

SUBJECT: GUIDELINES ON LOCAL NON-ACADEMIC  
SPECIALIZED TRAININGS AND OTHER  
SHORT-TERM COURSES

**I. RATIONALE**

The Department of Social Welfare and Development (DSWD) is committed to establishing an environment conducive to developing competencies, positive self-image and motivation for lifelong learning. It ensures that its employees are provided with appropriate opportunities for specialized trainings to enable them to function more effectively and be kept abreast with recent developments in specific areas affecting their jobs and career.

To ensure equitable distribution of specialized training opportunities, maximum benefit to the employees and optimum return to the Department, this guideline is being issued.

**II. OBJECTIVES**

1. Provide the guidelines in the assessment/evaluation of specialized training programs/ short-term courses;
2. Provide for the procedures in the availment and processing of specialized training programs/ short-term courses as well as the post-training responsibilities of the participant; and
3. Identify source of funds for specialized training.

**III. LEGAL BASES**

The implementing rules of Book V. E.O. 292 on the Civil Service law states under Rule VIII that, *“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.”*

*“Every department or agency shall therefore establish a continuing program for career and personnel development for all agency personnel at all levels, and shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service.”*

The implementing rules also provide that each agency shall design, implement, and evaluate in-service training and development programs solely

or in coordination with other government agencies and institutions. This includes professional/ technical programs which refers to the enhancement of professional/ technical skills and knowledge in the career service and employee development programs which aim at maintaining a high level of competence on basic workplace skills among employees in the career service.

#### **IV. COVERAGE**

The guidelines contained herein refer to locally offered non-academic specialized training and other short-term courses that do not lead to an academic degree. These include seminars, symposia, conference and conventions, with specific topics/ themes being conducted by government agencies (GAs), non-government organizations (NGOs), the academe and other recognized training institutions.

Local scholarships and other academic programs leading to a degree are separately covered by Administrative Order No. 185, Series of 2002 (Educational Program for DSWD employees).

Specialized training can only be availed of by permanent, contractual and casual employees. However, workers' under contract of service, shall be allowed to trainings conducted in-house or external trainings offered for free. Workers under contract of service who are for regularization under the Rationalization and Streamlining Plan (RSP) shall be considered and if possible, prioritized, by the Unit Heads in nominating employees to free or in-house seminars.

#### **V. IMPLEMENTING MECHANISM**

##### **A. For the Central Office**

1. The Career Planning and Development Division (CPDD) shall provide, through timely dissemination and circulation, necessary information on available non-academic specialized trainings and short-term courses being offered by GAs, NGOs, the academe and human resource development training institutions relevant to job enhancement/enrichment, career development and the achievement of the Department's mandate.
2. Invitations to specialized trainings/short-term courses received from the above mentioned sources or forwarded by the different offices of the Department shall be reviewed and evaluated by the CPDD in terms of:
  - 2.1 course/training cost;
  - 2.2 relevance of the course/training to the organizational needs of the Department and the specific needs of the different units;

- 2.3 relevance to the Department's thrusts and directions for the year;
  - 2.4 duration of the course/training;
  - 2.5 training needs of professionals for renewal of licenses (for professions requiring continuing education)
  - 2.6 curriculum and course content in relation to the career pathing program;
  - 2.7 officers' training agenda for the year and;
  - 2.8 existing issuance and guidelines issued by the Office of the President and oversight agencies related to training.
3. Based on the assessment of the training program the CPDD shall:
    - 3.1 immediately disseminate information relative to the program to the appropriate bureaus/ services/ offices (see Form 01), or;
    - 3.2 send letter of regrets to the inviting organization (see Form 02).
  4. In disseminating information on the program to the appropriate units, the CPDD shall be guided by the mandate, functions and training needs of the unit/employees based on the:
    - 4.1 list of employees recommended for training submitted by the different units;
    - 4.2 Career Development Plans of employees in the Career Pathing Program;
    - 4.3 training needs/competencies inventory survey; and
    - 4.4 the Department's Training Agenda
  5. Recommendation/nomination of the Bureau/Service/Office Heads and the application form for specialized training/short-term course (see Form 03) shall be submitted to the CPDD for validation if the candidate(s) meet the criteria/requirements of the training/course.
  6. The CPDD shall prepare the recommendation to the Undersecretary for GASSG, and the Cluster Undersecretary for Directors III and up, for approval. For Directors III and up, the approval shall be made by the Cluster Undersecretary.
  7. The CPDD shall inform the concerned candidate's supervisor of the acceptance and attendance to the training and prepare request for Special Order.
  8. The CPDD shall assist the candidate in the preparation of the following:

- 8.1 voucher for payment to the training institution
  - 8.2 submission of registration form
9. Within one week upon return from the specialized training, the employee shall submit a Post-Training Report (see Form 04) to the Head of Unit, copy furnished the CPDD and the Social Welfare Institutional Development Bureau (SWIDB).
- 9.1. The CPDD may require recipient of specialized training to undertake re-echo sessions and shall monitor the implementation of re-entry plan (if any).
  - 9.2. The CPDD shall establish and maintain a databank of all employees who availed of local non-academic specialized trainings and other short-term courses.

**B. For the Field Offices**

1. The Field Office Training Unit (FOTU) shall disseminate information on non-academic specialized trainings and short-term courses.
2. The FOTU shall review and evaluate invitations to specialized trainings/ short-term courses using the parameters provided under Sec. V. A. 2.
3. After the assessment of the training program, the FOTU shall either:
  - 3.1 disseminate information relative to the program to the different units at the Regional Office; or
  - 3.2 send letter of regrets to the inviting organization.
4. In disseminating the training program, the FOTU shall be similarly guided by the provisions of Sec. V. A. 4.
5. The application form for specialized training/ short-term course (see Form 03) accompanied by the recommendation/ nomination of the applicant's immediate supervisor shall be submitted to the FOTU for validation if the nominee meets the criteria/ requirements of the training course.
6. The FOTU shall prepare the recommendation to the FO Director for approval.
7. The FOTU shall inform the nominee's supervisor on the attendance to the training and prepare the necessary Special Order. The FOTU

shall assist the participant in the preparation of voucher and submission of registration form.

8. Within one week after the training, the employee shall submit a Post-Training Report (see Form 04) to the Regional Director copy furnished the FOTU. The FOTU may require the recipient to undertake re-echo sessions and monitor the implementation of re-entry plan (if any). It shall maintain a databank of all employees who availed of specialized training and other short-term courses.

#### **VI. SOURCE OF FUND**

Funding shall be sourced from the total Training and Seminar Expenses (Object 753).

#### **VII. EFFECTIVITY**

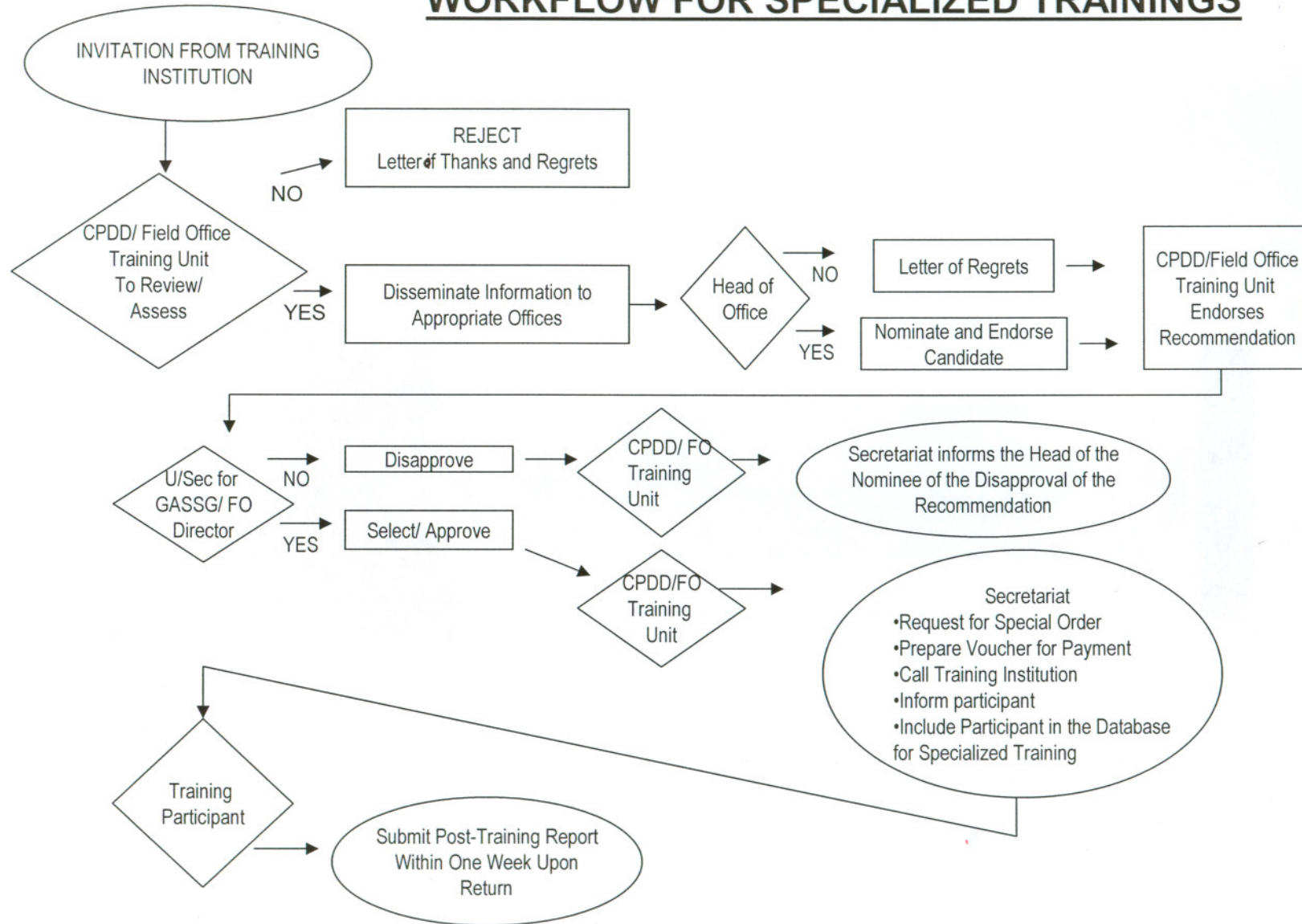
This Circular takes effect fifteen (15) days after the date of signing and supersede, amend or modify M.C. No. 05, Series 2004, and other previous issuances inconsistent therewith.

Copies of this circular shall be disseminated to all Bureaus, Services, and Offices at the Central Office and Field Offices.

Issued in Quezon City, this 28<sup>th</sup> day of December 2005.

  
**LUWALHATI F. PABLO**  
OIC-Secretary

## WORKFLOW FOR SPECIALIZED TRAININGS



**FORM 01**

FOR :  
FROM : **THE DIVISION CHIEF**  
SUBJECT : **SPECIALIZED TRAINING ON** \_\_\_\_\_  
\_\_\_\_\_

The Career Planning and Development Division received an invitation from (Training Agency/Institution) \_\_\_\_\_  
\_\_\_\_\_ to its training on \_\_\_\_\_ to be held on \_\_\_\_\_ at \_\_\_\_\_.

The program (brief description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration fee in the amount of Php \_\_\_\_\_ per participant maybe charged against the training funds of the nominating office, subject to COA accounting and auditing rules.

We would appreciate receiving your recommendations and the duly accomplished application form on or before \_\_\_\_\_ to facilitate processing.

**FORM 01**

FOR :  
FROM : **THE DIVISION CHIEF**  
SUBJECT : **SPECIALIZED TRAINING ON** \_\_\_\_\_  
\_\_\_\_\_

The Career Planning and Development Division received an invitation from (Training Agency/Institution) \_\_\_\_\_

to its training on \_\_\_\_\_ to be held on \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_.

The program (brief description)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration fee in the amount of Php \_\_\_\_\_ per participant maybe charged against the training funds of the nominating office, subject to COA accounting and auditing rules.

We would appreciate receiving your recommendations and the duly accomplished application form on or before \_\_\_\_\_ to facilitate processing.



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Dear Sir/Madam:

This is to acknowledge receipt of your letter of invitation to (title of training program). We regret that we cannot send any of our staff to your programs at this time due to the economy measures that the Department must comply with and/or the availability of a similar in-house training program scheduled this year.

We hope to avail of your training programs in the future.

Thank you.

Very truly yours,

**(Name of Official)**

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
APPLICATION FORM FOR SPECIALIZED TRAINING

Title of Seminar/ Training/ Convention applied for: \_\_\_\_\_  
\_\_\_\_\_

Date/ Venue: \_\_\_\_\_

Highest Educational Attainment: \_\_\_\_\_

Position: \_\_\_\_\_ Office/Division/Unit: \_\_\_\_\_

No. of years in the agency: \_\_\_\_\_ No. of years in the service: \_\_\_\_\_

Brief description of present job function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recent trainings attended in the past 2 years:

TITLE	DATE	VENUE	SPONSOR/ ORGANIZATION

Justification: (should not be more than 150 words)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name Over Signature

Noted by:

\_\_\_\_\_  
Printed Name & Signature of Supervisor

(For Non-Academic Specialized Training and other Courses)

Name: \_\_\_\_\_

Position/Designation: \_\_\_\_\_ Office/Unit: \_\_\_\_\_

Conference/Training/Seminar Title: \_\_\_\_\_

Training Institution: \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

I. Please evaluate the conference/training/seminar you have attended in the following areas:

A. Program/Course Content:

- Importance of the course in relation to the overall thrust of DSWD. Who would best benefit from this training in the future?
- Relevance of this training to your present work.

- B. Venue (appropriateness for learning)
- C. Schedule
- D. Training Methodology
- E. Training Staff
- F. Resource Person/s
- G. Funding

II. Problems Encountered

III. Recommendations

Include suggestions and comments on the training attended, course module, lectures, site visit, accommodations. Response to issues and problems in part II.

IV. Re-Entry Plan

- How will the technology gained be transferred/ applied to DSWD?
- Plan to include list of activities/ budget to be undertaken by the office within a year.