

TECHNICAL ASSISTANCE ON SOCIAL TECHNOLOGY BUREAU (STB) DEVELOPED PROGRAM AND PROJECTS

I. OFFICE OR DIVISION

OFFICE OF THE REGIONAL DIRECTOR - SOCIAL TECHNOLOGY UNIT

II. SERVICE CLASSIFICATION

HIGHLY TECHNICAL

III. SCHEDULE OF AVAILMENT OF SERVICES

MONDAY - FRIDAY (8:00 AM - 5:00 PM)

IV. WHO MAY AVAIL OF THE SERVICE

DSWD FIELD OFFICE VII CENTERS AND RESIDENTIAL CARE FACILITIES, SOCIAL MARKETING UNIT, LOCAL GOVERNMENT UNITS (LGUS), CIVIL SOCIETY ORGANIZATONS (CSO), NATIONAL GOVERNMENT AGENCIES (NGAS), NON-GOVERNMENT ORGANIZATIONS (NGOS), AND ACADEME

WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. WRITTEN AND SIGNED REQUEST LETTER WITH COMPLETE CONTACT DETAILS (NAME AND CONTACT INFORMATION) OF THE REQUESTING PARTY.	FROM THE REQUESTING DSWD FIELD OFFICE VII - CENTERS AND RESIDENTIAL CARE FACILITIES, SOCIAL MARKETING UNIT, LOCAL GOVERNMENT UNITS (LGUS), CIVIL SOCIETY ORGANIZATIONS (CSO), NATIONAL GOVERNMENT AGENCIES (NGAS), NON-GOVERNMENT ORGANIZATIONS (NGOS), AND ACADEME
2. DETAILS OF THE TECHNICAL ASSISTANCE NEEDED.	REQUESTING OFFICE

V. HOW TO AVAIL THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SEND THE REQUEST FOR TECHNICAL ASSISTANCE TO THE SOCIAL TECHNOLOGY UNIT (STU).	NONE	2 HOURS	LIGAYA G. DAEL
2. ACCOMPLISH THE CLIENT SATISFACTION SURVEY (CSS)	NONE	NOT APPLICABLE	TECHNICAL STAFF AND SUPPORT STAFF

V. PROCESSING TIME

TOTAL IF THE TECHNICAL ASSISTANCE IS SHARING DATA, INFORMATION AND KNOWLEDGE PRODUCT	7 DAYS AND 2 HOURS
TOTAL IF THE REQUEST INVOLVES CONDUCT OF ACTUAL TECHNICAL ASSISTANCE ACTIVITY	15 DAYS AND 2 HOURS

VII. FEEDBACKS AND COMPLAINTS MECHANISM

How to send feedback	<p>After provision of every Service, the Attending Technical Staff or Social Technology Unit (STU) shall ask the Customer to answer the Customer Satisfaction Survey (CSS) via Google Form or printed form as deemed appropriate.</p>
How feedbacks are processed	<p>Every end of the month, the Document Controller shall spearhead the conduct of data analysis to the gathered data and complaints received through root cause analysis or other known quality management techniques and identify plans and actions that must be recommended for execution to resolve the issues and improve the situation. The previous year results shall also be compared to the current to determine if there is improvement and/or need for further action.</p> <p>The Document Controller shall submit the Unit Monthly/Quarterly/Semestral Client Satisfaction Measurement Report to the Overall Document Controller/ Records and Archives Management Division via electronic email and signed hardcopy for storage and safekeeping.</p> <p>The Annual Client Satisfaction Measurement Survey Results shall be submitted by the Clusters/FO to the Committee on Anti Red Tape every 5th day of January of the succeeding year, copy furnished the Overall Document Controller.</p> <p>The result of the Quarterly Client Satisfaction Measurement Report and its analysis, should be discussed during the Clusters Management Teams. All reports must be readily available and accessible to provide a means for a particular Offices and Services to use the results in various reports.</p> <p>The DNTSC / PMT on Quality Management, depending on the customer satisfaction measurement result and data analysis report, may require the Internal Quality Audit (IQA) Team to work on the monitoring of approved recommended actions.</p> <p>The Regional Director shall forward to the STU all feedback/complaints requiring answers. The Concerned STU staff is required to answer within three (3) days of the receipt of the feedback/complaint. The answer of the concerned staff to the feedback/complaint is then relayed to the citizen/client.</p> <p>The results of feedback are reported during the meetings for improvement of systems and processes, and/or staff behavior.</p> <p>For inquiries and follow-ups, customers may also contact STU as listed below.</p>

VII. FEEDBACKS AND COMPLAINTS MECHANISM

How to file a complaint	<p>The Complaints may be filed through the following channels:</p> <ul style="list-style-type: none">• Formal channel: Email addressed to Regional Director via (please use as subject “Complaint”)• Informal channels: Through phone calls to concerned listed below: (032) 233-8785, (032) 233-0261 or (032) 231-2172.• Complaint box: Drop a complaint in the STU Complaints Box that shall also be made available near the door of the Social Technology Unit. <p>Concerned citizens or complainants are requested to include the following information in their complaint:</p> <ul style="list-style-type: none">• Staff/Person/s Involved• Incident and other facts• Evidence
How complaints are processed	<p>Complaints received through telephone and dropbox shall be processed immediately by the designated Grievance Focal Person of the Field Office. Said focal shall then forward the complaint for processing and evaluation by the Grievance Committee composed of the Management Committee (ManCom), led by the Regional Director.</p> <p>Upon careful investigation of the Complaint, the Grievance Committee shall prepare a response letter to the Complainant.</p> <p>A report shall also be forwarded to the Cluster Head on the complaints as well as the actions taken and recommendation/s by the Grievance Committee.</p> <p>Complainants may also follow-up the actions taken by the Office through telephone numbers (032) 233-8785, (032) 233-0261 or (032) 231-2172 and email at fo7@dswd.gov.ph</p>
Contact information of Anti-Red Tape Authority (ARTA), PCC and CCB	<p>ARTA : complaints@arta.gov.ph : 8478-5093 / 8478-5093 / 8478-5099</p> <p>PACe : pace@op.gov.ph : 8888</p> <p>CCB : SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines Via PLDT landlines)</p>

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WHAT ARE THE REQUIREMENTS?	WHERE TO SECURE
1. REQUEST LETTER (1 COPY)	FROM THE REQUESTING DSWD FIELD OFFICE VII - CENTERS AND RESIDENTIAL CARE FACILITIES, SOCIAL MARKETING UNIT, LOCAL GOVERNMENT UNITS (LGUS), CIVIL SOCIETY ORGANIZATIONS (CSO), NATIONAL GOVERNMENT AGENCIES (NGAS), NON-GOVERNMENT ORGANIZATIONS (NGOS), AND ACADEME

V. HOW TO AVAIL THE SERVICE

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SEND REQUEST FOR TECHNICAL ASSISTANCE ALONG PROGRAM / PROJECT DEVELOPMENT OR ENHANCEMENT TO SOCIAL TECHNOLOGY BUREAU (STB) / DSWD FIELD OFFICE SOCIAL TECHNOLOGY UNIT (STU) TROUGH: A. LETTER SIGNED BY THE REQUESTIONG PARTY, IN ANY FORM; B. ACCOMPLISHED REQUEST FORM; C. EMAIL; OR D. TICKETING SYSTEM.	NONE	2 HOURS	LIGAYA G. DAEL
2. ANSWER THE CLIENT SATISFACTION SURVEY (CSS)	NONE	NOT APPLICABLE	TECHNICAL STAFF AND SUPPORT STAFF

V. PROCESSING TIME

TOTAL IF THE TECHNICAL ASSISTANCE REQUESTED MAY BE PROVIDED VIA OFFICIAL COMMUNICATIONS	IF WITHOUT PHYSICAL / ONLINE TECHNICAL ASSISTANCE SESSION – 7 DAYS AND 2 HOURS
TOTAL IF THE REQUEST INVOLVES CONDUCT OF ACTUAL TECHNICAL ASSISTANCE ACTIVITY	IF WITH PHYSICAL / ONLINE TECHNICAL ASSISTANCE SESSION - 12 DAYS AND 2 HOURS

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