DSWD
Department of Social Welfare and Development

BAGONG PILIPINAS

NPMO Order No: 03
Series of 2026

SUBJECT : CREATION OF THE PERFORMANCE MANAGEMENT SECTION (PMS) UNDER THE PROGRAM SUPPORT DIVISION WITHIN THE PANTAWID PAMILYANG PILIPINO PROGRAM - NATIONAL PROGRAM MANAGEMENT OFFICE (4PS - NPMO)

I. BACKGROUND AND RATIONALE

The Pantawid Pamilyang Pilipino Program (4Ps) is an institutionalized regular program of the Department of Social Welfare and Development (DSWD) by virtue of the **Republic Act 11310**, otherwise known as **"An Act Institutionalizing the Pantawid Pamilyang Pilipino Program or 4Ps Act"** enacted on April 17, 2019.

Over the years, the Program continues to evolve and expand as one of the National Government's Flagship Poverty Alleviation Programs, which provides conditional cash transfer to the poor household beneficiaries for a maximum of seven (7) years to improve health, nutrition, and education aspects of the children. Additionally, it also provides other developmental interventions, in collaboration with other government agencies that implement poverty alleviation programs, to ensure that they do not regress into a poverty situation after exiting the program.

To achieve this goal, the personnel at the National Level must possess the necessary competencies, technical expertise, and commitment in the performance of their assigned duties and responsibilities, to effectively and efficiently contribute with the program's mandates and objectives. Henceforth, a performance management and monitoring system shall be established to ensure they deliver their outputs with the utmost satisfaction.

Relative thereto, the establishment of the **Performance Management Section (PMS)** under the **Program Support Division (PSD)** at the Pantawid Pamilyang Pilipino Program - National Program Management Office (4Ps NPMO) is deemed necessary and vital to strengthen the results-based performance management within the Program. The Section will serve as the central mechanism to ensure that the targets, indicators, and accomplishments of all individuals under the 4Ps are aligned with its mandates and objectives.

Moreover, it also ensures proper planning, monitoring, evaluation, and ongoing improvement of both employees and organizational performance. This initiative shows the program's strong commitment to delivering a culture of service excellence, connecting individual performance with organizational goals, and providing quality public service consistently by upholding the Department's delivery of quality service to its stakeholders.

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II. LEGAL BASES

1. **Republic Act No. 11310,** or an Act Institutionalizing the Pantawid Pamilyang Pilipino Program (4Ps) and its Implementing Rules and Regulations (IRR)
2. **DSWD Administrative Order No. 01, Series of 2025**, or the Organizational Restructuring and Strengthening of the DSWD Central Office
3. **DSWD Administrative Order No. 18, Series of 2013**, or the Guidelines on the Implementation of the Enhanced DSWD Strategic Performance Management System (DSPMS)
4. **Department of Budget and Management - Civil Service Commission (DBM-CSC) Resolution No. 1, Series of 2006**, or the Rationalization Program's Organization and Staffing Standards and Guidelines

III. OBJECTIVES

The objective of this issuance is to formalize the creation of an additional Section and update the organizational structure of the PSD, strengthening the Performance Management System within the 4Ps NPMO . Specifically, it aims to:

1. **Standardized** mechanisms for performance planning, Key Result Areas (KRAs), and measurable performance indicators across all divisions of the Program.
2. **Generate** timely and accurate performance reports to support evidence-based planning and policy decisions.
3. **Ensure** timely submission of Semestral and/or Quarterly 4Ps NPMO DSPMS forms;
4. **Identify** performance gaps, recommend process enhancements, and promote best practices to improve overall program implementation, and
5. **Institutionalize** a structured performance cycle of the 4Ps NPMO, including but not limited to planning, monitoring, review, and evaluation.

IV. THE PERFORMANCE MANAGEMENT SECTION

A. Functions and Key Result Area

Description	The **Performance Management Section (PMS)** is in charge of the overall monitoring and implementation of the Performance Management System (PMS) of the Program.
Monitoring	• In charge of the monitoring of the 4Ps NPMO Office Performance Contract (OPC) / DSWD Strategic Performance Management System (DSPMS), focusing

	on the NPMO Scorecard. Specifically, s/he will: Review, coordinate revision, and facilitate submission of the final OPC indicators committed by the 4Ps-NPMO: a. Conduct Semestral OPC and Division Performance Contract (DPC) Checkpoint; b. Ensure submission of DPC with the corresponding Rating Guide and Checkpoint; c. Conduct Office/Division Performance Review and Evaluation; d. Prepare Semestral OPC/DPC Rating; e. Ensure appropriate Means of Verification (MOVs) by the concerned divisions; f. Provide technical assistance to all 4Ps-NPMO DSPMS Focal; g. Coordinate with other offices regarding OPC matters; h. Address all inquiries/concerns/issues regarding OPC; and i. Coordinate with other divisions on all information related to OPC for information and/or appropriate action. j. Ensure submission of DSPMS Reportorial Requirements • In charge of the monitoring of Freedom of Information (FOI) Requests. Specifically, s/he will: Review, coordinate revision, and facilitate submission of the final FOI Request: a. Ensure submission of reportorial requirements; b. Coordinate with other offices regarding FOI request matters; c. Address all inquiries/concerns/issues regarding the FOI request; and d. Coordinate with other divisions on all information related to the FOI request for information and/or appropriate action.
Database Management	Monitoring Tools (Excel File, Google Drive, etc.)
Outputs	1. Office Performance Commitment/Contract/Rating 2. FOI Request Responded 3. Technical Assistance 4. Harmonized Reportorial Template/Tools
Key Result Area	1. DSPMS Reportorial Requirements 2. Monitoring and Evaluation 3. Freedom of Information

B. Staffing Complement

To fully operationalize the aforementioned Section, this will consist of the following key positions, to wit:

Position Title	SG	Employment Status	No. of Position
Project Development Officer III	18	Contractual	1
Administrative Officer IV	15	Contract of Service	1
Administrative Aide IV (Clerk II)	4	Contract of Service	1
		TOTAL	**3**

The staffing pattern of the PMS is designed to address and oversee its strategic and operational performance management functions to ensure its effective and efficient implementation in the program.

Under the supervision of the Division Chief, the **Project Development Officer III (SG 18)** shall serve as the **Section Chief** of the concerned section, and shall perform tasks related to the implementation of the Performance Management System for 4Ps NPMO Officials and Rank and File employees. The position shall ensure alignment of the Program's targets with the Department's strategic goals, oversee the development of performance indicators, consolidate reports, and provide technical guidance to concerned divisions and/or sections.

The **Administrative Officer IV (SG 15)** shall provide **technical** and **administrative support** in the implementation of performance monitoring activities, data consolidation, documentation, report preparation, and coordination with internal and external stakeholders. The position shall also monitor compliance, coordinate with stakeholders, prepare reports and communications, conduct research, formulate policies and guidelines, maintain monitoring tools, analyze competency assessment results to identify performance gaps, and perform other related functions as assigned.

Meanwhile, the **Administrative Aide IV (Clerk II) (SG 4)** shall provide **clerical** and **logistical support**, including records management, document processing, scheduling of meetings, maintenance of performance databases, and other administrative functions necessary for the smooth operation of the Section.

Furthermore, this staffing complement is deemed sufficient at the initial stage of establishment, subject to future enhancement based on workload analysis, expansion of program requirements, and evolving performance management demands.

The updated PSD organizational structure is hereby attached as annexes, reflecting the proposed Section and its workforce, thereby supporting this proposition.

V. REPEALING CLAUSE

This issuance shall supersede all previous issuances and memoranda inconsistent with the arrangements of the said Division prescribed herein. The organization and related documents may be amended anytime through a memorandum signed by the National Program Manager, without the need to amend this Order.

VI. EFFECTIVITY AND TRANSITORY CLAUSE

This Order shall take effect upon the approval of the National Program Manager. Thereafter, all necessary measures and arrangements for the establishment of the PMS shall be initiated immediately. Provided that, as far as practicable, no personnel shall be subject to displacement, demotion, or reduction in salary as a consequence of this transition.

Let copies of this Order be distributed to the 4Ps NPMO for information and guidance.

GEMMA B. GABUYÀ
Director IV and National Program Manager

Date: MAR 09 2026

DSWD
Department of Social Welfare and Development

BAGONG PILIPINAS

SPECIAL ORDER
No. 569
Series of 2026

SUBJECT: REASSIGNMENT

In exigency of service, **Mr. Ryan L. Rebustillo,** Project Development Officer III, is hereby reassigned from the Beneficiary Data Management Division (BDMD) to the Program Support Division (PSD) within the Pantawid Pamilyang Pilipino Program - National Program Management Office (4Ps NPMO), **effective upon approval and to continue until further orders**.

All other Orders inconsistent herewith are hereby amended and/or revoked accordingly.

Let copies of this Order be distributed to all Offices in the Central Office and Field Offices for information and guidance.

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

MARITES M. MARISTELA, CESO III
Assistant Secretary for Operations under Conditional Cash Transfer Group (CCTG) and Concurrent Officer-In-Charge of the Office of the Undersecretary for CCTG
Per SO No. 3922, series of 2025

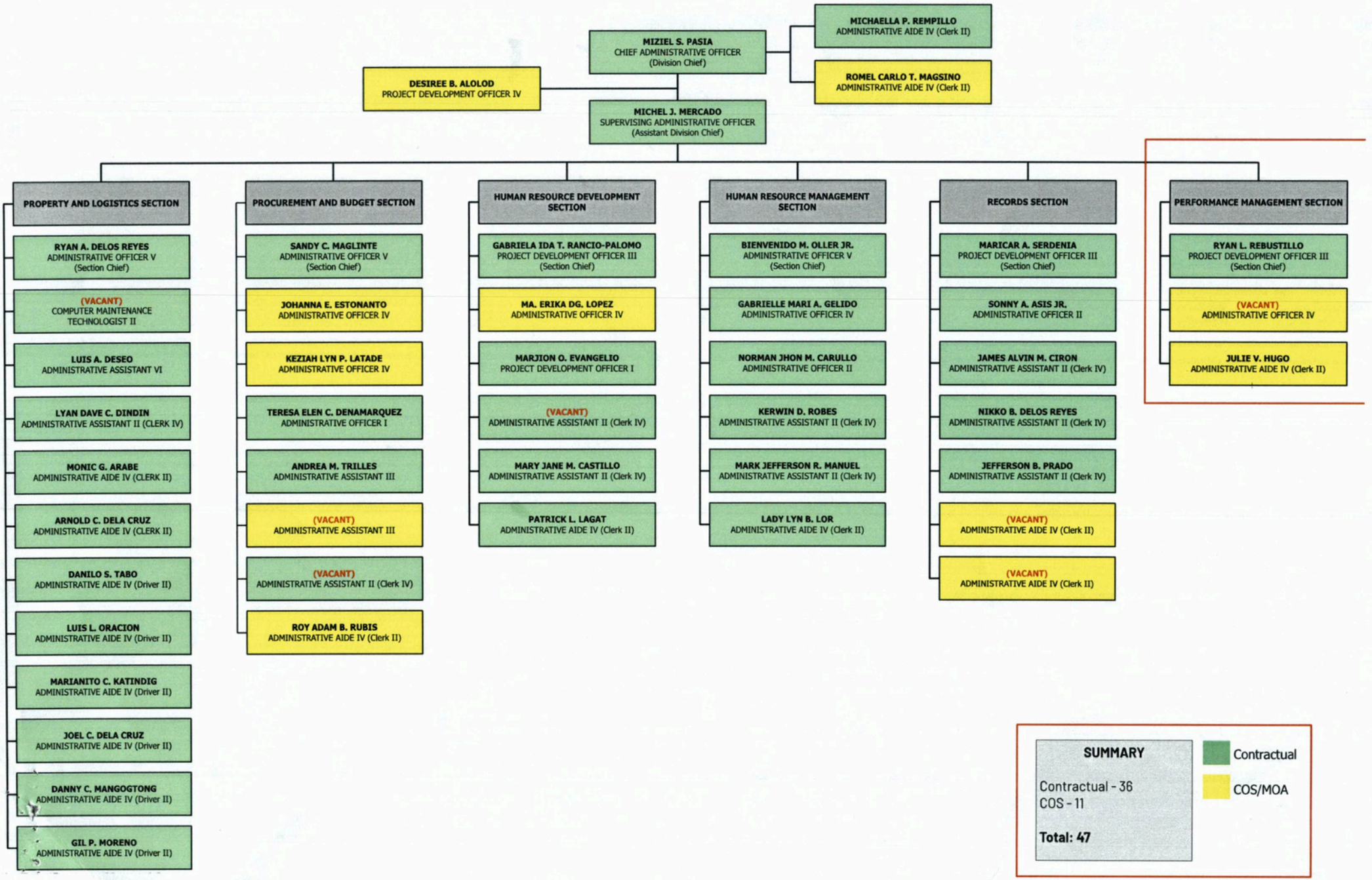
Date: 02-06-26

Certified True Copy

WILLIAM V. GARCIA, JR.
OIC-Division Chief
Records and Archives Mgt. Division

09 FEB 2026

PROGRAM SUPPORT DIVISION
ORGANIZATIONAL STRUCTURE



SUMMARY

Contractual - 36
COS - 11

Total: 47

Contractual
COS/MOA