

DRN: SWIDB-A-MC-24-05-81643-S

MEMORANDUM FROM THE SECRETARY

TO : ALL REGIONAL DIRECTORS
DSWD Field Offices

SUBJECT : DETAILS AND ARRANGEMENTS FOR THE FIELD OFFICE TO OPERATIONALIZE THE CENTRALIZATION OF THE CAPABILITY BUILDING (CB) IN THE SWIDB-DSWD ACADEMY

DATE : 18 JUNE 2024

In relation to the circulated memorandum dated 01 February 2024 on Centralization of All Capability Building Activities (CBAs) of the Central Office (CO) to the SWIDB-DSWD Academy effective 12 February 2024, below are the operational details and arrangements which concerns the Field Offices (FOs). The Capability Building Section/Unit Staff shall be under the discretion of the Regional Director. Specifically, the assignment of the FO's existing Capability Building (CB) staff shall no longer function as CBS.

Implementation of the Centralized CB in the SWIDB-DSWD Academy

A. Social Welfare Institutional Development Bureau (SWIDB) to perform the following roles and functions:

- a. Oversee, supervise and monitor all trainings conducted by the OBS, provide technical assistance (TA) and guidance to all training proposals, planning, coordinating, and implementing of CBAs that involve Local Government Units (LGUs) or other stakeholders and for the trainings needing Career Professional Development (CPD) units, SWIDB shall facilitate their application to Professional Regulation Commission (PRC) provided that the Forty-five (45) days processing time is followed;
- b. Provide guidance and facilitate initiatives such as assessment, planning and drafting of policies, including the development of protocols and processes, as needed;
- c. Collaborate with different DSWD-OBS including provision of TA to identify learning gaps, define and establish comprehensive CB strategies, and develop CBAs, CB policies, protocols and processes. Also to include development of courses to be lodged in the DSWD Academy, for the enhancement of competencies for DSWD stakeholders and intermediaries based on results of assessments;
- d. Ensure that CBAs or menu of courses are harmonized, strategically planned, implemented and lodged in the DSWD Academy based on core competencies to address evolving needs of DSWD and SWD workforce. Also, to consider an evidence and competency based prioritization and aligned professional development including DSWD flagship programs or projects;

- e. Maintain a database for all capability building activities that will include the participants, reports, learning materials and directory of the resource persons;
- f. Conduct regular meetings of CO - TS and CB Focal Persons, and retooling activities as well as assessment of the 2024 Centralization implementation after one (1) year of its implementation to provide directions and maximize the TS of the National Program Management Offices (NPMOs) to augment in the implementation of trainings at the DSWD Academy; and
- g. Establish monitoring and evaluation mechanisms to assess the effectiveness of CBAs or courses conducted, as well as its participants' learnings and applications together with the TS and CB Focal Persons in DSWD which will be the basis in creating a competency development program reports and its application under the DSWD Academy.

B. Field Office - Technical/Advisory, Assistance and Other Related Support Services (TAAORSS) to perform the following roles and functions:

- a. Facilitate and assist LGUs in the preparation of LGU TA Plans and lead in the monitoring of the Implementation of LGU TA Plans;
- b. Set up the Partnership Contracting with LGUs in their respective Field Office;
- c. Collaborate with the FO Divisions, Sections, Units to strengthen institutional arrangements for DSWD TA and resource augmentation program processes and system;
- d. Coordinate with partners and stakeholders on matters pertaining to DSWD TA and resource augmentation program, to ensure that the LGUs or Local Social Welfare Development Offices (LSWDOs) are assisted in the improvement of SWD delivery of programs and services;
- e. Coordinate with other TAAORSS Focal Persons for other CB and L&D requirements to be conducted at the FO or at the DSWD Academy;
- f. Submit relevant reports as required by the FOs, CO, and other recognized partners and stakeholders and document meetings of the Regional Monitoring Team (RMT) and others; and
- g. Attend regular conference, consultation, and monitoring meetings and relevant training to support the TA program operation.

For further clarifications or inquiries, you may communicate with Roger Gutierrez through rtlgutierrez@dswd.gov.ph or via 8-9318101 to 07 local 10010.

For strict compliance.

REX GATCHALIAN
Date: 20 JUN 2024