

DRN: SWIDB-A-COMM-24-01-09386-S**MEMORANDUM FROM THE SECRETARY**

TO : ALL OFFICES, BUREAUS, SERVICES, AND UNITS
DSWD Central Office

SUBJECT : CENTRALIZATION OF ALL CAPABILITY BUILDING ACTIVITIES (CBAs) OF THE CENTRAL OFFICE (CO) TO THE SWIDB-DSWD ACADEMY

DATE : 1 FEBRUARY 2024

To enhance organizational effectiveness and efficiency, the centralization of all the capability-building activities (CBAs) of the Office, Bureaus, Services and Units (OBSUs) is ordered to achieve the following results:

1. All training programs shall be compliant to learning and development (L&D) standards processes and systems for uniform management of CBAs across OBSUs and Field Offices (FOs), incorporating templates, guidelines, and workflows for consistent and efficient planning, execution, and evaluation;
2. A more holistic approach to Capability Building (CB) by ensuring that the analysis, design, and development of learning materials, its implementation and evaluation are aligned with the broader goals of the Department; and;
3. A centralized approach to targeting learners of CBAs, which will achieve the DSWD commitments to its Strategic Plan 2023-2028. Align all CBAs with the Department's organizational goals and capacity-building needs which will facilitate effective monitoring, streamlined communication, and compliance with DSWD established requirements which is cost-effective.


In the exigency of service, the Standards and Capacity Building Group (SCBG) through the Social Welfare Institutional Development Bureau (SWIDB) is hereby designated to lead in the smooth and effective transition of the identified offices to their new organizational units, effective 12 February 2024 and to continue until further orders:

1. All training activities in the DSWD Central Office and Field Offices will be centralized to the SWIDB effective 12 February 2024.
2. All divisions and sections of performing capability-building functions shall be transferred to the SCBG thru SWIDB, to include the Training Specialists (TS) and Capability-Building (CB) Focals of the following:
 - a. Pantawid Pamilyang Pilipino Program NPMO;
 - b. Sustainable Livelihood Program NPMO; and
 - c. KALAHI CIDSS NPMO.

3. The salaries for Training Specialists and Capability Building Focals, will be charged from the budget allocations of their corresponding OBSUs.
4. The Capability Building (CB) funds allocated for the respective OBSUS will be implemented as planned. However, coordination of all these CB activities with SWIDB shall be undertaken to guarantee compliance with established standards. All TS and CB Focal will undergo retooling activities tailored to address specific competency needs.
5. The Human Resource Management and Development Service (HRMDS) shall collaborate with the SWIDB to ensure adherence of the Department to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) requirements given the Centralization initiative.
6. All OBSUs are directed to provide appropriate assistance and support to SWIDB to ensure smooth transition and implementation of activities crucial to carry out the objectives of this centralization. The Centralization is primarily to facilitate collaborative initiatives and platforms that encourage cross-functional learning among DSWD OBSUs and to promote an innovative learning culture.

In view of the foregoing, I hereby direct all OBSUs to take the necessary action to ensure that these directives are materialized.

For your compliance.


REX GATCHALIAN
Date: 01 FEB 2024

Certified True Copy


WILLIAM V. GARCIA, JR.
DIC-Division Chief
Records and Archives Mgt. Division

05 FEB 2024