

**[ DSWD DEPARTMENT ORDER NO. 25, S. 1997,  
September 16, 1997 ]**

**POLICY GUIDELINES ON THE PURCHASE OF SERVICES**

**1. INTRODUCTION**

The DSWD is faced with the challenge to meet the demands for more innovative and effective delivery of social welfare and development programs/services. It is in this light that the Department recognizes and seeks to engage the knowledge, expertise and resources of organizations/ individuals in support of this endeavor.

One of the major groups that may be utilized in providing assistance to the Department's implementation of its programs, are the non-governmental, community-based, or sectoral organizations. For the past years, it is noted that there has been a marked increase in their active participation in the promotion of the welfare of the nation. The partnership with these organizations is encouraged in Section 23, Article II of the 1987 Philippine Constitution and institutionalized further in RA 7160 or the Local Government Code. To further encourage and strengthen this partnership, their services may be purchased in enhancing further the Department's work for the welfare and development of the nation.

**2. GENERAL GUIDELINES**

The following are the general guidelines for the purchase of services for social welfare and development purposes:

2.1. *Prerequisites For Allowing the Purchase of Services.* The purchase of services shall be done for projects included in the Work and Financial Plan of the Department under any of the following circumstances:

- 2.1.1. It is more cost effective and/or efficient to purchase services;
- 2.1.2. The job to be undertaken or service needed is not within the area of the competence/specialization of the agency but is necessary to respond to the needs of the Department, e.g., construction of buildings, professional services of lawyer, psychiatrist, etc.;
- 2.1.3. The bureau/office may have the necessary competence or the special skills required, but may be inadequate to cover the total requirements;
- 2.1.4. To augment existing delivery of social services;
- 2.1.5. There exists a situation where material time and/or manpower to perform the job is insufficient to meet the deadline, e.g., researches;