DSWD
Department of Social Welfare and Development BAGONG PILIPINAS

ADMINISTRATIVE ORDER
No. __12.
Series of 2024

Subject: AMENDMENT TO ADMINISTRATIVE ORDER NO. 1, SERIES OF 2019 FOR THE CREATION OF THE INNOVATIONS GROUP

In the interest of service and to spearhead the development, enhancement, and implementation of the new flagship and innovative programs and services of the Department, especially those directed by the Secretary and the President, including the leadership in various inter-office and inter-agency zero hunger programs, AO 1 series of 2019, or the Management Reorganization of the DSWD Central Office, is hereby amended to create and include the Innovations Group and its associated offices, bureaus, and programs. The following amendments are made:

THE NEW STRUCTURE

There shall be seven (7) groups at the Central Office under which the different OBSUs shall be clustered, namely:

1. Office of the Secretary Group (OSG)
2. Operations Group
3. Disaster Response Management Group (DRMG)
4. Support to Operations Group (SOG)
5. General Administrative and Support Services Group (GASSG)
6. Special Concerns Group (SCG)
7. Innovations Group (IG)

Details of the new structure of the DSWD Central Office are attached as follows:

Annex A	Organizational Chart of the DSWD Central Office (Overview)
Annex B	The Secretary and the Office of the Secretary Group (OSG)
Annex C	Operations Group
Annex D	Disaster Response Management Group (DRMG)
Annex E	Support to Operations Group (SOG)
Annex F	General Administrative and Support Services Group (GASSG)
Annex G	Special Concerns Group (SCG)
Annex H	Innovations Group (IG)

Annex H to to be included as follows:

ANNEX H
Innovations Group

The Innovations Group (IG) is responsible for developing and introducing innovative social protection and development programs and projects in the Department. It shall implement the new social protection and poverty reduction programs and enhance the existing programs and projects of the Department, whenever necessary. The IG shall expand and sustain its special programs and projects by taking the lead in various inter-agency and inter-office coordination.

The IG shall be headed by the Undersecretary for Innovations and Program Development assisted by the Assistant Secretary for Innovations and the Assistant Secretary for Program Development and Enhancement. The group shall include the Social Technology Bureau and the National Program Management Offices (NPMO) of the following innovative programs: a) Food Stamp Program (FSP), b) Enhanced Partnership Against Hunger and Poverty (EPAHP), c) Bangsamoro Umpungan sa Nutrisyon (BangUN), d) Pag-Abot Program (Pag-Abot), and e) Tara, Basa! Tutoring Program (TBTP).

Office of the Undersecretary for Innovations and Program Development

Description	The Office of the Undersecretary for Innovations and Program Development (OUS-IPD) provides overall direction and supervises operations of its Bureau and Offices including NPMOs through effective and efficient systems and work processes within the Cluster. The Undersecretary leads in the program development/ enhancement of innovative social protection technologies as well as in the implementation of special programs and projects to contribute effectively to the realization of the DSWD strategic goals. The Cluster Head also represents the Department in various technical working groups and inter-agency committees related to the cluster, and serves as the convenor/coordinating body of the Philippine Government's coordinated initiatives on addressing hunger and ensuring food security.
Functions	1. Oversee the operation and coordination of the programs and projects under the Cluster 2. Provide leadership to inter- and intra-agency committees where the DSWD Official is designated as Chairperson or Co-Chairperson 3. Lead in initiating change and innovation to achieve Department excellence 4. Supervise and monitor the performance of the Cluster to ensure the delivery of strategic outputs/outcomes 5. Lead in operational and management directives and monitor compliance within the Cluster 6. Advise the Secretary in formulating policies relevant to the programs and projects under the Cluster 7. Perform other functions the Secretary may assign
Key Result Areas	1. Development of Innovative Social Protection Programs/ Projects for the poor, vulnerable and disadvantaged Filipinos 2. Special Program Implementation to combat hunger, support good nutrition and ensure food security (SDG 2) and sustainable cities and communities (SDG 11) 3. Leadership in Coordinating Bodies of the Philippine National Government agencies, programs/projects and services for hunger and food security

Office of the Assistant Secretary for Innovations (OASI)

Description	The Office of the Assistant Secretary for Innovations (OASI) is responsible for assisting the OUS-IPD in overseeing the operations of the Special Programs/Projects under its office. The office also coordinates with internal (OBSUs) and external stakeholders such as industry partners, academic institutions, and other government agencies to explore and leverage emerging trends and best practices in program innovation. The Assistant Secretary also functions as a coach monitor of the FSP, EPAHP and BangUN NPMOs, and provides sound recommendation to the Undersecretary for the improvement of the Cluster and its internal offices.

Functions	1. Assists the Undersecretary for Innovations to oversee the operation/implementation of the programs and projects under the Cluster 2. Coordinates with external stakeholders for partnership and networking 3. Disseminates operational and management directives and monitor compliance of the offices under the Cluster 4. Provides coaching and mentoring to all special programs and projects for improved and efficient performance delivery. 5. Advises the Secretary and the Undersecretary for Innovations in formulating policies relevant to the programs under the Cluster
Key Result Areas	1. Monitoring and evaluation of the offices under OASI 2. Advisory to the Secretary and Undersecretary 3. Provision of strategic direction and/or Policy Direction 4. Formation of Links and Networks for programs under Innovations

Office of the Assistant Secretary for Program Development and Enhancement

Description	The Office of the Assistant Secretary for Program Development and Enhancement (OAS-PDE) is primarily responsible for developing social protection programs and enriching existing SWD programs. It is also responsible in ensuring that the developed social protection programs are adopted/replicated and institutionalized by the social welfare and development agencies. The Assistant Secretary for Program and Development also functions as a coach monitor of the STB and the NPMOs of Pag-Abot and TBTP, and provides sound recommendations to the Undersecretary for innovative systems, improvement of the Cluster and its internal offices.
Functions	1. Supervises and monitors the performance of the Social Technology Bureau and the Program Institutionalization Office 2. Recommends pilot programs and projects to contribute effectively to the realization of the strategic goals of DSWD 3. Ensures effective social marketing of social technologies to various stakeholders 4. Advises the Secretary and Undersecretary for Innovations in formulating policies relevant to the development/enrichment of innovative programs under the Cluster.
Key Result Areas	1. Program monitoring and evaluation of completed social technologies 2. Advisory to the Secretary and Undersecretary 3. Institutionalization of social technologies

Social Technology Bureau

Description	The STB is responsible for developing and co-creating with other offices, bureaus, services, and units, and in enhancing customer-driven social technologies addressing current and emerging needs and issues of the poor, vulnerable, and disadvantaged individuals, groups, and families.
Specific Functions	1. Conduct and utilize research studies based on the emerging needs of SWD sectors toward developing and enhancing responsive and innovative programs, projects, strategies, approaches, and interventions 2. Conduct benchmarking activities to identify existing practices, innovate new methods and strategies, or improve current practices as part of continuous process improvement 3. Develop program or project design, guidelines, and manuals on the implementation of social technologies 4. Pilot test social technologies and document experiences

	5. Conduct evaluation studies to determine the relevance, effectiveness, efficiency, and sustainability of social technologies 6. Ensure the adoption or institutionalization of social technologies 7. Conduct social marketing and promotion for the replication of social technologies 8. Provide technical assistance to Field Offices and other stakeholders on program development and document best practices 9. Coordinate and collaborate with different offices for partnership building 10. Maintain a portfolio of social technologies development, and contribute to the DSWD Knowledge Exchange Center
Key Result Areas	1. Social Welfare and Development Technology Formulation 2. Social Welfare and Development Technology Enhancement
Divisions	1. Children and Youth Division 2. Family and Women Division 3. Older Persons, Persons with Disability, Indigenous People and Internally Displaced persons Division

Program Institutionalization Office

Description	The Program Institutionalization Office (PIO) is responsible for ensuring that a completed social technology is institutionalized as a program of the Department and/or adopted or replicated by local government units and other stakeholders. Concomitant to this, the PIO shall establish partnerships to foster and sustain interest of local government units (LGUs) and other stakeholders to utilize the different available models of intervention as a response to the needs of their constituents.
Specific Functions	1. Spearhead the advocacy for the institutionalization of completed social technologies 2. Ensure smooth transition of completed social technologies from pilot testing to regular implementation 3. Provide technical assistance toLGUs and other stakeholders adopting and/or replicating social technologies 4. Establish and maintain networks and partnerships with LGUs and other stakeholders in order to create opportunities for learning exchange relative to completed social technologies 5. Develop and implement mechanisms that will foster continuing interest of local government units and other stakeholders to utilize social technologies to respond immediately to the needs of their constituents
Key Result Areas	1. Advocacy for the adoption/replication of social welfare and development technologies 2. Technical assistance to adopting/replicating LGUs and other intermediaries

Pag-Abot Program - National Program Management Office (Pag-Abot NPMO)

Description	The Pag-abot Program is a DSWD Flagship Program and an institutionalized program of the government designed to address the needs of Children, Families and Individuals in Street Situation (FISS) by providing them social safety nets and protection against risks brought about by poverty. It consists of various assistance packages to improve their conditions and enhance the quality of lives of the beneficiaries.
Specific Functions	1. Oversee and coordinate the program development, implementation, and program enhancement for children, individuals and families in street situations

	2. Establish mechanisms that will foster community engagement and involvement to respond immediately to the needs of homeless individuals and families in street situations 3. Coordinate and collaborate with PBRMO on partnership building on the implementation and expansion for children, individuals and families in street situations 4. Conduct Environmental Scanning, Profiling and Reach-Out to Children, Individuals and Families in Street Situations 5. Conduct Case Management for children, individuals and families in the street 6. Strengthen Program Support of the Department for children, individuals and families in the streets
Key Result Areas	1. Project Coordination 2. Project Planning and Implementation 3. Project Review and Enhancement
Divisions	1. Program Support Division 2. Program Implementation Division

Tara, Basa! Tutoring Program - National Program Management Office (TBTP NPMO)

Description	The Tara, Basa! Tutoring Program is a community-based social welfare and development program focusing on providing social protection to low-income families with college students in difficult situations and non-reader grade school students.
Specific Functions	1. Lead in formulating and updating plans and policies of the TBTP 2. Monitor the implementation and expansion of the TBTP 3. Spearhead the conduct of monitoring and evaluation of the TBTP 4. Lead the engagement with partner Agencies (Department of Education), State or Local Universities and Colleges, Academe, all relevant National Government Agencies (NGAs), LGUs, and other stakeholders to ensure the successful implementation of the TBTP 5. Determine the appropriate staffing pattern and corresponding qualification standards for the creation of additional positions necessary for the administration and operation of the TBTP
	6. Lead the reengineering, digitalization, automation of the TBTP processes 7. Lead the monitoring and evaluation of existing partnerships with development partners
Key Result Areas	1. Project Coordination 2. Project Planning and Implementation 3. Project Review and Enhancement
Divisions	1. Program Support Division 2. Program Implementation Division

Food Stamp Program - National Program Management Office (FSP NPMO)

Description	The Walang Gutom 2027: Food Stamp Program is a flagship program of the National Government that is responsible for the implementation and expansion of the program for low-income households that shall contribute to the reduction of incidence of involuntary hunger experienced through the provision of monetary-based assistance.
Specific Functions	1. Oversee and coordinate the program development, implementation, and monitoring and evaluation of the Food Stamp Program

	2. Coordinate the implementation/operationalization of activities to achieve program objectives at the regional, provincial, and municipal levels 3. Mobilize, manage, and account for program funds and resources 4. Develop and maintain FSP system and database that includes beneficiary and compliance verification database and retailer information system 5. Prepare activity proposal, implementation and deployment plan, and financial documents 6. Facilitate and forge partnerships with national government agencies, non-government organizations, private institutions, and other stakeholders 7. Establish and manage a feedback and resolution mechanism to address concerns and improve service delivery, ensuring effective communication channels are in place for beneficiaries and stakeholders to report issues and receive timely support
Key Result Areas	1. Project Coordination among national and regional agencies 2. Project Planning and Implementation 3. Project Review and Enhancement
Divisions	1. Program Support Division 2. Program Implementation Division

Enhanced Partnership Against Hunger and Poverty - National Program Management Office (EPAHP NPMO)

Description	EPAHP is a convergence program which aims to help mitigate hunger, ensure food and nutrition security and reduce poverty in urban and rural communities, including marginalized communities. EPAHP-NPMO shall be established to carry out the day-to-day implementation of the EPAHP based on the desired EPAHP outcomes.
Specific Functions	1. Provides assistance to support food production, processing and market linkages 2. Collaboration and coordination with partner agencies on feeding programs 3. Community linkages in institutional feeding program 4. Develops policies on program enhancement for both private and public partners 5. Provides enhancement on farm production technologies to rural-based organizations in coordination with EPAHP National Convergence Team 6. Monitors the implementation of the program to DSWD Regional Offices 7. Registers and links the CBOs in the EPAHP Digital Mapping System 8. Adoption of the Community Participation Procurement of CBOs in the Program 9. Provision of technical assistance on program implementation to internal and external partners 10. Identifies issues and gaps in program implementation and make the necessary policy recommendations based on the results of program monitoring and evaluation
Key Result Areas	1. Project Coordination among national and regional agencies 2. Secretariat Function to EPAHP NCT and IATF-ZH Member agency 3. Project Planning and Implementation 4. Project Review and Enhancement
Divisions	1. Program Support Division 2. Program Implementation Division

Bangsamoro Umpungan sa Nutrisyon (BangUN) - National Program Management Office (BangUN NPMO)

Description	BangUn Program is a Support Social Protection Program consisting various projects and initiatives such as Direct Nutrition Services, Nutrition Education and Advocacy and Building Resilient Communities in order to address the high incidence of hunger and malnutrition among children, pregnant and lactating women as a result of generational poverty, human-induced disasters and natural calamities in select Geographically Isolated and Disadvantageous Areas (GIDAs) of Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). The BangUn Program Management Offices is responsible for the overall management, implementation, transactions, monitoring, and evaluation in selected areas.
Functions	1. Manage and coordinate the implementation of the BangUn Program in all regional field offices and provinces covered by the said project 2. Monitor and provide technical assistance on program operation and administrative concerns to the FOs in the implementation of the project 3. Submit reports on the implementation of the project to the Department Secretary and to the President of the Republic to the Philippines thru the National Program Manager of the BangUn Program 4. Conduct Annual Program Implementation Reviews (PIRs) and Inter-Agency Consultation Workshops 5. Conduct capacity building activities to both technical and administrative BangUn Staff 6. Spearhead the advocacy for the institutionalization and regularization of the BangUn Program
Key Result Areas	1. Project Coordination among national and regional agencies 2. Project Planning and Implementation 3. Project Review and Enhancement

Also attached is the organizational structure of the Innovations Group.

This amendment shall take effect immediately.

Issued at DSWD Central Office, Batasan Hills, Quezon City, Philippines.

REX GATCHALIAN
Secretary
Date: 0 5 JUN 2024

Certified True Copy

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OIC-Division Chief
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0 6 JUN 2024

INNOVATIONS GROUP
Organizational Structure

OFFICE OF THE UNDERSECRETARY FOR INNOVATIONS AND PROGRAM DEVELOPMENT

OFFICE OF THE ASSISTANT SECRETARY FOR INNOVATIONS

OFFICE OF THE ASSISTANT SECRETARY FOR PROGRAM DEVELOPMENT AND ENHANCEMENT

Food Stamp Program (FSP)
National Program Manager
Director IV

Enhanced Partnership Against Hunger and Poverty
National Program Manager

Bangsamoro Umpungan sa Nutrisyon Program
National Program Manager

Social Technology Bureau
Director IV
Director III

Program Institutionalization Office
Head of Office

Pag-Abot Program
National Program Manager
Director IV

Tara, Basa! Program
National Program Manager
Director IV

Program Support Division
Division Chief

Program Implementation Division
Division Chief

Program Planning and Coordination Division
Division Chief

Program Implementation and Enhancement Division
Division Chief

Children and Youth Division
Division Chief, SWO V

Family and Women Division
Division Chief, SWO V

OPPWDIPIDP Division
Division Chief, SWO V

Program Support Division
Division Chief

Program Implementation Division
Division Chief

Program Support Division
Division Chief

Program Implementation Division
Division Chief