

**Subject: Guidance Note for the Accomplishment of the Capability Building Plan  
Fiscal Year 2026****I. Rationale**

As the lead agency for social protection, the Department of Social Welfare and Development (DSWD) continually invests in strengthening its workforce and stakeholders to ensure the effective delivery of services. Capability-building initiatives, including Learning and Development Interventions (LDIs), are vital in equipping the social welfare and development (SWD) workforce with the skills and competencies needed to address emerging social challenges.

Capability Building (CB) plan template provides tools for planning and assessing these efforts. The CB Plan guides the design of interventions. This tool supports benchmarking, synchronization, monitoring, technical assistance, and knowledge generation, and is to be used by all Offices, Bureaus, and Services (OBS) in preparing their plans.

This Guidance Note sets out the procedures for completing the CB Plan for Fiscal Year 2026. The plan consolidates the Department's capacity-building efforts and ensures alignment existing Statutory and Regulatory Requirements, Administrative Orders (AOs), Memorandum Circulars (MCs), and other relevant frameworks

**II. Objectives**

- To provide guidelines for the completion of the Capability Building Plan for Fiscal Year 2026
- To ensure alignment of capability-building initiatives with existing Statutory and Regulatory Requirements, Administrative Orders (AOs), Memorandum Circulars (MCs), and other relevant frameworks
- To serve as a tool for reviewing and consolidating the Department's capability-building efforts

**III. Scope and Coverage**

The CB Plan shall be utilized by the DSWD Central Office. The CB Plan shall be used by the DSWD Academy to review and consolidate the Department's

Department's capability-building efforts in terms of its alignment on current AOs, MCs, and Frameworks.

#### **IV. Legal Bases**

**Administrative Order No. 2, Series of 2024. Adopting and Implementing the Department of Social Welfare and Development (DSWD) Strategic Plan, 2024–2028.**

**(2025) Heartwork: The Competency Framework for the Social Work Practice and DSWD Academy.** A structured guide for social work practitioners containing the key principles and competencies for social work practice.

**Fiscal Year (FY) 2025 Work and Financial Plan Guidelines.** States that the DSWD Academy (formerly SWIDB) shall oversee the appropriateness of the design of capability-building activities. It also provides that the Institutional Development and Capability Building (IDCB) Plan of the OBS will serve as the basis for all activity proposals for capability-building activities.

**Memorandum Circular No. 10, Series of 2018. Guidelines on the Provision of Technical Assistance and Resource Augmentation to Local Government Units through Local Social Welfare and Development Offices.**

**Memorandum Circular No. 11, Series of 2010. Guidelines in the Preparation and Submission of IDCB Plans and Accomplishment Reports.** Establishes a guide in the accomplishment of the Institutional Development and Capability Building (IDCB) Plan to ensure the appropriateness, relevance, and necessity of an activity.

#### **V. Operational Definition of Terms**

**Activity Objective** – The learning objective that will be acquired by the target participants in a specified period.

##### **Budget Needed**

- **External Budget** – These are budget sources provided by partners and stakeholders but not directly managed by the DSWD.
- **Internal Budget** – These are budget sources managed by the DSWD.

**Capability Building** – Refers to the range of activities by which individuals, groups and organizations improve their competencies based on needs (MC 010, S. 2018).

**Duration of Intervention** – Start and end of conduct of the training activity based on the activity proposal, inclusive of travel time.

**Expected Output** – Tangible and measurable results such as developed training modules, re-entry action plan, recommendations for improved systems and processes, resource materials, and documented best practices that enhance an organization's ability to deliver its programs and services effectively.

**Modality** – Refers to the method or approach by which a training program is delivered. This may include face-to-face (in-person), online/virtual, or blended (a combination of both) modes of learning.

**Platform** – Refers to the digital system or application used to deliver, manage, and participate in training programs conducted through the internet. Examples include Zoom, Microsoft Teams, Google Meet, and Learning Management Systems (LMS).

## Social Work Practice Competency Area

- **Core Competencies** – Fundamental skills and knowledge areas that all social work practitioners must possess, regardless of their specific role or area of expertise. These competencies ensure that practitioners have a solid foundation to build upon as they advance in their careers.
- **Technical Competencies** – These competencies are specific to the field of social work and are directly related to the various specialized roles practitioners may hold. Technical competencies include areas such as child protection, family and community support, and work with marginalized populations, such as persons with disabilities or former insurgents. They equip social workers with the specific skills and knowledge needed to effectively address the complex challenges they encounter in their specialized areas of practice.

**Key Results Area<sup>1</sup>** - refers to the general areas of outputs or outcomes for which the department's role is responsible.

## Target Participants

- **External** – These are participants who serve as partners and stakeholders working alongside the DSWD. This includes Centers and Institutions' Staff (CIS), Local Government Units (LGU), National Government Agencies (NGA),

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<sup>1</sup> Administrative Order 11, Series of 2015.

Non-Government Organizations (NGO), People's Organizations (PO), Volunteers (VOL), the Academe (ACAD), the Religious Sector (REL), Media (MED), and Beneficiaries (BENE).

- **Internal** – These are participants who are part of the DSWD workforce, including Central Office staff (CO), Field Office staff (FO), and personnel from DSWD-managed Centers and Residential Care Facilities (CRCF)

**Venue** – Refers to the designated place or Region where a CB Activity will be conducted

## **VI. Implementation Mechanism**

### **Procedure on How to Fill up the Capability Building (CB) Plan Template**

Each Office, Bureau, and Service (OBS) is assigned a designated spreadsheet to accomplish. The concerned OBS can access and fill-in its assigned sheet at: <https://tinyurl.com/CapBuildPlan>. Each OBS must ensure the completeness and accuracy of all entries.

The OBS shall refer to its Key Result Areas, strategies, and priority programs and services for the year. Based on these, the OBS shall identify the corresponding capability gaps or needs, and determine the appropriate CB activities or interventions, including the learning objectives and intervention requirements.

**STEP 1.** In the first sheet entitled “Dashboard”, the OBS shall indicate the DSWD email of the CB Focal (Column B), who will serve as the Academy’s contact person. The DSWD Academy shall assign a Reviewer (Column D) to evaluate the submission.

**STEP 2.** The OBS shall fill in the template with the required details based on the identified intervention. Make sure that each cell only contains one batch. If an activity is designed with multiple batches (e.g., 'Batch 1 & 2'), split it into separate entries. The identified CB interventions with budgetary requirements must be integrated into the OBS’ Work and Financial Plan (WFP). Likewise, interventions that do not entail budgetary requirements should still be reflected in the template to ensure completeness of planning and documentation.

**STEP 3.** In the Remarks field, the OBS shall provide notes and observations that will have a significant bearing in the analysis of the CB Plan. For example, the planned activity is based on the Training Needs Assessment (TNA) conducted.

**STEP 4.** Once all required information is completed, in the Dashboard tab the OBS shall select DONE to automatically notify the Academy that the document is ready for review.

**STEP 5.** Once the Academy completes its review, it shall notify the CB Focal whether the document is for revision or for printing. After revisions are made, the Academy shall inform the CB Focal via email to proceed with printing and submission of the CB Plan to the Cluster Head for approval. The OBS shall then transmit the approved physical copy to the Academy for endorsement and consolidation.

**STEP 6.** Upon approval by both the Academy and the OBS Cluster Head, the OBS shall submit the Learning and Development Intervention – Design and Implementation Plan (LDI-DIP, Annex 20) using the template at: [tinyurl.com/Template-LDIDesign](http://tinyurl.com/Template-LDIDesign) at least **45 working days** prior to the conduct of the activity for review and technical assistance (TA). The OBS may also request TA after the activity for subsequent implementation in succeeding years (e.g., 2027 onwards).

**For Amendments.** Should revisions be necessary (e.g., additional activities, change of schedule, removal of an activity), the OBS shall update their tab (Column C) with “For Revision” to reflect the document’s revised status. It will then notify the Academy’s assigned staff for review, comments, and endorsement.

Information, such as the original date and venue, and reason for the amendment must be indicated in the Remarks column of the revised activity. Once completed, the OBS shall repeat Step 3.

## VII. Delineation of Oversight Functions

- a. The Knowledge Management Division (KMD) shall oversee the standards on the management of KSS activities conducted by or with the Department. It should ensure that the (OBS), Field Offices (FOs), and partner institutions comply with the policies and guidelines it set on KSS management including but not limited to the following:
  1. Needs assessment on KSS;
  2. Planning and designing of KSS;
  3. Preparation of KSS activity proposals and development of other related knowledge products;
  4. Implementation of KSS within and outside the Department;
  5. Monitoring and Evaluation of KSS;
  6. Reporting of KSS accomplishments;

7. Process development or enhancement;
- b. The Capability Building Division (CBD) shall oversee the standards for the management of training activities conducted by or with the Department. It should ensure that there is no duplication of training activities and objectives between those conducted by the DSWD OBS and FOs and the DSWD Academy and harmonize the Department's training calendar through the IDCB Plan. The CBD shall also ensure that OBS and FOs comply with the set standards such as including, but not limited to the following:
  1. Training Needs Assessment;
  2. Planning and development of Training Activity Proposals;
  3. Development of Training Materials and other related knowledge products;
  4. Implementation of Training Activities;
  5. Monitoring and Evaluation of Training Activities;
  6. Reporting of Training accomplishments;
  7. Process development and enhancement;
- c. Technical Assistance (TA) provision to OBS, FOs, and partner institutions along the compliance to KSS Management and Training Management standards should also follow the said delineation.

All Bureau processes should also integrate the said oversight function delineation such as but not limited to:

1. Assignment of focal persons to TA or data gathering requests of OBS and FOs;
2. Review of relevant documents such as plans, calendars, knowledge products, and reports;
3. Budget allocation for all the related oversight functions;

#### **IV. Collaboration on the two Capability Building Functions**

1. The Capability Building Division (CBD) and the Knowledge Management Division (KMD) shall oversee the dashboard of the document. The two divisions shall assign a staff for each group that is responsible for final review on the inputs of the group.
2. Both KMD and CBD shall provide updates on any related information concerning DSWD KSS and Training Activities coursed through these activities. This information may cover improvement on the processes, systems, content and messaging, delivery methods, structure, or tools;

3. The two divisions should also report the SWD thematic areas or Sectors targeted and provided with learning intervention for an increase in knowledge.



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