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**MEMORANDUM**

**FOR : ALL OFFICES, BUREAUS AND SERVICES**  
DSWD Central Office

**FROM : THE UNDERSECRETARY**  
Regulatory Services, and Institutional Development Group

**SUBJECT : CALL FOR SUBMISSION AND INVITATION FOR THE**  
**TECHNICAL ASSISTANCE IN ACCOMPLISHING THE**  
**2026 CAPABILITY BUILDING PLAN**

**DATE : 6 OCTOBER 2025**

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 competencies needed to address emerging social challenges. To guide these efforts, the **Capability Building (CB) Plan template** provides a standardized tool for planning, assessing, and consolidating interventions. It also supports benchmarking, synchronization, monitoring, technical assistance, and knowledge generation, in line with existing statutory and regulatory requirements, Administrative Orders (AOs), Memorandum Circulars (MCs), and other relevant frameworks.

In this regard, all Offices, Bureaus, and Services (OBS) are requested to submit their **2026 Capability Building (CB) Plans**. The CB Plan will serve as the primary reference document of the DSWD Academy in reviewing proposed capability-building activities to ensure their quality, relevance, and alignment with the Department's strategic priorities and directions.

We emphasize the importance of completeness and accuracy in filling out all required sections. This will allow the reviewing team to fully grasp the context, evaluate the plans effectively, and provide sound recommendations. Incomplete submissions may result in delays, misinterpretations, or requests for additional clarifications, which could affect the timely processing of the documents.

We also encourage each office to be thorough in identifying CB Activities that address competency gaps, strengthen organizational performance, and contribute to the achievement of the Department's objectives.

With this, the DSWD Academy will be inviting a **CB Focal Person or representative** from your office to join the Technical Assistance Session for all Offices, Bureaus, and Sections (OBS). The session aims to provide updates and clarify processes related to the conduct of capacity-building activities. It will be held on **3 November 2025**, from 10:00 a.m. to 12:00 p.m., via Google Meet through this link: <https://meet.google.com/voq-dbkx-uwa>. The office also requests the submission

of the information regarding the designated CB Focal for each office. The approved CB Plan must be submitted by **21 November 2025**.

Attached is the Guidance Note for the Accomplishment of the Capability Building Plan Fiscal Year 2026

For your compliance.



**DENISE FB BERNOS BRAGAS, MD, RSW**

*for*  
RAD/E/SC/AML/PL