



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 67
Series of 2022

AN ORDER PROMULGATING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 0411-20, SERIES OF 2020 ENTITLED "AN ORDINANCE CREATING THE OFW FAMILIES' WELFARE AND CRISIS CENTER AND FOR OTHER PURPOSES"

WHEREAS, Ordinance No. 0411-20, Series of 2020 entitled "An Ordinance Creating the OFW Families Welfare and Crisis Center and For Other Purposes" was enacted on November 17, 2020 by a unanimous vote of the members of the Sangguniang Panlungsod, approved by Mayor Sara Duterte on January 25, 2021 and took effect immediately upon its approval and publication in a newspaper of general circulation in Davao City;

WHEREAS, Section 13 of Ordinance No. 0411-20, Series of 2020 provided for the creation of Implementing Rules and Regulations (IRR) for the effective implementation of the same;

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law do hereby promulgate the implementing rules and regulations as follows:

RULE I
TITLE, POLICY, AND PURPOSE

SECTION 1. SHORT TITLE. These Rules and Regulations shall be referred to as "The Implementing Rules and Regulations of the OFW Families Welfare and Crisis Center" ("the Rules").

SECTION 2. DECLARATION OF POLICY. It shall be the policy of the City Government of Davao to advocate for the solidarity, welfare, protection and development of the family. It shall actively promote the strengthening of family solidarity and the promotion of its total development, in the recognition of the family as the foundation of the nation.

Towards this end, the City Government shall pursue and implement programs and policies that shall afford protection to the left-behind families of our OFWs, by promoting their interests and safeguarding their welfare, taking into consideration their vulnerabilities and efforts for empowerment and self-determination.

SECTION 3. PURPOSE. These Rules are adopted to ensure the effective implementation of the OFW Families Welfare and Crisis Center and specifically to:

- a. Define the roles and responsibilities of all agencies, persons and entities involved in its implementation;

- b. Protect the interests, rights, and welfare of the families of documented Overseas Filipino Workers (OFWs) who have been left behind (Left-Behind Households);
- c. Establish a system for providing the Left-Behind Households with welfare assistance, counselling services, legal assistance, financial literacy trainings, livelihood and economic workshops, personal development programs and other related services; and
- d. Establish the Overseas Filipino Workers Families' Welfare and Crisis Center

SECTION 4. COVERAGE. These Rules are applicable to the Left-Behind Families of OFWs provided they are residents of Davao City and are fully or partially economically dependent to documented OFWs.

RULE II DEFINITION OF TERMS

SECTION 5. DEFINITION OF TERMS

- a. ***Overseas Filipino Workers*** – shall refer to any person who is a documented working individual receiving compensation for such works outside of the Philippines while in the service of an employer in a state of which he or she is not a legal resident; to be used interchangeably with migrant workers or OFWs, as defined under Republic Act No. 8042 or the Migrant Workers Act of 1995, as amended by Republic Act No. 10022 or An Act Amending Republic Act No. 8042, or any other applicable laws for overseas workers.
- b. ***Left-Behind Household*** – shall refer to the following residents of Davao City who are fully or partially economically dependents to documented OFWs, namely:
 - (1) the legitimate spouse of the OFW;
 - (2) the legitimate, legitimated, legally adopted and/or the illegitimate child of the OFW, who is unmarried, not gainfully employed, not over the age of majority, or is over the age of majority but is physically or mentally incapacitated for self-support;
 - (3) the parents dependent on the support of the OFW; and
 - (4) the siblings dependent on the support of the OFW.

The priority of application of Ordinance No. 0411-20, Series of 2020 shall be on a hierarchical order.

- c. ***Davao City resident*** – is a permanent resident of Davao City for at least one year and thereafter continuously resides within the territorial jurisdiction of Davao City, and whenever away, intends to return.
- d. ***Welfare and Crisis assistance*** – the assistance given by the City which shall be designed to help the left-behind households to recover from economic, financial, social, psychological, legal and other incidental

problems, as further explained in Section 6B of Ordinance No. 0411-20, Series of 2020.

- e. **Crisis** – a situation wherein any member of a left-behind household experiences problems which are deemed as direct or indirect consequences, implications or effects of the overseas employment of a left behind household’s family member. Such crisis shall be construed as, but not limited to be economic, financial, social, psychological, or legal in nature.
- f. **Personal development workshops** – seminars, workshops, and other related fora intended for the personal and professional development of the left-behind households, as determined and regulated by the registered social worker/s of the Center.
- g. **Center** – shall refer to the OFW Families’ Welfare and Crisis Center, in brevity.

RULE III
CREATION OF THE DAVAO CITY OFW FAMILIES’ WELFARE AND CRISIS CENTER

SECTION 6. ESTABLISHMENT OF THE DAVAO CITY OFW FAMILIES’ WELFARE AND CRISIS CENTER. There shall be created an Overseas Filipino Workers’ Families’ Welfare and Crisis Center as a unit under the City Social Welfare and Development Office. It shall focus on the protection of the rights, interests, welfare and development of the Davao City-based left-behind households of documented OFWs who are also Davao City residents.

In coordination with relevant government agencies, civil society organizations, and people’s organizations, it shall provide direct services enumerated under Section 6B of the ordinance and other programs related to the promotion of the welfare and development of the members of the left-behind household. Hotline numbers and an official social media platform shall be established especially intended for the sole use of the Center for efficient communication and facilitation of its services.

The OFW Families Welfare and Crisis Center shall operate on a 24/7 basis and will serve as a link between the left-behind OFW households and government agencies for the implementation of policies concerning OFW families.

SECTION 7. FUNCTIONS. The OFW Families’ Welfare and Crisis Center of Davao City shall focus on the protection of the rights, interests, welfare and development of the Davao City-based left-behind households of documented OFWs, who are also Davao City residents. Its specific functions shall include, but are not limited to the following:

a. Monitoring and Coordinative Functions

- i. Establish close linkages with Philippine Overseas Employment Administration (POEA), Department of Labor and Employment (DOLE), Overseas Workers Welfare Administration (OWWA), Bureau of Immigration (BI), Department of Foreign Affairs (DFA), Department of Social Welfare and Development (DSWD) and their respective social welfare attaches assigned in Philippine Embassies and Consulate-Generals and International Social Service officers assigned in

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different regions in the Philippines, Philippine Statistics Authority (PSA), Public Employment Service Office (PESO); other related government and non-government agencies and organizations assisting members of the left-behind households, to ensure effective coordination and cooperation in addressing their issues and concerns.

- ii. Provide psychiatric and psycho-social interventions in partnership with the City Health Office and other concerned agencies for mental health assistance to the members of left-behind households.
- iii. Conduct research for data banking which shall serve as basis for the development programs and services for the left-behind households in coordination with other concerned government agencies. This shall include the creation of the corresponding modules or the modification of existing modules pertinent to the implementation of the Ordinance.
- iv. Ensure gender sensitive education and training for the duly identified members of the left-behind households through the conduct of related training, workshops, seminars, fora, or discussions.
- v. Conduct the continuous profiling and monitoring of the listed Left-Behind Households in Davao City, in coordination with related government and non-government agencies.
- vi. Serve as a coordinating office that will link the stakeholders to the various government agencies and non-government organizations that provide protection and assistance, and caters to the welfare of the members of the left-behind households.

b. Direct Services

- i. Provide welfare and crisis assistance to the members of the left-behind OFW households, such as, but not limited to: financial assistance, financial literacy seminars, livelihood workshops, business and economic workshops, personal development workshops, basic health care services, referrals to other government agencies and other related services, as determined and evaluated by the Center;

The services or assistance mandated to be extended by the Center to the affected members of the left-behind household of the documented OFWs may, at the discretion of the City Social Welfare and Development Office (CSWDO), be coursed through the appropriate guardian/s of children who are minors, including those who are physically or mentally incapacitated;

- ii. Provide psycho-social counselling and therapy services and other activities to the members of the left-behind OFW households, as well as referrals to the proper mental facilities;
- iii. Provide referrals to the City Legal Office with regard to the legal concerns of the members of the left-behind OFW households. The legal concerns which shall be referred by the Center shall include, but not limited to OFW related complaints concerning acts of violence as contemplated by the Anti-Violence Against Women and Their Children Act of 2004 (RA 9262), OFW repatriation, cases involving common law spouses, child custody, and other

related cases as determined and evaluated by the registered social worker/s of the Center.

- iv. Continue advocacy initiatives in the promotion of the economic, financial, social, educational, psychological and political empowerment of the affected members of the left-behind households, which shall include, but not limited to financial literacy seminars, livelihood workshops, business and economic workshops, personal development workshops, gender and development training, and the like.
- v. Provide all the appropriate communication services for the members of the left-behind OFW households, whenever deemed necessary by the registered social worker/s of the Center.
- vi. The Center shall also provide and publish its contact numbers and/or other social media accounts as follows:

Mobile Hotline No.: 09999943577

Viber/WhatsApp: 09999943577

Telephone No.: 082-225-6241

Email Address: ofwcenter.davaocity@gmail.com

Facebook page: OFW FAMILIES WELFARE and Crises Center Davao City

Instagram: ofwcenter.davaocity

The center may create additional social media accounts as deemed appropriate and necessary.

In addition to the above statement, the center shall also cater to the left-behind families of undocumented OFWs who are residents of Davao City who seek assistance thru its social media accounts by endorsing or referring them to CSWDO district or other offices, subject to the guidelines to be set by CSWDO.

SECTION 8. RESPONSIBILITIES OF THE CITY GOVERNMENT. Upon the implementation of the Ordinance, the City Government of Davao shall provide an office space for the Center's operations, as deemed proper under the City Social Welfare and Development Office.

It shall also ensure that the funds for necessary human resource, maintenance, research and development, operational and other related expenses for the Center shall be provided annually. The Center shall have an adequate number of professionals, workers and allied professionals as deemed appropriate to ensure that each client of the Center is provided with the proper service or intervention.

SECTION 9. CREATION OF OFFICES AND POSITIONS. The creation of offices and positions within the Center shall be determined by the appropriate committees, offices and government instrumentalities, and shall be in the manner provided by law.

The hiring of social workers, psychologists, lawyers, and staff for the Center shall be done in accordance with the regulations set by the Civil Service Commission, the City Government of Davao, and the Department of Social Welfare and Development, with due regard to the qualifications as specified for each position.

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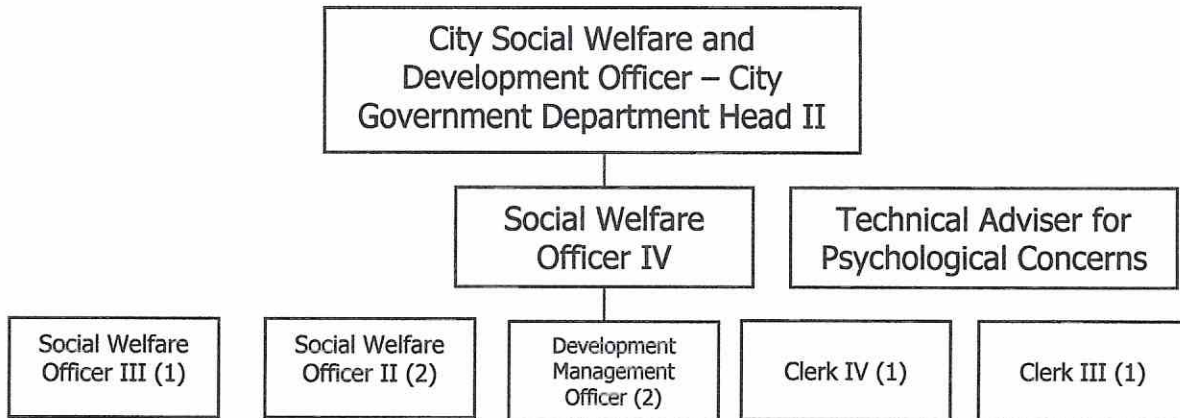
SECTION 10. STAFFING PATTERN. The OFW Families Welfare and Crisis Center shall have the following human resources component, as recommended by the HRMO, to ensure its efficient operations and management.

NUMBER	POSITION	EDUCATIONAL ATTAINMENT	ELIGIBILITY	SALARY GRADE
PLANTILLA PERSONNEL				
1	Social Welfare Officer IV	Bachelor's Degree in Social Work	RA 1080 (Registered Social Worker)	22
1	Social Welfare Officer III	Bachelor's Degree in Social Work	RA 1080 (Registered Social Worker)	18
2	Social Welfare Officer II	Bachelor's Degree in Social Work	RA 1080 (Registered Social Worker)	15
2	Development Management Officer I	Bachelor's Degree relevant to the job	Career Service (Professional); Second Level Eligibility	11
1	Clerk IV	Bachelor's Degree relevant to the job	Career Service (Professional); Second Level Eligibility	8
1	Clerk III	Bachelor's Degree relevant to the job	Career Service (Professional); Second Level Eligibility	6
CONTRACT OF SERVICE PERSONNEL				
1	Psychologist or Psychometrician	Bachelor's Degree in Psychology	RA 1080 (Registered Psychometrician or Psychologist)	N/A
TOTAL NUMBER OF PLANTILLA POSITIONS: 8				
TOTAL NUMBER OF PERSONNEL: 9				

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Additional personnel on a contract-of-service, job order or consultancy basis, as needed, may be hired for the optimal operations of the Center.

The Center shall be headed by a Social Welfare Officer IV who shall report to the City Government Department Head II of the City Social Welfare and Development Office (CSWDO), with regard to all functions and operations of the Center, as evidenced by this organizational chart:



SECTION 11. JOB DESCRIPTION

PLANTILLA PERSONNEL

a) Social Welfare Officer IV - The Social Welfare Officer IV shall act as center coordinator and shall oversee the activities of the OFW Families Welfare and Crisis Center to wit:

1. Be authorized to sign for, speak on behalf of, and represent the Center in relevant documents and activities. However, in documents concerning psychological tests, assessments and the like, such officer shall sign with prior consultation with the designated Technical Adviser for Psychological Concerns of the Center.
2. Report directly to the City Government Department Head II of the CSWDO;
3. Formulate criteria and program objectives for determining priorities for proposed plans and programs.
4. Design administrative and operational plans and strategies of the Center together with the City Government Department Head II of the CSWDO and through coordination with the other concerned offices and agencies.
5. Review the research documents and other related outputs of the registered Social Workers of the Center.
6. Represent the Center in inter-agency meetings and conferences.
7. Perform other related functions that may, from time to time, be assigned by the City Government Department Head II of the CSWDO.

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8. Exercise such other powers and perform such other functions and duties as may be prescribed by the Women Development Code or any issuance by the Local Government of Davao City.

b) Social Welfare Officer III - The Center shall hire one (1) person for this position, who shall perform the following functions:

1. Assist the Social Welfare Officer IV in providing technical assistance and support in carrying out measures for the planning and implementation of activities and policies of the center, particularly on research and development;
2. Report to the Social Welfare Officer IV as his/her immediate supervisor, and to the City Government Department Head II of the CSWDO as the Head of Office;
3. Coordinate with networks of organizations, both government and non-government organizations, in the preparation and assessment as well as in the updating of the Davao City Development Plan to ensure its implementation at all levels thru meetings, workshops, and consultations;
4. Formulate research tools for the collection of accurate gender and age disaggregate data specifically on the conduct of the profiling of the left-behind households, as well as develop qualitative and quantitative indicators to facilitate the assessment of Davao City's programs for the left-behind households.
5. Conduct data and policy research, in coordination with the Social Welfare Officer II, to communities and related government agencies through various approaches such as interviews, focus group discussions, and surveys, in coordination with non-government organizations and organized migrant families/left-behind household groups or associations, for assessment and evaluation of development programs and policies.
6. Develop and initiate advocacy programs to promote the economic, social, psychological, and political empowerment of the left-behind households by maintaining and strengthening media relations.
7. Prepare accomplishment reports in all activities undertaken by the Center, as well as other monitoring and evaluation reports and submit them to the immediate supervisor for review and recommendations;
8. Represent the Center in inter-agency meetings and conferences in the absence of the Social Welfare Officer IV;
9. Perform such other functions as may be assigned from time to time by the City Government Department Head II of the CSWDO and/or the Social Welfare Officer IV.

c) Social Welfare Officer II – The Center shall hire two (2) persons for this position, who shall perform the following functions:

1. Assist the Social Welfare Officer IV and the Social Welfare Officer III in the planning, dissemination, and implementation of the programs and services undertaken by the Center and submits report thereon;
2. Assist the Social Welfare Officer III in his/her duties enumerated in Section 11 (A) (b);
3. Undertake the monitoring of programs/projects implemented by the Center;
4. Conduct research, studies and analysis of data gathered therefrom, as the basis for making workable plans and programs for the Center;
5. Assist in the establishment of networks or linkages with other government offices and NGOs to ensure efficiency and economy in the implementation of the programs to be undertaken;
6. Conduct interviews, counselling and case management, in coordination with the designated Psychologist or Psychometrician of the Center;
7. Assist in giving the appropriate assistance to the left-behind households, in line with the functions of the Center, and refers them to the appropriate government agency for action, should the needed action be outside the mandates of this Center;
8. Perform other related work deemed pertinent by the Social Welfare Officer IV and/or the City Government Department Head II of the CSWDO.

d) Development Management Officer I - The Center shall hire two (2) persons for this position, who shall perform the following functions:

1. Administer the psychological tests to all clients of the Center and evaluate their personality profiles;
2. Execute the psycho-management of cases and provides counseling services, in coordination with the registered social workers of the Center;
3. Attend conferences, workshops, seminars and staff meetings related to psychological and counselling functions of the Center.
4. Recommend the formulation or modification of services and procedures relative to psychological and guidance counselling services;
5. Perform other related duties and responsibilities deemed pertinent by the Social Welfare Officer IV and/or the City Government Department Head II of CSWDO.

e) Clerk IV - The Clerk IV shall perform the following functions:

1. Receive, release, and record incoming and outgoing physical and electronic communications of the Center;
2. Draft and encode office correspondence, memoranda, reports, payrolls and other typing/encoding works;

3. File and maintain physical and electronic records according to procedure;
4. Take charge of the reproduction of all documents and pertinent materials of the Center;
5. Perform other jobs that may be assigned by his/her superiors;

f) Clerk III - The Clerk III shall perform the following functions:

1. Assist the Clerk IV in his/her clerical duties;
2. Perform other jobs that may be assigned by his/her superiors;

CONTRACT OF SERVICE PERSONNEL

a) Technical Adviser for Psychological Concerns – The designated Technical Adviser for Psychological Concerns of the Center shall be employed on a contract-of-service basis. He/she, in general, shall do consultancy work for the Center to wit:

1. Shall sign all documents pertaining to the Center’s conduct of psychological assessments, psychological tests, and the like, together with the Social Welfare Officer IV who is the Center Coordinator.
2. Shall assist via consultancy the Social Welfare Officer IV and the City Government Department Head II of the CSWDO in formulating rehabilitation plans incidental to the services and functions of the Center;
3. Shall perform other related tasks as deemed necessary by the City Government Department Head II of the CSWDO, the Social Welfare Officer IV and/or any of his/her supervisors.

SECTION 12. REPORTORIAL REQUIREMENT. The OFW Families’ Welfare and Crisis Center shall provide the City Government Department Head II of the CSWDO an accomplishment report stating the statistics and nature of cases brought to the Center and the interventions or actions provided on an annual basis. Other reports shall also be submitted subject to the guidelines, orders, and circulars to be imposed by City Government of Davao and/or other government offices.

RULE IV FINAL PROVISIONS


SECTION 13. APPROPRIATIONS. The City shall appropriate funds for the creation of the Center and shall do so every year for the human resources component, operations, maintenance, research and development, and other related expenses of the Center.

SECTION 14. SEPARABILITY CLAUSE. If for any reason, any section or provision of this ordinance is declared unconstitutional or invalid, other sections or provisions hereof not affected by such declaration shall continue to be in full force and effect.

SECTION 15. REPEALING CLAUSE. All ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

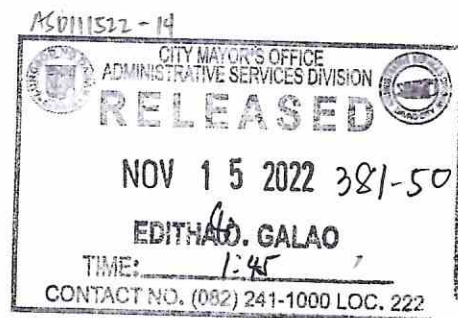
SECTION 16. EFFECTIVITY. This Ordinance/IRR shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Done this NOV 15 2022 in Davao City, Philippines.


SEBASTIAN Z. DUTERTE
City Mayor 

Attested by:


ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator



Ref. no. ASD111522-14

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