

File



Republic of the Philippines  
**Autonomous Region in Muslim Mindanao**  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Bgy. Semba, Datu Odin Sinsuat, Maguindanao



MEMORANDUM  
ORDER # 0043  
Series of 2016

TO : **ALL PROGRAM SPECIALIST, REGIONAL STAFF CONCERN,  
REGIONAL FOCALS OF THE SPECIAL PROJECTS**

FROM : **THE REGIONAL SECRETARY**

SUBJECT : **PREPARATION OF PRESENTATION TO THE FORTHCOMING 2016  
STRATEGIC PLANNING WORKSHOP**

DATE : **JANUARY 29, 2016**

In line with the forthcoming activity, **2016 STRATEGIC PLANNING WORKSHOP** tentatively scheduled February 11-14, 2016, all concerned personnel are hereby directed to prepare the necessary inputs and documents needed for presentation, critiquing and further enhancement if necessary:

1. Revisiting and review of DSWD Vision, Mission, Goals and Mandate .....	Planning Section
2. Policy, Thrusts and Direction for 2016 .....	OSEC
3. SPMS particularly Organizational Performance Commitment Review (OPCR) and Individual Performance Commitment and Review (IPCR).....	Admin. Section
4. Evaluation or comments on the 2015 Accomplishment Report – Five (5) Program Specialists and Regional Focals of Special Projects.....	Program Specialists Planning Officer III Regional Focals
5. Administrative Management System on the following:	
• Appointments .....	Admin. Section
• Communication Flow .....	Chief of Staff, OSEC
• Requirement on the Processing of documents/vouchers (Project Proposals, Travel Order, Travelling Expenses, Reimbursement, Supplies/Procurement, Training/ Seminars/Activities, Monitoring .....	Admin. & Finance Section


6. Preparation of Work and Financial Plan 2016 .....	5 Program Specialists for the 5 Major Programs and Sub-Centers, Regional Focals of Special Programs including HDAP and ARMM Bridge.
7. Final package of Manual of Operations and Service Charter .....	Administrative Officer V/ Admin. Section
8. Administrative Order on the final composition of EXECOM/EMANCOM members .....	Administrative Officer V/ Admin. Section

Please coordinate with the Planning Section for more details.

FOR STRICT COMPLIANCE.

  
**RAHIMA DATUMANONG-ALBA**

Rcd:

  
 2-9-14