

MEMORANDUM FROM THE SECRETARY

TO : ALL HEADS OF OFFICES, SERVICES, AND BUREAUS
DSWD Central Office

ALL REGIONAL DIRECTORS
DSWD Field Offices

SUBJECT : GUIDANCE ON THE PROVISION OF LEARNING ACTIVITIES
FOR CONTRACT OF SERVICE (COS) AND JOB ORDER (JO)
WORKERS

The Department is committed to providing opportunities for continuous learning and development of its human resources towards the achievement of organizational goals and mandates pursuant to Section I, Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws, which states,

“Every official and employee of the government is an asset or resource to be valued, developed, and utilized in the delivery of basic services to the public. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of every department or agency.”

However, it is essential to highlight that the Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2, s 2020¹, as amended, states that services of Contract of Service (COS) and Job Order (JO) workers are not covered by Civil Service laws, rules and regulations; thus, not creditable as government service².

Moreover, it should be emphasized that the engagement of COS and JO workers for a particular job or project should already consider the required skill set or competency requirements for the performance of specific functions as stated in the competency-based job description of the position. Hence, there is no further need for additional structured or formal learning interventions on the part of COS and JO workers engaged by the Department. It is not fitting for the Department to shoulder the expenses incurred for such trainings since they are excluded from the general policy on continuing program of career personnel development³ for all government employees⁴

Despite this exclusion, the Department recognizes the necessity for continual improvement in policies, systems, processes, procedures, and operations to meet quality standards, address public needs, adapt to local and global trends, and ensure the sustainability of social welfare and development programs. Consequently, all Heads of Offices, Bureaus, and Services at the

¹ Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government

² Section 7.5 of COA DBM JC No. 2, s. 2020

³ Section 30, Chapter 5, Title I-A, Book V of Executive Order (EO) No. 292, s. 1987

⁴ Per DBM response in their letter dated 13 December 2023 on the DSWD appeal to be exempted on the restriction to COS and JO workers from availing training programs and capability building programs to be funded by the Department

Central Office and Regional Directors at the Field Offices must observe the following guidelines in providing learning activities:

- Activities that [1] do not fall under structured or formal learning interventions geared at developing the capabilities and building competencies at the individual level towards their own career and professional development; and [2] would maximize their skill sets and competencies in producing outputs that will redound to improved organizational capacity and performance and delivery of quality social welfare and development programs and services to the public may be allowed, subject to the review of the activity proposal by SWIDB or HRMDS⁵ (and their counterparts for FOs). These may include but are not limited to:
 - Onboarding and Orientation on the Department's mandate, vision and mission, core values, policies, processes, systems, and procedures, as these are internal to the Department.
 - Program or Project Reorientation or Recalibration or Upscaling or Rescaling brought about by additional, new, or amended policies, processes, systems, and procedures, i.e. SOPs, as these are work-related instructions and for compliance purposes.
 - Knowledge Sharing Sessions - knowledge sharing takes place to create new knowledge and are categorized as:
 - Big Group KSS (PREW, other fora, conference or summit-type activities not covered by SWD Forum excluding trainings)
 - Small Group KSS (meetings, brown bag sessions, cliniquing, case conferences, group mentoring or coaching sessions, and other similar small-group activities not mentioned)
 - Institutional Development⁶ activities include Program Review and Evaluation Workshop (PREW), validation and benchmarking activities, planning workshops, Dialogues, and partnership meetings. These are often conducted in relation to the formal, structured, and sustained advancement of an agenda by ensuring that several key components are provided for the following:
 - Enabling policy environment on the macro and micro levels;
 - Well-designed and results-driven initiatives (plans, programs, and projects)
 - Appropriate, timely, and adequate support in resource mobilization and generation (human, financial, technical/ technological, etc.)
 - Continuous and interconnected improvement of performance and service among internal and external Social Welfare and Development (SWD) drivers

Attached is the template to be used by SWIDB, HRMDS, or their counterparts in the FOs in reviewing proposals (Annex A).

- Costs to be incurred on the allowable activities may be covered by the Department based on the approved budget parameters.

⁵ SWIDB shall review proposals on LDI for Social Welfare and Development Agencies and Development Workers, while HRMDS shall review proposals on LDIs on Foundational, Technical and Leadership Competency Development

⁶ Memorandum Circular No. 11, Series of 2010: Guidelines in the Preparation and Submission of IDCB Plans and Accomplishment Reports

- Non-structured and informal interventions under the 70-20-10 learning model, wherein 70% from informal workplace experiences and challenging assignments and 20% from feedback, coaching, mentoring, and interaction with others shall be maximized.
- Structured or formal learning interventions, whether in-house or external training aimed at primarily and solely developing capabilities and building competencies, should only be availed by permanent and contractual employees. However, if needing transfer of knowledge or technology to the respective work unit, the trained employee shall conduct re-echo sessions to COS and JO Workers at no cost to the Department.
- Should the COS and JO Workers be interested in availing learning and development activities for their personal career development and professional growth, it shall be at their own expense, e.g. personal time, registration fees, traveling expenses, board and lodging, etc.
 - These are activities that [1] fall under structured or formal learning interventions; and [2] are primarily and solely geared at developing the capabilities and building personal competencies, e.g. ladderized training programs, specialized training programs, in-house training programs, seminars, skills enhancements, and other similar activities that are systematically designed to increase knowledge, skills, and attitude at the individual level.

Further issues and clarifications regarding this guidance shall be addressed to the Undersecretary for General Administration and Support Services Group (GASSG) for resolution.

For information and guidance.


REX GATCHALIAN
 Date: FFB 07 2024

Certified True Copy


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

08 FEB 2024

DRN: _____ (Arial font 8, bold)

MEMORANDUM

FOR/TO : [TITLE, NAME]
[Position/Designation, OBS/ FO]

ATTENTION/ THROUGH : [TITLE, NAME]
[Position/Designation, OBS/ FO]

FROM : THE [POSITION/DESIGNATION]
[OBS/ FO, if applicable]

SUBJECT : [XXX] (caps lock, bold, justify)

DATE : [XX XXX XXXX] (caps lock, bold, DAY MON YEAR)

Relative to the project/activity proposal on <<<title>>> received by <<<HRMDS/ SWIDB>>> on <<<date>>>, please be informed as follows:

	Activity/Project may be allowed due to:
	Activity/Project may not be allowed due to:
	Recommendation/s:

For your information and reference.

[NAME OF OBS/FO HEAD]

CF: OFFICIAL NAME, Office (Arial, font 10)

DC/TS/312