Executive Order and the Joint Resolution of NEDA and DSWD explicitly identified the DSWD Regional Office as the Secretariat of the RC/SCWC with the following functions:

1. Agenda setting and timely dissemination of calls for meetings to members;
2. Faithful recording of agreements during meetings and efficient documentation of all RC/SCWC undertakings;
3. Continually maintains and updates Regional Data Bank on children and all records of the Committee/Sub-Committee for easy reference;
4. Serve as the repository of all records pertinent to the Committee/Sub-Committee undertakings; and
5. Provide day to day administrative support to the RC/SCWC in all its programs, projects and activities (PPAs).

VII. Horizontal and Vertical Relationship of RCWC/RSCWC With Other Councils/Committees/Specialized Working Groups on Children

A. Coordinative Relationship of RCWC/RSCWC with CWC, RSDC of RDC, RPDEB for ARMM and MMDC in the case of NCR and the LCPCs

This part of the Manual presents the Coordination and Communication Flow among the recognized existing bodies at national, regional and local levels. (See Figure 1.) The illustrative diagram shows a straightforward vertical upward and downward flow of communication and information among the different administrative levels of government with the RCWC/RSCWC and its counterparts at both national and local levels maintaining a coordinative line of communication with their corresponding development councils at every level.

Figure 1: Proposed RCWC/RSCWC Coordination and Communications Flow



The Figure above shows the ideal flow of communications at all administrative levels of government using existing structures such as the Development Councils at the barangay, municipal, city, provincial and regional levels. All that the RCWC/RSCWC need to do is to link up with their respective RDC, RPDEB and MMDC counterparts if they want immediate policy decision and/or action on issues brought to their attention.

B. Relationship of RCWC /RSCWC with other regional committees/councils working with and for children

On July 12 and 13, 2012, the CWC convened the 2nd National Summit on Children participated in by representatives of all the inter-agency councils and committees working on children in the country. The Summit had three objectives: a) develop and adopt a system of collaboration and coordination between and among Councils and Committees working on children in the Philippines; b) debate on and officially adopt the “Child Friendly Philippines: a Caring and Protective Society for, by and with Children” as framework for advocacy and programming of all Councils and Committees on Children in the Philippines; and c) come-up with generic guidelines and outline in developing a child protection policy for all agencies.

The output of the Summit was a declaration signed by all the participants to commit themselves to adhere to the following agreements:

1. Formulate and adopt a Memorandum of Agreement (MOA) with the different Councils and Committees recognizing the CWC as the overall coordinating body of all Councils and Committees on Children in the Philippines with the objective of improving the system of collaboration and coordination among said Councils and Committees;
2. Create a group to assess the current system for child rights promotion and child protection with the end in view of recommending an appropriate and viable structure to advance children’s rights and well-being, including proposing an enabling legislation;
3. Adopt the framework Child Friendly Philippines: A Caring and Protective Society for, by and with Children; and
4. Enjoin all member agencies of inter-agency councils/committees (IACs) to develop and adopt their own child protection policy by January 2013 following the standards agreed upon by the participants.

Results of the Agreement:

1. The MOA has been formulated and signed by the Officially Designated Heads of the Councils, Committees and Agencies concerned. (See Annex D)
2. The CWC spearheaded the organization of the Convergence of Councils and Committees for Children (Four Cs) and came up with its own Strategic Action Plan in 2013.
3. The framework Child Friendly Philippines: A Caring and Protective Society for, by and with Children has been adopted as the battle cry of all regional and local councils for the protection of children.
4. Five national agencies and two NGOs have come up with their respective Child Protection Policies which are now properly disseminated and adopted down to their respective lowest administrative levels. (See Annex E for Sample of a Child Protection Policy.)

The first, third and fifth premises of the MOA explicitly spell out the strategic position of CWC as the center of coordination and collaboration among all the councils and committees on children. (See Annex D.) **In the same vein, the RC/SCWC and the LCPCS by extension, are likewise the center of action in orchestrating and harmonizing child rights protection and promotion at the regional and local levels. The ten (10) Councils, Committees and Technical Working Groups who agreed to the provisions of the MOA are: CWC, JJWC, IACACP, IACAT, CSPC, NCLC, NCCT, NCDA, ECCDC and IAC-VAWC.**

C. Relationship of RCWC/RSCWC with Local Councils for the Protection of Children (LCPCs) at Provincial, City, Municipal and Barangay Levels

The Local Councils for the Protection of Children (LCPCs) created under MC 2002-121 of DILG are the counterpart Councils of the CWC and RC/RSCWCs at the provincial, city, municipal and barangay levels. (See Annex I – DILG MC 2002-121)

As such, the third key function of the RC/SCWC is the provision of technical assistance to its local counterparts to ensure consistency of messages delivered, policies and guidelines to be disseminated and programs, projects and services to be implemented to as wide a coverage as the committee/sub-committee could reach at all administrative levels. Specifically, the areas where they are expected to provide technical assistance on are the following:

- Agenda Setting and How to Conduct Productive Meetings
- Establishment and management of local data bank on children
- Formulation of the Local State of the Children Report (LSCR)
- Development of a Child Protection Policy
- Formulation of Local Code for Children (LCC) and/or Local Ordinances for Children
- Preparation of Project Proposals for Children
- Institutionalizing child participation in the LCPC
- Localizing /Mainstreaming the National Plan of Action for Children (NPAC)
- Monitoring the Local Plan of Action for Children
- Strengthening and Sustaining LCPCs
- Documentation and Replication of Good Practices

As provider of technical assistance , the RC/SCWC is seen as a body composed of specialists from national government agencies and organizations assigned in the region who can link their local counterparts to national and regional assistance where and when appropriate.

To guide the national and regional specialists to provide the needed assistance, Samples of a Child Protection Policy, Local State of the Children Report, Local Ordinance and Documentation of Meetings and Actions Taken on Meeting Agreements are annexed to this Manual. (See Annexes E, F, G, H, J, K and L.)

Given the inter-agency nature and size of the committee/sub-committee, it is recognized that to be able to carry out effectively its function as a provider of technical assistance to LCPCs, it will work with and through their respective provinces and cities. Correspondingly, the provincial LCPCs and city LCPCs are expected to work with and through their respective municipal and barangay LCPCs. (For detailed discussion on how LCPCs operate, see separate Companion Document of this Operations Manual, **the LCPC Toolkit**.)

VIII. Standard Operating Procedures

A. Frequency of Meetings, Coordination, Agenda Setting, Protocol on Actual Conduct of Meetings, Documentation and Follow-up on Agreements

1. Frequency of Meetings

- 1.1** Regular Meetings shall be held quarterly and special meetings are called only when urgently needed.
- 1.2** The official call for meetings are to be issued by the Chair through the Secretariat at least two weeks before the actual date of the meeting to ensure attendance of officials desired or their permanent and alternate representatives.

2. Agenda Setting

- 2.1** Agenda items may be generated from various sources; from the Chair, the Members, the Secretariat or from interested and concerned citizens who have issues and protective concerns, services and projects for children in the region.
- 2.2** Call for Agenda items should be done at least two weeks before the meeting to ensure thorough preparation of technical reports and discussion papers needed in the meeting.
- 2.3** Number of agenda items should be determined by the nature of the issue to be discussed and the time allotted for each item of the agenda.
- 2.4** The Agenda Page should capture time allotment for every item to be discussed, the desired action/decision from the RC/SCWC, and the name of the topic discussant. (See Example of a correctly written Agenda Page below.)

Proposed Agenda of the 3rd CPC 6 Executive Committee (ExCom) Meeting for 2006
November 12, 2006 – 9:30AM
NEDA Board Room

Time	Agenda Item	Desired Action	Presenter
	1. Preliminaries		
9:30-9:35	➤ Opening Remarks and Agenda Setting	Set the Tone for the Meeting	DDG Augusto B. Santos, NSC Chair
9:35-9:45	➤ Approval of the Proposed Agenda	For Approval	DDG Augusto B. Santos
9:45-9:55	➤ Review and Approval of the Highlights of Minutes of July 26, 2006 ExCom Meeting	For Approval	Ms. Jean C. Liquigan, Head, NEDA-PCMU
	➤ Status of Agreements Made in Previous Meeting	For Information	Ms. Jean C. Liquigan, Head, NEDA-PCMU
	2. Matters Arising from Previous Agreements		
9:55-10:45	2.1 Updates on Agreements in IAAC Meetings a. Health, Nutrition & HIV/AIDS b. Education c. CNSP d. LPID e. Communication 2.2 Updates on SR-MICS	For Information	IAAC Chairs
10:45 -10:50		For Information	Director Erlinda M. Capones of NEDA-SDS and Chair, SR-MICS Steering Committee

10:50-10:55	2.3 Updates on the Web-Based MIS	For Information	Director Joe Montero of NEDA-PMS and Chair, Web-Based MIS Steering Committee
10:55-11:25	3. New Business Matters 3.1 Summary of Work Plans for 2007	For Discussion and Approval	Mr. Frederic Unterreiner, PME Officer, UNICEF
11:25-11:35	3.2 Status of MTR Preparations	For Information	Mr. Colin Davis, UNICEF, SPO
11:35-11:45	3.3 Content of CPC 6 Operations Manual	For Information and Distribution of Copies	Ms. Jean C. Liquigan, PCMU
	4. Other Matters		
11:45-11:50	4.1 Proposed Agenda and Date of Next ExCom Meeting	For Discussion and Approval	Ms. Jean C. Liquigan, PCMU
11:50-12:00	4.2 Closing Message	Call for Action on Agreements	Dr. Nicholas Alipui, UNICEF Country Representative

1. Protocol on Actual Conduct of Meetings

Business professionals waste an estimated 31 hours a month at unproductive meetings, according to Wolf Management Consultants, LLC. In order to minimize, if not entirely eliminate this wastage, Louise Balle of Demand Media recommends the following rules to be observed when conducting meetings. It is strongly recommended that these well-established rules be understood and adopted by the RC/SCWC officers and members to ensure a productive and efficient gathering of child rights advocates, policy and decision makers as well as frontline service workers.

Established Rules in the Conduct of Meetings

- 1.1 Have the Secretariat distribute the Agenda Folder at least two days before the meeting to enable members to study the technical documents in preparation for their meaningful participation in the meeting. If this cannot be done for some valid reasons, the Secretariat should see to it that Folders are distributed as the members walk in to register.
- 1.2 Call the meeting to order at the scheduled start time even if someone is running late. The late comers will have to catch up during or after the meeting is finished. If a member is regularly late, pull him aside to discuss the matter.
- 1.3 Respect the schedules of meeting participants and end the meeting on time as well. If topics cannot cover all of the points within the allotted time, move them to the agenda of the next meeting.
- 1.4 Summarize the purpose of the meeting and be clear with what needs to be accomplished at the very beginning. Then proceed with the first item in the agenda.
- 1.5 Follow the approved agenda closely and do not allow meeting participants to veer away from the order of issues to discuss.
- 1.6 Prohibit meeting participants from insulting, talking over, talking loudly, belittling or raising their voice to other members during the meeting. Handle diplomatically meeting participants who repeatedly violate these basic rules of conduct during meetings.
- 1.7 Transition to each new item on the agenda with finality and do not backtrack. Moderate the meeting if necessary by giving each member the go-ahead to speak his mind on the issue. Ask each person to limit her point to two minutes or less.
- 1.8 Leave time at the end of the meeting for a short question and answer session to clarify points of confusion during the meeting or to allow a particularly vocal participant who has a relevant and important point to voice his thoughts briefly.
- 1.9 End the meeting on a positive note that inspires action. Summarize agreements on what each member must do from this point forward to accomplish the goals and issues discussed.

2. Documentation and Follow-Up on Agreements

Documentation is an integral part of any activity. For meetings, conferences and workshops accurate documentation of proceedings, agreements and results of efforts done are of primary importance, hence the need for good documenting officers from the Secretariat.

To capture significant decisions and agreements in a meeting, it is best to present the highlights in a matrix with elements that reflect discussions, decisions and agreements made during the meeting. Following the sequence of the agenda items, the recorder/documenting officer then proceeds to sift through the long discussions, the substantive decision and/or agreement on each item of the agenda. The matrix should also capture the responsible office or staff to whom a task is assigned and the deadline when the assignment should be completed for reporting in the next meeting. (See Annex F for Sample of Highlights of Agreements in a Meeting.)

The Status of Agreements made in the previous meeting is a separate document that should be shared during the meeting. This document serves as a monitoring tool to determine completion and /or bottlenecks of implementation and to guide decision makers on their next move relative to identified specific concerns. As such, it should report clearly and accurately which tasks were successfully completed and which ones need new interventions or further follow-up. (See Annex G for Sample of Status of Agreements.)

For major decisions, major programs, projects and activities of the Committee/Sub-Committee, a separate document outlining the Summary of Actions Taken on that particular decision, program, project or activity should likewise be made a part of the Agenda Folder for every member's information. In said report, the Results of all actions taken should be highlighted. (See Annex H Sample of Summary of Actions Taken on a Project, the Web-Based MIS of CPC 6.)

B. Budget and Funding Sources

The RC/SCWC can access five (5) sources of funds for its regular operations:

1. **Regular budget of CWC and DSWD from the GAA.** The DSWD has, over the years been allocating part of its regular budget for the RC/SCWCs' regular meetings and other activities. The CWC has likewise been including in its annual regular budget a significant amount to support RC/SCWC operations and activities upon submission of their proposals and funding requests. Effective 2016 salaries of the RC/SCWC Technical Assistants are built-into the CWC budget.
2. **Regular budget of individual partner agencies from the GAA.** One other source of funds that could readily be tapped are the regular budget of member and /or partner agencies and organizations. Like any other government transaction, official requests and proposals are required from the RC/SCWC when accessing from this source.
3. **Budget from NGOs and Private Sector Partners at both local and international levels.** Child-focused NGOs have their own sources of funds for their own advocacies while the Private Sector has, in recent years converted their traditional donor-driven reactionary projects into more pro-active and sustainable Corporate Social Responsibility (CSR) programs for their target clients. As such, both groups are willing to partner with government to widen their area of coverage so they can expand the reach of their advocacies. The partnership is usually in terms of resource sharing, both financial resource and manpower expertise.
4. **Funding Assistance from International, Bilateral and Multilateral funding agencies.** Like the local NGOs, international organizations working through bilateral or multilateral agreements have provisions for funding assistance to advance their respective advocacies. They have a built-in mechanism to channel their assistance through government and monitor the implementation of activities agreed upon for that assistance. Examples of multilateral funding agencies are UNICEF, UNFPA, UNDP, WHO, ILO, etc. The bilateral funding agencies are the agencies who work with the Philippine government through their respective government arms working in the country using agreed mechanisms and systems to channel their assistance.

5. **Cost-sharing and convergence of agency resources for RCWC/RSCWC activities.** This system of cost-sharing has been institutionalized in some regions with RC/RSCWC members rotating to host meetings and other Committee/Sub-Committee activities.

C. Reporting Mechanism and Process

Reporting to the public on the status and results of government and non-government efforts on child rights promotion and protection is done annually at various levels of government. At the national level, the reporting system is spearheaded by the CWC Secretariat through the preparation of the Annual State of the Filipino Children Report (SOFCR). Data needed to prepare the annual SOFCR is drawn from the various submissions of the agency partners implementing the National Plan of Action for Children (NPAC). Annual SOFCRs also serve as the basis for the preparation of the Country Report periodically required by the UN CRC to assess the extent of compliance of the country to UN CRC provisions and commitments. These reports are shared not only to stakeholders working within the country but also globally for information, fund sourcing and technical sharing of expertise.

With guidance from the RC/SCWCs, the Local Chief Executives are also enjoined to make their respective Annual State of the Children Report in their respective LGUs for information and advocacy purposes.

The monitoring and reporting of the NPAC will proceed with data collection at various implementing levels: local, regional and national levels. These collected data are consolidated, validated and analyzed at the level of the Local and Regional Committees/Sub-Committees for the Welfare of Children (LCPCs and RC/SCWCs) prior to submission to the CWC Secretariat for national compilation, consolidation, analysis and interpretation. (See Annex O, Monitoring Forms for RC/SCWC.)

Consultations and feedback mechanisms will be initiated by CWC for the finalization of the annual NPAC implementation report to serve as inputs in the preparation of the Annual SOFCR which in turn serves as the country input to the UN CRC Compliance Report.

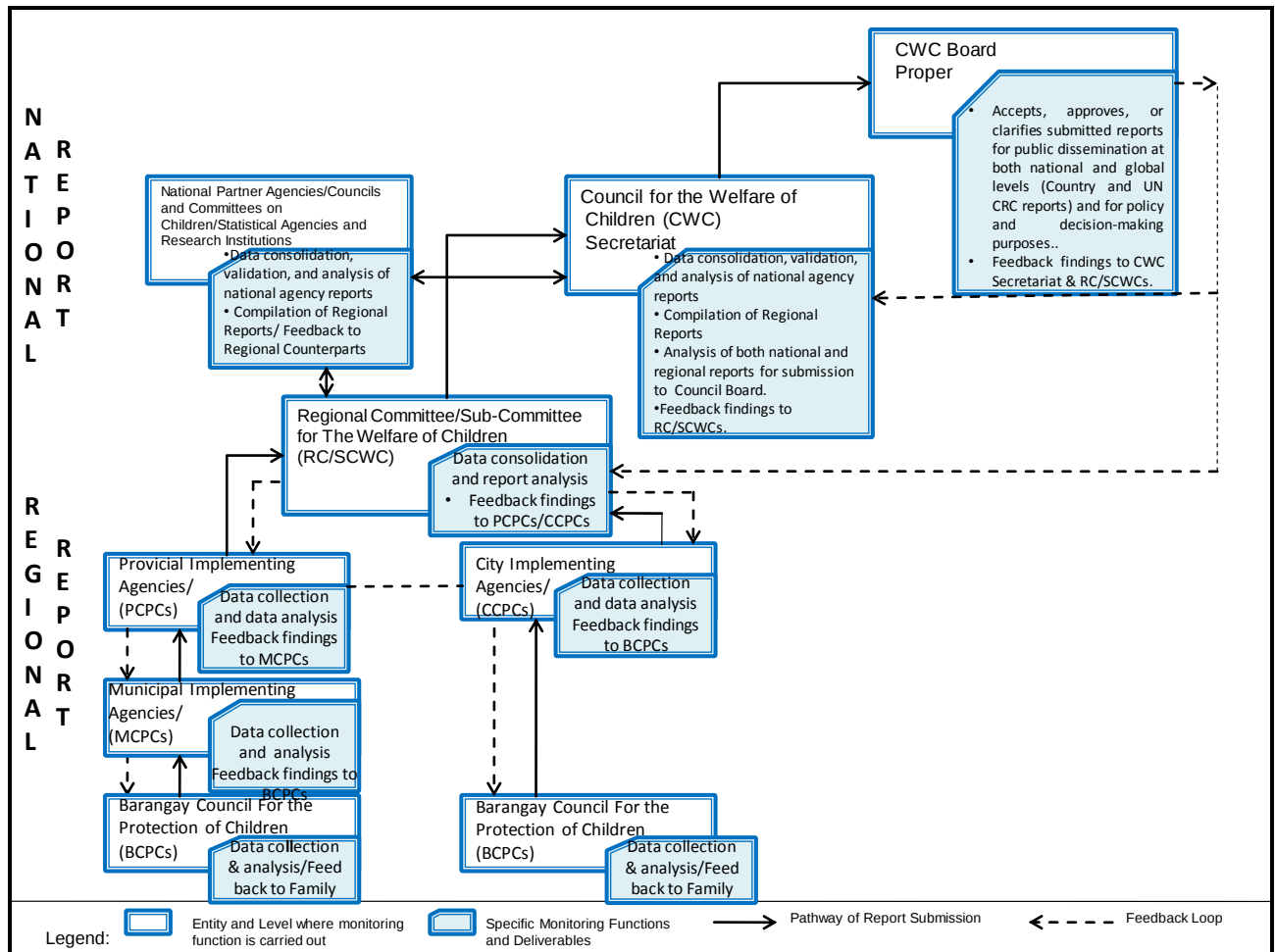
To prepare for this comprehensive annual report, the CWC as a Council meets regularly to get updates from its national and sub-national counterparts, the LCPCs and the RC/SCWCs on the progress of programs and projects initiated to achieve the goals and targets of the NPAC.

The Communication Team of the CWC Secretariat likewise makes use of reports submitted in the preparation of press releases or status reports required by the Council or by interested parties in country or out of the country.

Figure 2 below presents in a single-paged diagram the monitoring process and the reporting flow from data source to information user and sharer. The diagram shows both the entity

doing the data generation, collection, consolidation, analysis and synthesis and the functions per entity as well as deliverables per entity.

Figure 2: Monitoring Process and Reporting Flow



D. Referral System

The RC/SCWC will respond to cases referred to it from the various LCPCs, member-agencies, NGOs and private individuals or organizations. Cognizant of the fact that almost all committees, councils, individual organizations and agencies have their own built-in referral systems and protocols for handling violations committed against their respective sector-specific client groups, the RC/SCWC will accept cases referred to it for resolution and appropriate action by anyone of these groups or individuals. It will not interfere with their existing referral systems but will assist within its own capacity as a regional body working for the welfare of children.

Figure 3: Flow Of Actions Taken On Cases Referred To RCWC/RSCWC

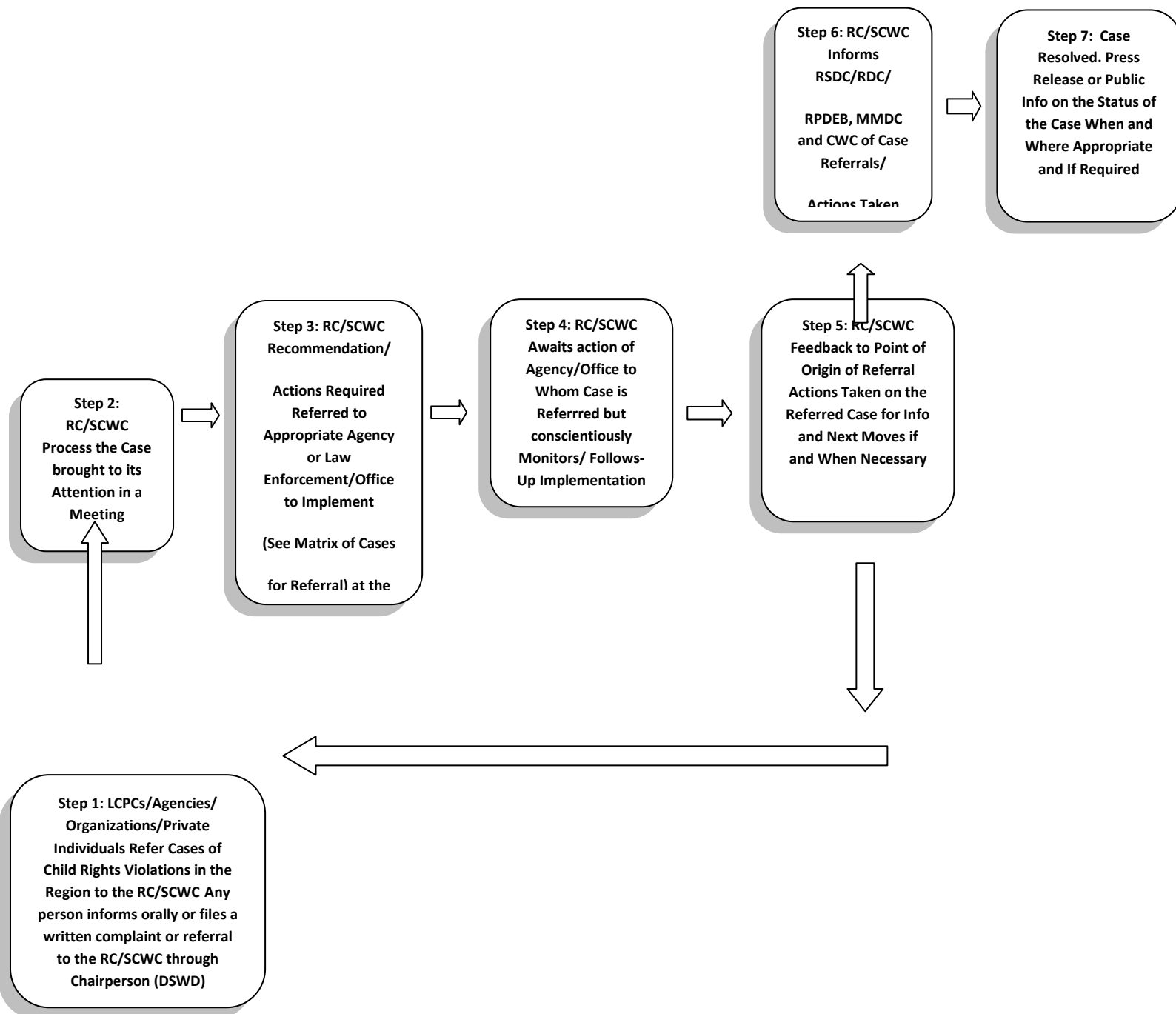


Table 2: Matrix of Cases for Referral

Nature of Case	Appropriate Agency/ Organization to Act on the Case Referred by RC/SCWC
1. Bullying in school	Head of the school where child is enrolled
2. Bullying outside the school	BCPC Chair where incident happened or Women and Children's Desk of the Municipality/City
3. Child Labor (All Forms)	Provincial Office
4. Child Abuse/Child Exploitation (All Forms)	Local Social Welfare Office or Women and Children's Desk of the Municipality/City
5. Child Trafficking	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
6. Child Pornography	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
7. Vagrancy	Social Welfare Office
8. Stealing/Snatching	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
9. Street Child	Local Social Welfare Office
10. Abandoned/Orphaned	Local Social Welfare Office
11. Rape	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
12. Child Soldier	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
13. Substance Abuse	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City
14. Murder	Local Social Welfare Office/ Women and Children's Desk of the Municipality/City