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Memorandum Circular No. 17
Series of 2003

Subject: DSWD Training Agenda and Related Policies for CY 2003

I. Introduction:

Training and development, which entail the development or enhancement of knowledge, skills and attitudes is part of the commitment of the Department of Social Welfare and Development (DSWD) along capability building. Thus, all training activities which are to be conducted this year are in accordance with the Department's program thrusts and priorities for CY 2003 and are consolidated into an agency's training agenda.

II. Rationale:

The DSWD recognizes the need to synchronize and orchestrate training and development undertakings considering the increasing demand for such interventions from its internal staff, intermediaries and stakeholders. While the Department realizes the importance of a training agenda for a synchronized and more deliberate delivery of service, a set of policy guidelines needs to be formulated so as to achieve optimum results from the effort of implementing the training agenda, hence, this memorandum circular.

III. General Policy

Below are the general policies that will govern the training and development efforts of the department:

1. The Social Welfare and Development Institute (SWADI) shall oversee planning and utilization of centrally, managed training funds of the Department.
2. Conduct of all Training of Trainers (TOT) and related activities initiated by the Central Office shall be managed by SWADI with Bureaus, Units and Offices providing substantive contents. While training of implementers shall be conducted by its counterpart at the Field Office.

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3. All trainings related to Pilot Projects and Program Development shall be conducted by the Programs and Projects Bureau with the concerned Field Office (FO) in coordination with SWADI
4. All Central Office-initiated trainings shall be accommodated by the FO in the middle months of every quarter except those with foreign funding like ECD and KALAHI-CIDSS
5. Trainings being proposed by particular Bureau, Unit, Service shall be funded by the proponent.
6. Monitoring and evaluation of impact of trainings conducted will be undertaken by SWADI in partnership with the recipient Bureau, Unit, Office or Service. Results of the evaluation shall be shared to the proponent.

IV. Training Agenda

For the current year, the following training and related activities has been approved for implementation.

A. For Internal Staff

2. OD and Negotiation Skills Enhancement for Senior Officials
3. Management Development for Assistant Bureau Directors and Assistant Regional Directors
4. Middle Management Training for Division Chiefs and Unit Heads
5. Planning and Delivery of Technical Assistance for Technical Staff
6. Training Related to Pilot-Testing of New Technologies
7. Information Communication Technology (ICT) Training for Officials and Staff
8. Skills Enhancement for Technical Staff

B. For Intermediaries

1. Management Skills Training for S/MSWDOs on Mainstreaming and Institutionalization of ECD
- 2. KALAHI-CIDSS Training for Implementors

3. Training Related to Social Protection and Local/International Sectoral Commitments (Youth, Older Persons, Women, Children and PWDs)

V. Procedures

Below the procedures to be followed in implementing the aforementioned policies.

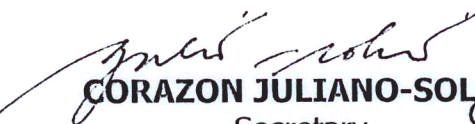
1. Training Needs Assessment for Re-tooling/Skills Enhancement of Internal Staff shall be conducted by the CPDD.
2. Proponent shall make a formal request to SWADI of its intention to avail of the particular training program, at least a month before its planned conduct.
3. Upon acknowledgement of the request, SWADI shall conduct coordinative meetings with the proponent to validate consistency of the request with that of the identified need.
4. After a series of coordinative meetings, the proponent, with the assistance off SWADI shall develop a program proposal that will serve as blue print for implementing the program.
5. Design and conduct of training/s shall be done by SWADI in collaboration with concerned unit.

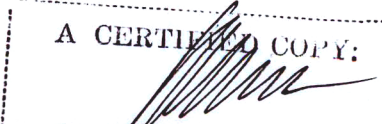
VI. Funding Requirements/Source

1. Transportation and per diem of regional participants to Central Office initiated trainings shall be taken cared of by the sponsoring Bureau/Unit.
2. Cost of transportation and per diem of non-DSWD participants shall be borne by participating intermediaries/stakeholders as their counterpart.

This circular shall take effect immediately and supersedes previous orders contrary to it.

Issued in Quezon City, this 17th day of June 2003.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare & Development

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RENATO F. GILERA
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