

DRN: SWIDB-A-MC-24-05-81648-S

MEMORANDUM FROM THE SECRETARY

TO : ALL OFFICES, BUREAUS AND SERVICES
DSWD Central Office

SUBJECT : OPERATIONALIZATION OF THE CENTRALIZATION OF THE
CAPABILITY BUILDING (CB) IN THE SWIDB-DSWD ACADEMY

DATE : 18 JUNE 2024

This is in relation to the circulated memorandum dated 01 February 2024 on the Centralization of All Capability Building Activities (CBAs) of the Central Office (CO) to the SWIDB-DSWD Academy effective 12 February 2024, and the reiteration of the circulated memorandum dated 15 May 2024 on the Endorsement of the Training Specialist (TS) and Designated Capability-Building (CB) Focal Persons. The DSWD centralized CB requires a collective and well-defined roles and responsibilities of all offices, officials, and staff. Thus, the operational details and arrangements are as follows:

A. On Administrative Arrangements. Effective 1 July 2024, all TS and CB focal will be under the supervision of SWIDB Assistant Bureau Director (ABD) or Bureau Director (BD). All documents reflecting the change in supervision, a special order or memorandum based on Civil Service Commission (CSC) rules, relevant laws/issuances and Human Resource Management and Development Service (HRMDS) guidelines and requirements on Attendance, Performance Contracting, and accomplishment reports shall be compiled accordingly. Flexible Work Arrangement (FWA) following existing guidelines may be explored for specific Bureau activities (*ex. module development or design, training proposal review*), except during training implementation to include preparatory and post training activities.

B. The 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 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.

C. On the National Program Management Offices (NPMOs) Training Specialist (TS) and Designated Capacity Building (CB) staff from OBS

- a. All TS and designated CB focals (provided that space is available or alternative working arrangements have been agreed upon) will be under the supervision of SWIDB ABD or BD. All documents reflecting the change of supervision, a special order or memorandum based on CSC and HRMDS guidelines and requirements on Attendance, Performance Contracting, and accomplishment reports should be complied accordingly on or before 1 July 2024;
- b. Review and provide input on CB Plans and proposals submitted by the different Divisions, Units or Sections based on set standards and procedures, submit CB Plans, Accomplishment Reports (ARs), and Executive Summary Reports (ESRs) on CBAs conducted based on timeline for the approval of SWIDB ABD or BD;

- c. Ensure adherence to CB standards and processes from assessment, design, development, implementation and evaluation (ADDIE Model) to streamline CB efforts and establish guidelines within DSWD;
- d. Facilitate, manage and implement courses at the DSWD Academy and CBAs to be conducted in the NPMO and FOs- initiated CB activities through the identified Learning Management Team (LMT) or counterpart program staff at the Field Office level or nationwide specific activities where coordination with specific FOs are arranged e.g. Inter-Cluster Program Activities, etc.;
- e. Develop, co-create, co-implement CBAs or courses to be implemented at the DSWD Academy and contribute learning materials and other knowledge products (KPs), e.g. training manuals, to be used in the DSWD Academy, and for Core Group of Specialist (CGS), and resource persons (RPs) to take active role to support the implementation of the CBAs or courses;
- f. Mobilize Core Group of Specialists primarily when identifying resource persons for CB activities;
- g. Monitor CB initiatives of the Regional Program Management Offices (RPMO) relevant to the program design to ensure that CB or L&D management standards and protocols are complied utilizing the electronic learning management system for implemented CB activities; and
- h. Participate in SWIDB's Performance Review and Evaluation Workshop (PREW) to assess the concerned programs versus set objectives or goals for the period covered.

For further clarifications or inquiries, you may communicate with Roger Gutierrez through rtlgutierrez@dswd.gov.ph or via VOIP 10010.

For your compliance.


REX GATCHALIAN

Date: 20 JUN 2024