



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

e-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph/>

ADMINISTRATIVE ORDER

No. 09  
Series of 2009

**SUBJECT : Creation of the DSWD NGO/PO Selection Committee per DSWD Memorandum Circular No. 15, series of 2009 dated June 19, 2009.**

**PURPOSE**

Pursuant to DSWD Memorandum Circular No. 15, series of 2009, the DSWD NGO/PO Selection Committee is hereby constituted to select the NGOs/POs that would implement the social welfare/development programs/projects of DSWD and those funded by the Priority Development Assistance Fund (PDAF) of legislators.

**COMPOSITION**

The Committee shall be composed, as follows:

Chairperson : A/Sec Vilma B. Cabrera  
Program Management Bureau (PMB)

Vice-Chairperson : Dir. Ma. Alicia S. Bonoan  
Standards Bureau (SB)

Members:	<u>Principal</u>	<u>Alternate</u>
	A/Dir. Pacita D. Sarino Program Management Bureau (PMB)	Rosalie D. Dagulo
	A/Dir. Selena B Fortich Standards Bureau (SB)	Cynthia V. Ilano
	Dir. Dulfie T. Shalim Social Technology Bureau (STB)	Gemma B. Gabuya
	Dir. Deseree D. Fajardo Financial Management Service (FMS)	Grace Ann P. Nisperos

Dir. Susan B. Argel  
BAC Secretariat

Mary Angelene Arabit

Dir. Sally D. Escutin  
Legal Service (LS)

Marijoy D. Segui

The Chair of the Committee shall be rotated to other Assistant Secretaries of the Department every after two years. The incumbent Chair shall constitute/designate her/his own Secretariat to assist the Committee perform its functions.

#### **RESPONSIBILITIES OF THE COMMITTEE**

1. The DSWD Selection Committee shall be responsible for the selection of NGOs/POs that will implement the social welfare/projects in accordance with DSWD Memorandum Circular No. 15, series of 2009.
2. It shall formulate the criteria for the selection of NGOs/POs that would implement the social welfare/development programs/projects.
3. It shall cause the publication of the information relating to the project identified by the legislators via any of the medium: newspapers, agency websites, bulletin boards, and the like at least three (3) months prior to the target date of the start of the identified projects.
4. It shall perform the selection process, including the screening of the qualification documents of the NGO/PO, ocular inspection of the NGO/PO business site, and evaluation of the technical and financial capability of the NGO/PO.
5. It shall recommend to the DSWD Secretary or her authorized representative the NGO/PO that meets the minimum requirements, which can deliver the specifications for the project and which can satisfactorily undertake the project at terms most advantageous to the government and beneficiaries, taking into account the effectiveness of the project.

#### **CRITERIA FOR SELECTION OF NGOs /POs**

The Committee is hereby ordered to meet immediately and prepare the criteria to be used in the selection of NGOs/POs upon the effectivity of the DSWD Memorandum Circular No. 15.

#### **MEETINGS**

The DSWD Selection Committee shall conduct a regular monthly meeting to be agreed upon by its members.



## BUDGET

Expenses incurred by the DSWD Selection Committee in the performance of its mandate shall be taken from the Priority Development Assistance Fund (PDAF) of the legislator concerned. Likewise, expenses for the publication and selection process of NGOs/POs may be charged against the PDAF of legislators.

## EFFECTIVITY

This Order takes effect immediately.

Issued in Quezon City, this 27<sup>th</sup> day of Aug, 2009.

  
ESPERANZA I. CABRAL  
Secretary

DSWD - OSEC



In Reply please Cite: R0000014084

*Handwritten initials/signature*