



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.,
Diliman, Quezon City

REC'D
3/14/05

March 11, 2005

MEMORANDUM CIRCULAR

NO. 2005-25

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS,
MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS AND
OTHERS CONCERNED

SUBJECT : REVISED REPORTING SYSTEM FOR LOCAL GOVERNMENT
UNITS' SOCIAL WELFARE AND DEVELOPMENT (SWD)
PROGRAMS/SERVICES

Pursuant to DSWD Administrative Order No. 27 dated August 4, 2004 entitled, "Revised Reporting System for Local Government Unit Social Welfare Development (SWD) Programs/Services Implementation", all Local Chief Executives are enjoined to cause the accomplishment and submission of SWD Form 1 (Annual Plan) and SWD Form 2 (Accomplishment Report) to DSWD Central Office.

The said reporting system seeks to determine whether SWD programs/services are included in the local development plan of the LGUs, through information on the status of said programs/services. Further, the reports shall serve as basis for future policy formulation along SWD implementation by the LGUs.

The duly accomplished Forms should reach the DSWD Policy and Plans Bureau in the following manner:

- SWD Form 1 (Annual Plan) - on or before the end of March of the year covered; and
- SWD Form 2 (Accomplishment Report) – 10 days after the end of each semester, disaggregated by quarter.

All DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular to all local government units within their regional assignments.

For the guidance of all concerned.

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ANGELO T. REYES
Secretary