

Philippine Islands

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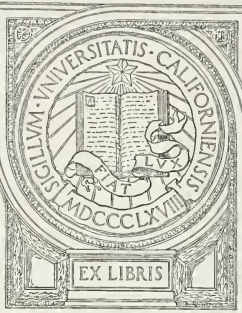
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Items of Information
regarding the Office
of the
PUBLIC WELFARE COMMISSIONER

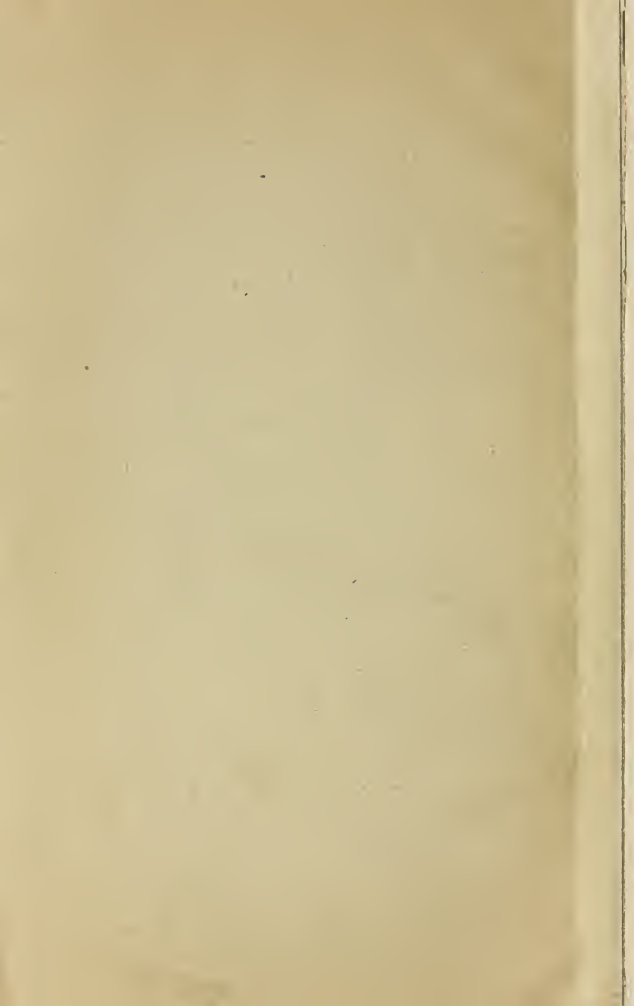


INFORMACIONES
sobre la
Oficina del Comisionado
de
BIENESTAR PUBLICO



700 Avenida Rizal,
Telephone 1568.

Manila, P.I.





OFFICE OF THE PUBLIC WELFARE COMMISSIONER

(February 1st, 1923)

2 Clerks
 40 Casualty Clerks
 50 Other Clerks
 157 Total

Total cost of office, \$122,400
 Actual receipts, \$10,000
 Net necessary - \$112,400
 Balance on hand - \$15,500
 Per capita cost of office - \$1.54

SECRETARY
 of the INTERIOR

WELFARE COMMISSIONER

Established in 1922 by Functional
 Classification



Established in 1922 by Office Order

MATERNITY AND CHILD WELFARE DIVISION

Chief of Division

ACTIVITIES

- 1 - Promote, organize, coordinate, report and supervise maternity and child welfare work
- 2 - Direct preparation of general, maintenance and special reports, statistics, and other material and children - Maternity and child welfare work by group, individual and family
- 3 - Organize and supervise various phases of work - Maternity and child welfare work by group

PER. COUNCIL

- 1 - Supervise and direct
- 2 - Maternity and child welfare work
- 3 - Supervisors of Nurses and Assistants
- 4 - Attending Doctors
- 5 - Supervisors
- 6 - Nurses
- 7 - Maternity and Child Care
- 8 - Nurses' Aids
- 9 - Nurses' Messengers
- 10 - Nurses' Messengers and Cleaners
- 11 - Nurses' Messengers and Cleaners
- 12 - Nurses' Messengers and Cleaners

PLANT MATERIAL & EQUIPMENT

- 1 - Maternity and child welfare work
- 2 - Maternity and child welfare work
- 3 - Maternity and child welfare work
- 4 - Maternity and child welfare work

DEPENDENT CHILDREN DIVISION

Chief of Division

ACTIVITIES

- 1 - Care and maintenance of dependent children
- 2 - General supervision of all material, personnel and other work connected with the care and maintenance of dependent children
- 3 - Have the children with families by group
- 4 - Study and report on the care of dependent children

PER. COUNCIL

- 1 - General Agents (See Division)
- 2 - Child Welfare Agents (See Division)
- 3 - Clerks
- 4 - Clerks
- 5 - Clerks
- 6 - Clerks
- 7 - Clerks
- 8 - Clerks
- 9 - Clerks
- 10 - Clerks
- 11 - Clerks
- 12 - Clerks

PLANT MATERIAL & EQUIPMENT

- 1 - Equipment 225 children capacity
- 2 - Boys' Home 225 boys capacity
- 3 - Truck Ford

GENERAL WELFARE DIVISION

Chief of Division

ACTIVITIES

- 1 - Study, investigate and report on all forms of social and public welfare work
- 2 - Research methods and financial resources for social welfare agencies
- 3 - Social welfare agencies
- 4 - Study and report on the care of dependent children
- 5 - Study and report on the care of dependent children

PER. COUNCIL

- 1 - Medical Officers
- 2 - Social Workers
- 3 - Assistant Social Workers
- 4 - Clerks
- 5 - Clerks
- 6 - Clerks
- 7 - Clerks
- 8 - Clerks
- 9 - Clerks
- 10 - Clerks
- 11 - Clerks
- 12 - Clerks

MATERIAL & EQUIPMENT

- 1 - One Page with 100 lines
- 2 - Strengthen
- 3 - Addressograph
- 4 - Mimeograph

ADMINISTRATIVE DIVISION

Chief Clerk

ACTIVITIES

- 1 - The Commission to study the Bureau of Maternity and Child Welfare, reports and working plan
- 2 - The Bureau of Maternity and Child Welfare, reports and working plan
- 3 - The Bureau of Maternity and Child Welfare, reports and working plan
- 4 - The Bureau of Maternity and Child Welfare, reports and working plan
- 5 - The Bureau of Maternity and Child Welfare, reports and working plan

PER. COUNCIL

- 1 - Chief Clerk of Bureau
- 2 - Chief Clerk of Bureau
- 3 - Chief Clerk of Bureau
- 4 - Chief Clerk of Bureau
- 5 - Chief Clerk of Bureau
- 6 - Chief Clerk of Bureau
- 7 - Chief Clerk of Bureau
- 8 - Chief Clerk of Bureau
- 9 - Chief Clerk of Bureau
- 10 - Chief Clerk of Bureau
- 11 - Chief Clerk of Bureau
- 12 - Chief Clerk of Bureau

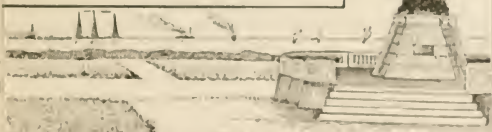
MATERIAL & EQUIPMENT

- 1 - Addressograph
- 2 - Sales
- 3 - Mimeograph

Items of Information
regarding the Office
of the
PUBLIC WELFARE COMMISSIONER



INFORMACIONES
sobre la
Oficina del Comisionado
de
BIENESTAR PUBLICO



700 Avenida Rizal,

Telephone 1368

Manila, P.I.

DOCUMENTS
PART.

ITEMS OF INFORMATION REGARDING THE OFFICE OF THE PUBLIC WELFARE COMMISSIONER

WHAT IS THIS OFFICE?

Officially, this Office is known as the Office of the Public Welfare Commissioner. It has been created by Act No. 2988 of the Philippine Legislature enacted on February 24, 1921.

WHAT ARE ITS FUNCTIONS?

The functions of the Office are clearly defined by various Acts of the Philippine Legislature, and from which the following parts are quoted:

* * * To study, coordinate, and regulate as far as possible and practicable the efforts of all Government agencies and influences interested in public welfare or social service work, and of such private agencies or organizations as receive Government support for similar ends, to secure as far as possible a wise expenditure of all Government funds appropriated for charity and all public welfare purposes; to promote, inspect, and regulate the organization of private institutions for charitable purposes, and to investigate social conditions in the Philippine Islands with a view to relief or other remedy where necessary.

In another Act, it says:

The Secretary of the Interior, through the Office of the Public Welfare Commissioner, shall have authority and it shall be his duty to investigate, promote, coordinate, inspect, and regulate all work related with maternity, hygiene, and child welfare in the Philippine Islands, any provisions of existing laws to the contrary notwithstanding. And said Secretary, through the Public Welfare Commissioner, may establish and maintain maternity hospitals, puericultural institutions, dispensaries, hospitals, and other establishments for the care of children and for the instruction of the personnel which shall have charge of this work.

In short, the aims of this Office can be summarized as follows: To promote all the work directed to an early reduction of infant mortality in the Philippines by employing adequate means for this purpose and for such other related work intended to improve the general welfare of the community, and especially that which concerns the child in particular.

MEANS AND PROCEDURES TO CARRY OUT ITS PURPOSE

It is proposed to carry out its purpose through the following means:

(1) By arousing the interest of the public in social and welfare work, and by directing official and private efforts along this line towards the consummation of a lasting betterment for the community.

(2) By rendering financial or technical assistance to communities or to any organized societies, established or to be established, doing public welfare or social service work, particularly those devoting to maternity, child welfare and hygiene.

(3) By offering facilities for the establishment of maternity houses or other institutions to render maternal help, wherein mothers and expectant mothers could receive the necessary instruction and means of how to take care of themselves before, during, and after delivery.

(4) By establishing puericulture centers or similar institutions to detect and correct troubles among our infants and children and to teach parents how to take care of, and keep their babies well.

(5) By establishing hospitals and dispensaries for the care of sick children.

(6) By establishing institutions to take care of special classes of children, dependent, destitute, and delinquent, with the purpose not only of providing temporary assistance for their handicapped condition but also of transforming them through discipline, training, and education into better citizens and useful elements of the community.

(7) By extending aid to charitable private organizations so as to enable them to take care of needy persons who would be otherwise left unprovided for by lack of proper means to carry on their work.

HOW THE OFFICE CAN RENDER ASSISTANCE TO PRIVATE ORGANIZATION

1. *Extension of financial aid by the Government.*—There is a number of institutions which, in spite of their careful organization and commendable purposes, fail to put into effect their intended services because of insufficient funds necessary for the proper accomplishment of their plans. Institutions of this kind must necessarily lag in their activities and eventually go out of existence. The Government, through the Office of the

The
daily crowd
at
the daily
conference



The
physician
at
his job



Mothers
in their
cozy beds
at the
Maternity



VIEWS OF THE MATERNITY HOURS AND CHILD WELFARE CENTER (AN INSTITUTION UNDER THE DIVISION OF MATERNITY AND CHILD WELFARE)

Public Welfare Commissioner, can assign to such institutions that needed financial help consistent with the regulations governing appropriation of public funds.

2. *Extension of technical advice and service.*—It has been found out that it is not always economical stringency what makes some organizations fall behind in their operation and function. In many instances faulty organization, defective administration, and inappropriate methods are the stumbling-block in their achievement of success. The Office of the Public Welfare Commissioner is always ready to help these institutions in order to place them in good operating condition.

3. *Promotion of coöperation, coördination, and co-relation.*—The sudden impetus which thrust social, civic, relief, and welfare work into the community life in the Islands, had brought into existence a great number of organizations, some of which undertake different aspects of social activities, while others pursue similar work, not to say identical enterprises. Unavoidable overlapping must be naturally the result of such a varied and multiform organizations. One way in which the Office of the Public Welfare Commissioner could be of some assistance to these organizations is to work for the promotion of the spirit of cooperation among those different institutions, to coördinate their activities, and to co-relate their functions in order to fill gaps and to avoid waste occasioned by overlapping.

HOW TO OBTAIN ASSISTANCE FROM THE OFFICE OF THE PUBLIC WELFARE COMMISSIONER

1. *Financial aid.*—Petition for financial aid will be given proper consideration based on the following requirements:

(a) Any organization, either association, club, committee, or league soliciting aid, must give positive proof that it is established on a stable basis. It must have a suitable by-laws, a responsible Board of Directors or other governing body, and must preferably be duly incorporated under the laws of the Philippine Islands.

(b) The organization must exhibit a commendable and a well-defined purpose, and it must show that the personnel other than the Board of Directors who will be entrusted to carry out the work or purpose by which the organization was established possess the required qualifications.

(c) The organization must give a full and detailed statement of its financial means and condition by which it proposes to carry out its purpose. If the organization has been in operation

prior to making the request, a complete report of their activities, administration, and expenses shall be submitted.

2. *Technical aid.*—The procedure in receiving technical aid consists simply in filing the petition with the Public Welfare Commissioner, who upon consideration of the merits of the case will take all the necessary steps to extend, free of charge, this kind of help to the organization concerned.

HOW THIS OFFICE CAN SAFEGUARD THE PUBLIC REGARDING PRIVATE COLLECTION OF MONEY FOR CHARITABLE PURPOSES

To safeguard the public and give the assurance that a private charitable organization is spending wisely and honestly the money received from public subscription, collection, or donation, the Office of the Public Welfare Commissioner will issue a certificate to serve as a warrant of reliability to each organization that leaves its books of accounts open for inspection and allows the examination of its administrative operation by officials authorized by this Office.

INFORMACIONES SOBRE LA OFICINA DEL COMISIONADO DE BIENESTAR PUBLICO

¿QUE ES ESTA OFICINA?

Oficialmente, esta Oficina se denomina "Oficina del Comisionado de Bienestar Público." Fué creada por la Ley No. 2988 de la Legislatura Filipina, y aprobada el 21 de febrero de 1921.

¿CUALES SON SUS FUNCIONES?

Las funciones de esta Oficina están claramente definidas por varias leyes de la Legislatura, de las cuales entresacamos las partes siguientes:

• • • Estudiar, armonizar, y reglamentar en lo que sea posible y practicable los esfuerzos de todas las agencias e influencias del Gobierno interesadas en el bienestar publico o reformas sociales, y de las agencias particulares y organizaciones que reciban apoyo del Gobierno para fines semejantes, para conseguir en lo posible un gasto prudente de todos los fondos del Gobierno consignados para beneficencia y todos los fines de bienestar publico; para estimular, inspeccionar y reglamentar la organizacion de instituciones particulares para fines benéficos o de caridad, e investigar el estado social de las Islas Filipinas con el objeto de prestar el socorro o cualquier otro remedio que fuese necesario.

El Secretario del Interior, por medio de la Oficina del Comisionado de Bienestar Publico tendrá la autoridad y el deber de estudiar, fomentar, coordinar, inspeccionar, y reglamentar todos los trabajos relacionados con la maternidad, la higiene y el bienestar de los niños en las Islas Filipinas, no importa las disposiciones en contrario de las leyes vigentes. Y dicho Secretario, por medio del Comisionado de Bienestar Público, podrá establecer y mantener maternidades, centros de puericultura, dispensarios, hospitales, y otras instituciones para el cuidado de los niños y para la instrucción del personal que se encargara de estos trabajos.

Resumiendo, los propósitos de esta Oficina pueden reducirse a los siguientes: Promover todos los trabajos tendentes a una pronta reduccion de la mortalidad infantil en Filipinas, empleando medios adecuados para dicho fin y para otros trabajos que se proyecten con el objeto de mejorar el bienestar general de la localidad, especialmente en lo que concierne a los niños en particular.

MEDIOS Y PROCEDIMIENTOS PARA LLEVAR A CABO SUS FINES

Se propone llevar a cabo sus funciones por medio de los siguientes:

(1) Despertar el interés público hacia los trabajos sociales y de beneficencia, dirigiendo los esfuerzos tanto oficiales como privados hacia la consecución de un mejoramiento duradero para la comunidad.

(2) Extender ayuda económica o técnica a las comunidades o cualesquiera sociedades organizadas, establecidas o por establecer, y que estén dedicadas a trabajos de beneficencia pública o social, particularmente aquellos que están relacionados con la maternidad y con la higiene y bienestar infantiles.

(3) Ofrecer facilidades para el establecimiento de casas de maternidad u otras instituciones similares en donde las madres y las futuras madres puedan recibir la necesaria instrucción y los consejos necesarios de como cuidarse de sí mismas, antes, durante, y después del parto.

(4) Establecer centros de puericultura o instituciones similares para observar y corregir los defectos entre nuestros niños e infantes, y para enseñar a los padres a cuidar de sus niños y a conservarlos en buena salud.

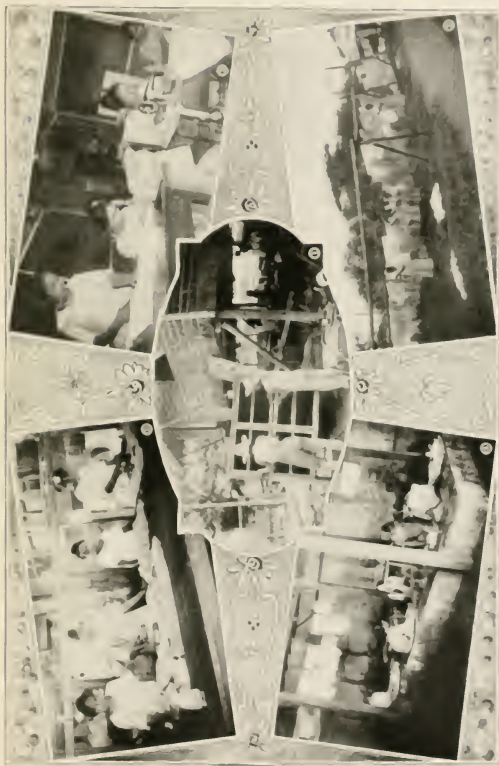
(5) Establecer hospitales y dispensarios para el cuidado de niños enfermos.

(6) Establecer instituciones en donde cuidar a niños especiales como huérfanos, abandonados y delincuentes, con el fin no solamente de proveer asistencia temporal a su defectuosa condición, sino también de transformarles por medio de la disciplina, entrenamiento y educación, en mejores ciudadanos y en elementos útiles para la comunidad.

(7) Extender la ayuda aprobada a organizaciones privadas de caridad con el fin de acondicionarlas para el cuidado de personas necesitadas que de otro modo se verían desamparadas, por la falta de medios adecuados para llevar a cabo sus trabajos.

DE CÓMO ESTA OFICINA PUEDE AYUDAR A LAS ORGANIZACIONES PRIVADAS

1. *Extensión de ayuda económica.*—Hay cierto número de instituciones que a pesar de su cuidadosa organización y laudables propósitos, se ven imposibilitadas a poner en ejecución sus determinadas actividades debida a la insuficiencia de los fondos necesarios para el propio desarrollo de sus planes. Instituciones de esta naturaleza necesariamente tienen que debilitarse en sus actividades y azas dejar de existir. El Gobierno



VOCATIONAL, ECONOMIC AND DOMESTIC EDUCATION AT THE GOVERNMENT ORPHANAGE AN INSTITUTION UNDER THE DIVISION OF DEPENDENT CHILDREN

1. Laundry work 2. Printing 3. Sewing 4 and 5. Washing

por conducto de la Oficina del Comisionado de Bienestar Público puede asignar para dichas instituciones aquella ayuda necesaria y consistente con las regulaciones que gobiernan la apropiación de fondos públicos.

2. *Extensión de consejos y servicios técnicos.*—Se ha observado que no es siempre la falta de fondos el factor responsable del porque algunas organizaciones se retrasan en sus operaciones y funciones. En muchas ocasiones una organización deficiente, una administración defectuosa e inadecuados métodos, constituyen el obstáculo más grande que encuentran en su camino al éxito. La Oficina del Comisionado de Bienestar Público está siempre dispuesta a ayudar dichas instituciones con el fin de ponerlas en buen estado de funcionamiento.

3. *Promoción del espíritu de cooperación, coordinación y correlación.*—La fuerza impetuosa con que los trabajos sociales, cívicos, de socorro y de beneficencia han sido incluidos en la vida de comunidad en las Islas, ha llamado a la existencia un gran número de organizaciones, algunas de las cuales tienden a desarrollar algunos aspectos de los problemas sociales, mientras otras persiguen trabajos de la misma naturaleza por no decir idénticos. Una inevitable reduplicación necesariamente tiene que resultar de dichas variadas y multiformes organizaciones. Una forma en que la Oficina del Comisionado de Bienestar Público puede ser de utilidad para dichas organizaciones será el trabajar por la promoción del espíritu de cooperación entre dichas diferentes instituciones, de coordinación de sus actividades y de correlación de sus funciones, con vista a evitar vacíos y pérdida de energías ocasionados por la mencionada reduplicación.

CÓMO SE PUEDE OBTENER UNA AYUDA DE LA OFICINA DEL COMISIONADO DE BIENESTAR PÚBLICO

1. *Ayuda económica.*—Peticiónes de esta naturaleza serán consideradas debidamente de acuerdo con los siguientes requerimientos:

(a) Toda organización ya sea asociación, club, comité o liga, que solicitare dicha ayuda, debe demostrar pruebas positivas que la misma está organizada sobre una base firme. Debe tener unos estatutos apropiados, una responsable Junta Directiva o cualquiera otra forma de cuerpo de gobierno y debe ser preferente y debidamente incorporado bajo las leyes de las Islas Filipinas.

(b) La organización debe exhibir un plan de propósitos laudables y bien definidos; y debe demostrar además que el

personal, fuera de los miembros de la Directiva, encargado de llevar a cabo dichos propósitos posee las debidas cualificaciones.

(c) La organización debe presentar un completo y detallado informe de su estado económico, y los medios con que cuenta para llevar a cabo sus fines. Si la organización ha estado funcionando con antelación a la fecha de la petición, deberá someter asimismo una memoria completa de las actividades, administración y gastos de dicha organización.

2. *Ayuda técnica.*—El procedimiento para solicitar esta clase de ayuda consiste simplemente en dirigir una petición al Comisionado de Bienestar Público, quien después de considerar los méritos del caso tomará los pasos necesarios para extender, gratis, esta clase de ayuda a la organización que lo ha solicitado.

CÓMO ESTA OFICINA PUEDE SALVAGUARDAR AL PÚBLICO CON REFERENCIA A LAS RECAUDACIONES PRIVADAS PARA FINES DE CARIDAD

Para salvaguardar al público y para asegurar que una organización privada de caridad hace un expendio justo y apropiado del dinero recogido por medio de suscripciones, colecciones, y donaciones públicas, la Oficina del Comisionado de Bienestar Público emitirá un certificado que servirá como garantía de confianza o seguridad para toda organización que deje abiertos sus libros a la inspección y al examen de su funcionamiento administrativo por oficiales debidamente autorizados por esta Oficina.





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