MEMORANDUM CIRCULAR
No. _____ 16
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SUBJECT: **CREATION AND OPERATIONALIZATION OF DSWD CORE GROUP OF SPECIALISTS**

I. BACKGROUND / RATIONALE

Over the years, the Department of Social Welfare and Development (DSWD) has been responding to the needs of the poor and the disadvantaged groups in improving the quality of their lives. The Department ensures the achievement of this commitment through a variety of interventions, one of which is the technical expertise and assistance of social welfare and development specialists.

The enhancement of DSWD's mandates as well as the redirection of its functions and operations from direct service provider to a predominantly technical assistance provider as stipulated in EO 15 series of 1998 (Redirecting the Functions and Operations of the Department of Social Welfare and Development) complements the Department's lead role in social welfare and development (SWD). The lead role remained programmatically intact along the major sectors of <u>family and community</u>, <u>children and youth</u>, <u>women</u>, <u>older persons</u>, and <u>persons with disabilities</u>. Taking the lead in these fields however requires skills and competence that have been demonstrated, verified and acknowledged. These are measured internally by the department's ability to respond to the said sectors through the efficient and effective performance of its core functions--*SWD Policy Development and Planning, Social Technology Development, Standards Development and Compliance Monitoring, and Provision of Technical Assistance and Resource Augmentation.* Externally, these are gauged through the request for assistance of these intermediaries for specialist along basic sectors.

The challenge now is to identify, organize, properly utilize and continuously sustain SWD specialists. It is on this context that the creation and operationalization of a core group of specialists is hereby conceptualized.

II. OBJECTIVES

The general objective of the creation and operationalization of a core group of specialists is to be able to provide appropriate and relevant technical assistance to the DSWD's intermediaries and partners of social welfare and development, as well as sustain the agency's leadership in the development and promotion of the five (5) major social welfare programs of the agency namely: <u>child and youth welfare and development,</u> <u>family and community welfare,</u> <u>women's welfare,</u> <u>older persons and persons with disability welfare,</u> and <u>disaster management program</u>.

It will also include specialists along the functional expertise of the Department namely: SWD Policy and Plan Development, Social Technology Development, Standards Development and Compliance Monitoring, Direct Service Delivery and Transfer of Technology, Advocacy on Behalf of the Vulnerable Sector, and Networking and Partnership.

This circular is issued to:

1) Provide the minimum criteria for identifying and/or selecting SWD specialists;
2) Organize a core group of SWD specialists; and
3) Establish a system of mobilizing SWD specialists and sustaining their efforts.

III.   COVERAGE

The core group of specialists shall be identified, organized, and utilized from among DSWD Regular Staff.

IV.   PROGRAM FRAMEWORK

The program framework describes the details of what are the areas of functional specialization based on major sectoral program areas in SWD. The center part of the program framework will be the converging point of the specialization by functional and sectoral area. The figure presented (see attached Figure 1) should serve as an example only and should be modified / enhanced as the need arises.

V.   CREATION AND OPERATIONALIZATION OF THE CORE GROUP OF SPECIALISTS

1. Pre-operational Phase

1. *Criteria in the Identification and/or Selection of Core Group of Specialists*

    The criteria shall use a standard rating that will measure the suitability of qualifications of the specialist/s. Percentage points assigned to each criterion shall be the base value of the standard rating.

    A specialist being assessed should comply with the minimum eligibility requirements. Failure to meet the minimum requirements would mean categorization as an understudy. The Specialist must possess the following minimum eligibility requirements:

    - Three to five years of experience in developing and managing sustainable and successful SWD programs and projects along any of the major sectoral and/or functional areas enumerated. The coverage of specialization shall include the following areas: policy and plan development, standards development and compliance monitoring, social technology development (project development and management), direct service delivery (operations), and transfer of technology. (50%)

    - Must be a Masters and/or Doctoral Degree holder. (15%)

    - With specialized training on the development and management of policies / programs / services for a particular SWD sector. (15%)

    - With citation/s and recognition/s on professional contributions to the SWD sector, and/or articles and researches made relevant to the SWD sector. (20%)

2. *Identification and Selection of Specialists*

    The core of specialist shall be selected from among the social workers and allied social science professionals regardless of their current place of assignment. Using the criteria developed, the following procedures shall be adopted in the selection of specialist:

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a) SWIDB, in coordination with HRMDS, shall conduct the initial screening and assess the eligibility of the specialist based on their records and credentials. If the specialists have completed the minimum requirements, endorsement shall be made to the Management Committee (MANCOM) for final screening. Institutional Development Unit, the Personnel Unit and the Regional MANCOM shall conduct the same for the regional level.

b) MANCOM shall screen the endorsed list and shall select those to be recommended to the Executive Committee (EXECOM). The Regional MANCOM shall conduct the same task for the regional level.

c) The EXECOM, through the Department Secretary, shall have the final say in the selected specialists. The confirmation of the EXECOM will be in the form of a special order designating the selected staff as a member of the core group of specialists and describing their functions.

2. Operational Phase

This phase covers the management i.e. pooling, deployment, and monitoring of the core group of specialist.

2.1. Actual Formation of Core Group of Specialists

2.1.1. An orientation shall be conducted by SWIDB in coordination with the other OBSUs to discuss the core functions of the core group and its plans. A technical assistance plan for the intermediaries and stakeholders shall be made based on but not limited to the current thrust and directions of the Department.

2.1.2. The plan or agreed course of action will then be forwarded to the MANCOM and EXECOM for information. SWIDB (for CO) and IDU (for FO) shall take the lead role in overseeing the organization and coordination of the implementation of the plan or agreed course of action.

2.2. Refresher Course for Specialists

The core of specialists shall be provided with a refresher course that will train them in the management of and the provision of technical assistance to programmatic and functional areas of DSWD. Integrated into the course is an on-the-job demonstration wherein the specialist shall be deployed to pilot test the technical assistance work.

At the same time, Directors and/or Assistant Regional Directors and/or the Division Chiefs from CO and FO shall also be capacitated in the supervision of the specialists.

2.3. Deployment and Utilization of Specialists

2.3.1. With the special order indicating their core functions, each specialist or team of specialist assigned under a sectoral and/or a functional area shall be deployed based on the technical assistance plan and / or based on the request of the OBSU / intermediaries / stakeholders seeking technical assistance.

2.3.2. The plan and/or request shall be endorsed by SWIDB to the specialist/s being requested and to its current supervisor. The specialist's supervisor will assess whether the current work or original job of the specialist will not be affected by the technical assistance deployment.

2.3.3. Performance contract negotiations between the specialist and its supervisor shall ensue if the deployment will not hamper any current work engagements. If it will hamper the current workload of the specialist, the request may be rescheduled or referred to another specialist. The specialist requested shall inform SWIDB of its non - concurrence to the technical assistance request or plan.[1]

2.3.4. Orientations and team building with the requesting party or the proponent requiring the specialists shall be made to ensure that expected outputs are clear. The Regional Director of the proponent unit shall be assigned as the supervisor to ensure that the specialist's undertaking are within the agreed technical assistance plan or request and that technical administrative support is provided.

2.3.5. Expenses to be incurred by the specialist/s shall be charged against the funds of the requesting unit.

2.4. *Monitoring and Evaluation*

2.4.1. *Performance Assessment*

An assessment of the performance shall determine the compliance to the outputs required from the specialist assigned or deployed on a particular work using the specialist's output / performance contract / Gantt chart of activities / breakdown of work structure.

The Directors and/or the Division Chiefs of the different OBSUs, from which the specialist shall be assigned respectively, will serve as their supervisor for the duration of the undertaking.

2.4.2. *Actual Monitoring and Evaluation*

Quarterly monitoring shall be done by SWIDB and IDU in coordination with the proponent bureaus, services and field offices from where the specialist is rendering a particular service. This is to assess the relevance and effectiveness of the technical assistance and/or undertaking.

Semestral evaluation shall also be conducted by SWIDB and IDU in collaboration with the core group of specialist and the proponent OBSU/intermediaries/stakeholders. Documentation and /or Feedback Reports on the undertaking shall be consolidated to measure and define the level of satisfaction, the extent of specialization as well as identify areas for enhancement.

3. **Sustaining Phase**

This phase looks into the imperatives to ensure that the core group of specialist is sustained.

3.1. *Inclusion of the Plans/Programs of the Core of Specialists in their Performance Contracts*

3.2. *Continuing Professional Growth of Specialists*

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[1] The plantilla positions shall not be affected by the deployment as the specialist being requested will only be issued a special order for the period of the technical assistance provision. Thus, he/she still carries his/her plantilla position and will not fill-in any position from the requesting unit.

In the course of sustaining the core group of specialists and ensuring the relevance of their technical assistance, the following should be taken into consideration:

3.2.1. "where do we need to be good at" and/or "how can we perform better?" as areas for continuously assessing our competency requirements to lead the SWD environment.

3.2.2. SWIDB and HRMDS shall implement a program for the continuing professional growth of the specialists such as:

    3.2.2.1. Attendance of experts to fora, professional association conventions, conferences, and training programs along the said area of expertise *(as incentive for services rendered)* in line with the Department's Career Development and Management System (CDMS);

    3.2.2.2. Involving them in technical working groups / special projects (local/foreign funded) as "advisers/consultant" on an interim basis;

    3.2.2.3. Provision of grants for research or publication along said lines of expertise for which the Department shall claim ownership.

    3.2.2.4. Cross posting wherein experts/specialists are temporarily assigned to other bureaus, services and field offices to lend their expertise /specialization until such time when said bureaus, services and field offices have acquired expertise/specialization rendered.

    3.2.2.5. Sabbatical leave/s shall be provided in accordance with CESB Memorandum Circulars 8 and 9 series of 1991

    3.2.2.6. Annual Nationwide DSWD Specialist Convention

VI. EFFECTIVITY

This circular takes effect immediately and supercedes previous issuances inconsistent herewith.

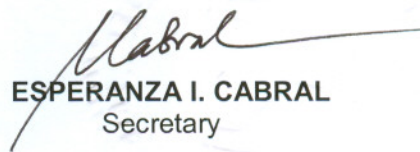Issued in Quezon City, this 17th day of November 2006.

ESPERANZA I. CABRAL
Secretary

Figure 1. Program Framework for the Core Group of Specialists (Examples of Cross-Sectoral Specialization)

Functional Areas / Sectoral Areas	SWD Policy Development	Social Technology Development	Standards Development	Transfer of Technology	Advocacy on Behalf of Vulnerable Sector	Networking and Partnership	Direct Service Delivery Center-based	Direct Service Delivery Community-based
Children - in conflict with the law	e.g. Policy analysis and research on children in conflict with the law.						Center Based: Case management using multi-disciplinary approach for children in need of special protection	
Youth - juvenile delinquents		Program design and pilot testing / demonstration on restorative justice.						
Women - in especially difficult circumstance, trafficking, etc.			Development of standard regulations on the program for violence against women.					
Older persons				Enhancing capacities of the senior citizen in the management of their centers thru training and coaching.				
Persons with Disability					Communication planning on the accessibility law.			
Families and Communities -disaster victims -displaced, etc.						Donors Forum on Community Development Projects		Community Based: Disaster response and rehabilitation program

Planning and Monitoring Tool

Key Result	Target and Performance						Remarks
	Quantity		Quality		Time		
	Target	Actual	Target	Actual	Target	Actual	
(detailed breakdown of work requirements) e.g. Resource person on JJWA 1) Module development	1	1	Module approved by specialist's supervisor and SWIDB / IDU with minor comments	Module approved by specialist's supervisor and SWIDB / IDU with no comment	2 weeks before the conduct	2 weeks before the conduct	
2) Actual Conduct	1	1	Discussed and facilitated JJWA topic assigned with very satisfactory feedback from the participants	Discussed and facilitated JJWA topic assigned with very satisfactory feedback from the participants	within the alloted time	within the alloted time	

DISTRIBUTION OF DSWD-CO OFFICIALS & STAFF WITH MASTERAL DEGREES BY OFFICES

OFFICE	NAME	COURSE
Office of the Secretary	None	
Office of the Undersecretary for Policy & Programs	Bala, Alicia R.	Master in Social Work
Office of the Undersecretary for Gen Administration & Support Services	None	
Office of the Undersecretary for Operations & Capacity Building	Yangco, Celia C.	Master in Social Work & Master in Public Administration
Office of the Asst. Secretary for Luzon	None	
Office of the Asst. Secretary for Bicol, Visayas & Mindanao	Lucentales, Ruel G.	Master in Social Work
Office of the Asst. Secretary for Policy & Programs	None	
Office of the Asst. Secretary for Gen. Administration & Support Services & Department Legislative Liaison Officer	Mateo, Montano	Master in Business Administration
Office of the Asst. Secretary for Livelihood	Dimaculangan, Amada	MA in Development Studies
Office of the Asst. Secretary & Coach Monitor, DSWD-ARMM	None	
Social Technology Bureau	Bonoan, Maria Alicia	Master in Social Work
	Gonzales, Gina S.	Master of Science in Social Work
	Fortich, Selena B.	Master in Social Work
	Gabuya, Gemma B.	MA in Public Administration
	Moral, Marilyn B.	Master in Public Administration
	Nillas, Isabel Sy	Master in Public Management
	Oidem, Annabel R.	Master of Social Work
Program Management Bureau	Cabrera, Vilma B.	Master in Social Work
	Cruz, Violeta A.	Master in Social Work
	Cruz, Milosil E.	Master in Social Work

	Cabilao, Jesusa A.	Master in Public Administration
	Manuel, Natalia G.	Master in Public Administration
	Nitafan, Priscila Y.	Master in Public Administration
Standards Bureau	Ascano, Raquel	Master in National Security Administration
	Bawan, Delia	Master in Government Administration
	Fuertes, Delilah S.	Master in Social Work
	Ilano, Cynthia	Master of Science in Social Work
	Barrameda, Fritzie	Master in Social Work
	Fuertes, Jose G.	Master in Public Administration
	Galang, Hannibal A.	Master in Social Work
	Gonzales, Greih O.	Master of Industrial Relations & Master in Development Administration
	Perez, Hernan Z.	Master in Public Administration
	Sonaco, Renato L.	Master in Public Administration
Social Welfare Institutional Development Bureau	Nazaret, Elvira G.	Master in Social Work
	Leyson, Vincent Andrew T.	Master in Social Work
Policy Development & Planning Bureau	Cabilao, Finardo G.	Master in Social Work
	Infante, Alma P.	Master of Science in Survey Administration
	Lagasca, Cynthia	Master in Economics
	Garces, Rhodora B.	MA in Development Studies
KALAHI-CIDSS	Gudmalin, Camilo G.	Master in Public Administration
	Pato, Edgar G.	MA in Development Studies
	Turiano, Lourdes	Master in Social Work
Social Marketing Service	Daep, Ana Marie P.	Master in Business Administration-HRM
	Villa, Prescila R.	MA Major in English
Management Information Systems Service	Armena, Felix	Master in Management
Legal Service	Urbiztondo, Cassandra M.	Master in Public Administration
Human Resource Management & Development Service	Gopalan, Marie Angela S.	Master in Public Administration
	Cruz, Ma. Paz Felyn B.	Master of Industrial Relations
	Grana, Thelma	Doctor of Medicine
Financial Management Service	Fajardo, Deseree D.	Master in Management
	Hayahay, Leonila M.	Master in Business Administration
	Iporac, Jocery A.	Master in Public Administration & Master in Business

		Administration
	Pami, Nena Nanette M.	Master in Public Administration
Administrative Service	Flores, Guillerma E.	MA in Public Administration
	Mijares, Joel S.	Master of Science in Regional Planning
	Suller, Nicomedes P.	Master in Public Administration
	Zafra, Carmelita F.	Master in Public Administration
	Laygo, Erlinda F.	Masters in Government Management-HRM
	Melendrez, Julian B. Jr.	Master in Public Administration
BAC Secretariat	Castillo, Marcelo Nicomedes J.	Master in Public Administration
Internal Audit Service	La Madrid, Virginia R.	Master in Public Policy

*Field offices soon to follow.