

NHTS AND 4Ps CLUSTER ORDER

 No. 02
 Series of 2025

SUBJECT : DELINEATION AND DESIGNATION OF TASKS DURING THE PANTAWID PAMILYANG PILIPINO PROGRAM (4PS) AND THE NATIONAL HOUSEHOLD TARGETING OFFICE (NHTO) MEETINGS

In the exigency of service, and to ensure the efficient and effective conduct of the meetings with the Department Secretary, and the NHTS and 4Ps Cluster, the below Offices/Divisions/Staff are hereby designated to lead and support during the following meetings:

I. Meeting Leadership and Cluster Support for the Long Meetings with the Secretary

No.	Month	Offices/ Divisions	Focal
1	January	Office of the Deputy Program Manager for Administration	DPM Jonathan C. Anteza Director III
2	February	Office of the Deputy Program Manager for Program Services and Interventions	DPM Rosalie D. Dagulo Director III
3	March	Office of the Deputy Program Manager for Data Management Systems	DPM Monica Shayne Ann G. Purugganan Director III
4	April	Family Development Division (FDD)	Atty. Mary Rose G. Oquindo-Pasibi Division Chief/ PDO V
5	May	Institutional Partnership Division (IPD)	Khristina U. Umali Division Chief/ PDO V
6	June	Modified Conditional Cash Transfer Division (MCCTD)	Ronald E. Castro Division Chief/ PDO V
7	July	Social Services Delivery and Management Division (SSDMD)	Ceprian Oliver M. Agbon Division Chief/ PDO V
8	August	Administrative Support Division (ASD)	Miziel S. Pasia Division Chief/ PDO V
9	September	Risk Management and Quality Assurance Division (RMQAD)	Atty. Mycel C. Aritcheta Division Chief/ PDO V

10	October	Social Marketing Division (SMD)	Marie Grace O. Ponce Division Chief/ IO V
11	November	Beneficiary Data Management Division (BDMD)	Augustus Lito M. Narag Division Chief/ PDO V
12	December	Compliance Verification Division (CVD)	Arnold N. Dela Rosa Division Chief/ PDO V
Secretariat for the Meeting Leadership and Cluster Support for the Long Meetings with the Secretary			
No.	Month	Offices/ Divisions	Focal
1	January - June 2025	OUS-NHTS and 4Ps	Patrick John G. Reyes EA IV Honey Lyne S. Galicia EA III
2		OUS-NHTS and 4Ps	Paula Joy R. Supan EA III
3		4Ps-NPMO	Karen G. Mercado PDO IV
4	July - December 2025	ODPM for Administration	Imari Joie L. Ravanilla PDO IV
5		ODPM for Program Services and Interventions	Joanna Marie M. Ferrer PDO III
6		ODPM for Data Management Systems	Audilon Benjamin R. Madamba PDO II
7		NHTO	Micah Vivien P. Cabral AO V

I. Regular Cluster Meetings

No.	Month	Offices/ Divisions	Focal	Secretariat
1	January-August 2025	4Ps-NPMO	Dir. Gemma B. Gabuya	The Office/Division assigned shall identify Primary and

2	Year-End Evaluation	4Ps-Grievance Redress Division (GRD)	Maricel Grace L. Gomez Division Chief/ PDO V	Alternate Secretariat during the meeting
3	September-December 2025	NHTO	Dir. Jimmy Francis T. Schuck II	Primary Arianne Rose S. Agustin PDO IV / Operations Division Alternate Amado G. Suarez PDO IV / Operations Division
4	Review and Evaluation and Cluster Performance	NHTO Operation Division	Moses Mijkhael SD. Albiento Division Chief/ PDO V	

III. Special/ Technical Focus Discussions and Inter-Government/ Non-Government Agency or Partnership Meeting outside the DSWD:

No.	Offices/ Divisions	Focal	Secretariat
1	Institutional Partnership Division (IPD)	Khristina U. Umali Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
2	Modified Conditional Cash Transfer Division (MCCTD)	Ronald E. Castro Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting

No	Offices/ Divisions	Focal	Secretariat
3	Social Services Delivery and Management Division (SSDMD)	Ceprian Oliver M. Agbon Division Chief/ PDO V	KThe Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
4	Administrative Support Division (ASD)	Miziel S. Pasia Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during

			the meeting
5	Risk Management and Quality Assurance Division (RMQAD)	Atty. Mycel C. Aritcheta Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
6	Social Marketing Division (SMD)	Marie Grace O. Ponce Division Chief/ IO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
7	Beneficiary Data Management Division (BDMD)	Augustus Lito M. Narag Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
8	Compliance Verification Division (CVD)	Arnold N. Dela Rosa Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
9	Grievance Redress Division (GRD)	Maricel Grace L. Gomez Division Chief/ PDO V	The Office/Division assigned shall identify Primary and Alternate Secretariat during the meeting
10	NHTO Operation and IT Division	Moses Mijkael SD. Albiento Division Chief/ PDO V	Primary Maicha Joy S. Dorigo ITO I / IT Division Alternate Hazel Anne P. Rabino ITO I / IT Division
11	4Ps Inter-Division Meeting	Dir. Gemma B. Gabuya or Assigned DC	Assigned 4Ps NPMO Technical Staff
12	NHTO and 4Ps Inter-Division Meeting	Asec. Marites M. Maristela and/or Usec. Vilma B. Cabrera	Assigned EA and/or Designated Technical Staff of DPMs

IV. Responsibilities of the Leading Offices/Divisions:

The assigned Division Chief per monthly or scheduled meeting is responsible for assigning technical staff to perform the following key functions in coordination with the Secretariat:

1. Ensure readiness of the required meeting documents, and confirmed attendees.
2. Preside/lead the meeting, this includes facilitating the meeting, ensuring that the agenda is followed, and managing discussions effectively except meeting with the Secretary which will be led by the Cluster's Undersecretary and/or the Assistant Secretary;

3. Review and comment on the draft minutes of the meeting.
4. Finalize and disseminate the draft minutes of meetings for comments of the attendees.
5. Perform other related tasks as may be assigned by the Undersecretary.


V. Responsibilities of the Secretariat:

The designated Secretariat is responsible for:

1. Prepare invitations/ notices of meetings, as well as the confirmation of attendance.
2. Ensuring all logistical details for the monthly meetings with the Secretary/Undersecretary are handled, including venue, equipment, and materials.
3. Following up on action items and updates from previous meetings.
4. Prepare the necessary meeting documents, attendance sheets, food/snacks.
5. Draft Minutes of the Meeting - This involves accurately documenting the key decisions, action items, and discussions that took place during the meeting.
6. Prepare Summary of Agreement and Deliverables (SOAD) - This includes preparing the agenda, briefer materials, and a summary of the discussions during the meeting.
7. Performing other related tasks as may be assigned by the Undersecretary or Lead Focal.

This Order shall take effect immediately.

Issued at the DSWD Central Office in Quezon City, Metro Manila.


VILMA B. CABRERA
Undersecretary for NHTS and 4Ps
Date: _____