



Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Brgy. Semba, Datu Odin Sinsuat, Maguindanao
Barangay Semba, Datu Odin Sinsuat, Maguindanao
TeleFax # (064) 552 – 2796



MEMORANDUM

Office Order No. 56
Series of 2016

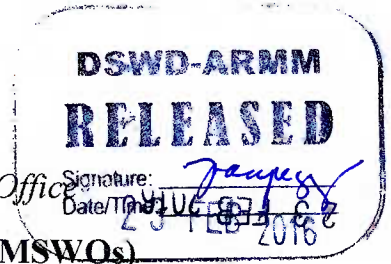
To : HJA. EMMA S. ALLI, RSW
Officer-in-Charge, DSWD-Maguindanao Branch Office

Cc : Concerned Municipal Social Welfare Officers (MSWOs)

From : The Regional Secretary
This Office

Subject : SUBMISSION OF LIQUIDATION REPORTS/DISTRIBUTION PAYROLLS OF EMERGENCY FOOD PACKS AND NFI ASSISTANCE

Date : February 23, 2016



It has been observed in most occasions when the provincial branch of Maguindanao spearheaded relief assistance to emergency, calamity and/or armed conflict situations in Maguindanao that;

1. Delayed Submission of Liquidation/Distribution Payroll;
2. Thumb marks are placed/scattered on the front page and without number indicative to whom that mark belong;
3. The Municipal Link (ML) signs in behalf of the Municipal Social Welfare Officer (MSWO);
4. No Photo Documentations or captioned photographs were made to divulge the activity; and
5. No Transmittal Letters attached purportedly due to time constraints as claimed by the MSWOs.

Anent this, please be reminded that we are all accountable for these relief goods as requisitioned. As such you are hereby directed to take emphasis and rectify the above-cited lapses with our concerned MSWOs as soon as possible, taking into consideration the following recommendations;

- a. Distribution Payrolls must be double-checked, thumb marks should be properly numbered corresponding the recipients and may utilize the back pages for that purpose when necessary.
- b. Liquidation reports must be duly signed over printed names of the concerned MSWOs, supported with captioned photo documentations, and should be submitted as soon as possible or not later than 48 hours after the relief distributions with corresponding transmittal letter.

For your guidance and strict compliance.

RAHIMA DATUMANONG-ALBA

Received

2/23/16