DSWD
Department of Social Welfare and Development

Memorandum Circular No. 21
Series of 2020

SUBJECT: "Guidelines on the Establishment and Management of the Social Welfare and Development Learning Network (SWD L-Net) at the Central and Field Offices '

I.   RATIONALE

The devolution of basic services to the local government units required the redirection of the functions and operations of the Department which was transformed from a direct service deliverer to a technical assistance provider as stipulated in Executive Order (EO) No. 15, series of 1998.

One of the initiatives of the Department on its role as technical assistance provider is the organization of a pool of capability building service providers on social welfare and development through Administrative Order (AO) No. 20, series of 2005 or the Establishment of the Social Welfare and Development Learning Network (SWD L-Net), maximizing available resources along this area.   The Department also recognizes the vital role of the partners such as the government agencies, non-government organizations, local government units, academic institutions, Social Work professional organizations/associations, and even individual partners in this endeavour.

The Learning Networks were established in fourteen (14) regions. However, there were challenges in operationalizing and sustaining the networks due to unclear partnership arrangements given the broad provisions of existing guidelines. Various recommendations were also identified through the conferences conducted with the Learning Networks to include functionality indicators, rewards and incentives and monitoring and evaluation system as well as expansion of target members.

The introduction of knowledge management, the reorganization of the DSWD Central Office and the updating of mandates of the Department necessitate the strengthening of the SWD L-Net."

These guidelines seek to address the concerns identified and strengthen the role of the SWD L-Net in DSWD's KM processes on knowledge production, sharing and utilization. It will include partnerships between SWD practitioners (e.g. Association of Local Social Welfare and Development Officers of the Philippines, Inc.) and the academe for research and development as a basis for enhanced SWD interventions. It will also serve as a minimum standard for the systematic engagement of the SWD L-Nets in the provision and accessing of capacity building programs.

These guidelines shall be responsive to the current realities and situations (e.g. new normal, pandemic). Implementing guidelines on processes, programs and services shall be recalibrated (e.g. use of on-line platforms, face to face activities, etc.) to comply and support the measures being implemented related to the situation.

These guidelines can be customized by the Regional Social Welfare and Development Learning Networks depending on the need/demand and capacity of the region. The SWD L-Net can formulate its own operational guideline but it should be aligned to this general policy.

II. LEGAL BASES

1. **Section 9 of Article 2 of 1987 Constitution**, states that the State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, raising a standard of living and improved quality of life for all.

2. **Republic Act No. 7160 or the Local Government Code of 1991, Section 2, Chapter 1, Title 1, General Provisions of Book I** indicates that, the state shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government to the local government units.

3. **Department Order No. 20, series of 1997** was issued to enhance the role of the DSWD in steering the social welfare and development sector through the adoption of organizational processes and structures. This shift expected DSWD to lead towards effective and efficient delivery of programs and services as well as the utilization of resources of the intermediaries and other social welfare and development sector members

4. **Executive Order No. 15, series of 1998, amended by E.O. No. 221, series of 1998** was issued which mandated DSWD to provide assistance to other LGUs, NGOs, POs and other members of civil society in effectively implementing programs, projects and services that will alleviate poverty and empower individuals, families and communities for an improved quality of life. It transformed DSWD into a national policy and regulation institution for social welfare and development from which intermediaries will anchor their thrusts and directions.

5. **DSWD Memorandum Circular No. 32, series of 2004 known as the Institutional Development Framework** stipulated the establishment of the

learning network as part of the intervention design for the Department to perform effectively.

6. ***DSWD Administrative Order No. 17, series of 2011 known as the Knowledge Management Framework*** *wherein* partners, LGUs, NGOs, POs, academe, beneficiaries, and civil society organizations are recognized as external knowledge sources of the Department. The SWD L-Net is also considered as one of the collaboration mechanisms, an enabling technology that facilitates more effective decisions, project quality and operational excellence.

7. ***DSWD Administrative Order No. 01, series of 2019 known as the Management Reorganization of the DSWD Central Office*** further mandates Social Welfare Institutional Development Bureau (SWIDB) to provide Technical Assistance on Learning Network and Development beside CB and KM

8. ***Memorandum Circular 009 series of 2019*** was issued as Guidelines for the Conduct of Research and Evaluation in the DSWD known as "THE DSWD RESEARCH AND EVALUATION POLICY"

9. ***Memorandum Circular 010 series of 2019*** is a Protocol in the Conduct of Research Studies in DSWD Offices, Centers and Institution, Amending Administration Order No.19 s. 2011 including request of SWD Data/Information

III.   OBJECTIVES

These guidelines aim to provide minimum standards for the engagement of SWD practitioners through SWD L-Net in the provision of capacity building programs and in research and development.

Specifically, it aims to define the following:

1. Organization of the SWD L-Net
2. Criteria for the selection of members
3. Scope of engagement
4. Rewards and recognition system
5. Monitoring and evaluation for the functionality of SWD L-Net
6. Use of digital platforms in the provision of capability building activities

IV. DEFINITION OF TERMS

1. **Social Welfare and Development** - refers to programs and services for abandoned, neglected, abused, orphaned, exploited children and other children and youth in need of special protection, juvenile delinquents, children in conflict with the law, the out- of- school youth and other youth with special needs, Persons with Disabilities (PWDs) and Senior Citizens (SCs), victims of human-induced disasters, families and communities disaster prone areas, disadvantaged Women in Especially Difficult Circumstances (WEDC), Marginalized families and communities to include: the victims of violence namely, landless farmers, fire fighters with no access to coastal resources, urban poor, workers and informal sectors and other agro-industrial workers, indigenous people/communities.[1]

2. **Social Welfare** -preventive and developmental interventions that seek to support the minimum basic requirements of the poor, particularly the poorest of the poor, and reduce risks associated with unemployment, resettlement, marginalization, illness, disability, old age and loss of family care. Social welfare and assistance programs usually comprise direct assistance in the form of cash or in-kind transfers to the poorest and marginalized groups, as well as social services including family and community support, alternative care and referral services. [2]

3. **Social Work Academic institutions** - Institutions dedicated to education and research. They usually grant academic degrees.[3]

4. **Capability building** – this refers to the range of activities by which individuals, groups and organizations improve their competencies through needs-based activities such as training, training of trainers, orientation, workshop, forum, conference, coaching and mentoring.[14]

5. **Capacity building**- is a continuing process of creating an enabling environment with appropriate policy support and working for the installation of legal framework and undertaking continuing organizational development efforts[5]

6. **Learning environment** – an avenue for creating, sharing, using, producing and utilizing knowledge

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[1] Manual on Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services

[2] NEDA-SDC Resolution No.1 series of 2007

[3] https://definitions.uslegal.com/a/academic-institution/

[4] CBB (2016), Documentation of CBB-IDD Conference

[5] CBB (2016), Documentation of CBB-IDD Conference

7. **SWD Learning Network** - is an organized group of practitioners along social welfare and development that would foster continued development and sharing of knowledge/expertise; and on the provision of relevant capacity building programs to DSWD and to its partners and stakeholders `

8. **Knowledge Management** - is about creating an environment in which people's experience and wisdom on Social Protection and Social Welfare programs delivery are valued; and where internal processes are structured to support social welfare policy makers, program managers and service providers in creating, sharing, and using knowledge. [6]

9. **Stakeholders** – refers to individuals and organizations that are members of the SWD L-Net as well as SWD implementers who are the target participants of SWD L-Net–initiated   capacity building programs

10. **SWD Practitioners**- are professional individuals or groups with skills and competence on social welfare and development.[7]

11. **Philippine Association of Social Workers, Inc. (PASWI)** is a national   organization   for   "professional social workers in the Philippines /social work organization accredited by the Board and the Commission who commit to strengthen professional competence of social workers in the Philippines.[8]

12. **Digital Platforms or Online Tools**- are online learning tools that refer to any program, app, or technology that can be accessed via an internet connection and enhance a teacher's or facilitator's ability to present information and a student's/learners ability to access that information.[9]

V.   GENERAL POLICIES

A. Department of Social Welfare and Development (DSWD)

Vision

The Department of Social Welfare and Development envisions all Filipinos to be free from hunger and poverty and to have equal access to opportunities enabled by a fair, just and peaceful society.

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[6] Administrative Order No. 11series of 2011 known as Knowledge Management Framework of the DSWD

[7] https://www.unicef.org/eap/file/workforce.pdf

[8] Philippine Association of Social Workers (https://www.ifsw.org/member-organisation/philippines)

[9] https://study.com/academy/lesson/what-are-online-learning-tools-definition-types-examples.html

Mission

To lead in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged.

As a partner of DSWD, the SWDL-Net is expected to align its vision with that of the Department. Thus, its results should contribute to the improvement of competencies and empowerment of Social Welfare and Development (SWD) Stakeholders for them to deliver the highest quality of social welfare and development programs and services. The following are the goals of partnership between DSWD and SWD L -Net:

1. Provide a learning environment through capacity building programs for stakeholders to increase their competence on SWD;
2. Strengthen collaboration between and among Social Welfare and Development practitioners that are engaged with learning and capacity building; and
3. Utilize intensified social welfare and development research in developing capacity building programs to respond to the needs of social welfare and development stakeholders and contribute to the enhancement of the Social Work curriculum.

B. General Statement of SWDL-Net Functions

1. Maintain the operation of the Network through conduct of activities such as quarterly meetings, capability building, planning workshops;
2. Provide input to policies, plans and programs as necessary along SWD capacity building developed for stakeholders;
3. Participate in the formulation of designs and development of training needs analysis and learning tools;
4. Develop and implement capacity building designs based on needs of the region/agency/organization, to ensure responsive learning intervention in coordination with Social Welfare Institutional Development Bureau (SWIDB) and Field Office;
5. Develop learning modules, resource materials and knowledge products for the use of the Learning Network's members and non-members;
6. Provide the necessary information for mutual use and development through updating of data (e.g. profile of network members, resource persons, trainings offered, persons trained);
7. Install monitoring and evaluation mechanism that will act on the identified program gaps needing technical assistance including effectiveness of learning interventions provided to stakeholders;
8. Conduct research studies for the improvement of SWD programs and services along capacity building and knowledge management;

9. Identify a pool of experts based on the specialization of its members (expertise directory);
10. Establish and maintain a databank of Learning Service Providers (LSP); and
11. Participate in the conduct of evaluation of the areas for collaboration.

C. Target Members

The members of the SWD L-Net will be composed of organizations catering to SWD program development and implementation, individuals with expertise at capacity building, and research and development with the following specific descriptions:

1. Securities and Exchange Commission (SEC) -registered organizations/agencies within the region providing/conducting capacity building programs on social welfare and development;
2. Academic institutions providing social work and social welfare and development education;
3. Government agencies which mandate and services are related to social welfare and development;
4. Individuals with expertise at capacity building, research and development on SWD;
5. DSWD registered, licensed or accredited SWD agencies along the SWD sectoral programs operating in the region;
6. Local government units with expertise along SWD, facilities and other resources to facilitate the capacity building programs of the Network; and Learning Service Providers who are Accredited by CSC and CESB

D. Scope of Agenda and Concern

The different members of the L-Net have interrelated learning agenda geared towards enhancing professional competence as needed in the effective delivery of services as described below:

L-Net Partner	Target Sectors	Learning Agenda
Individuals/ Experts	Self/Organizations	- Research - Enhancing Professional Competence
Academe/ Training Institutions	Students/ Professionals/	- Research -Upgrading Curricula

	Extension Communities	- Continuing Professional Education
Government Agencies/ Non-Government Organizations/ Local Government Units	Staff/ Workers/ Beneficiaries	- Research -Upgrading Professional Practice - Enhancing Agency Programs - Reviewing and enhancing organizational policies and procedures
Professional Organizations (e.g. Philippine Association of Social Workers, Inc.)	Members	-Research -Continuing Professional Education

This interrelated learning agenda is the business concern of the L-Net which it addresses by providing its members access to relevant and quality capacity building opportunities through:
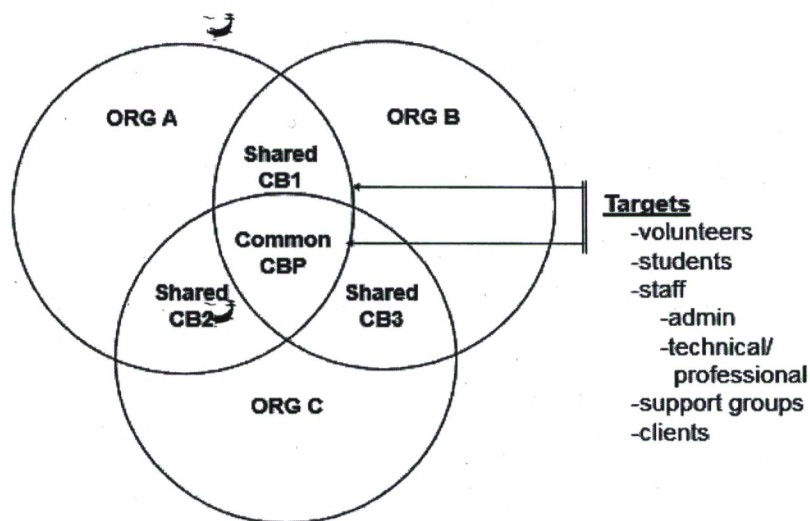
1. Bilateral Arrangement

This engagement of the L-Net is when two members have the same common learning needs and available resources to complement a shared capacity building program (CBP).
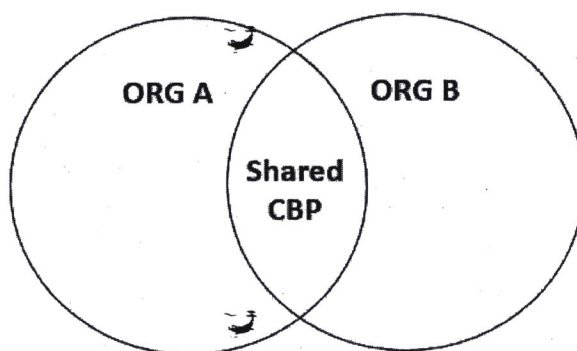
2. Common Programs

This business concern of the L-Net illustrates when three or more members of the L-Net converge to conduct a common capacity building programs (CBP).

3. Other types of engagement that the network may find applicable

E. Operationalization

1. Organization and Mobilization

For those regions with no established or needing reorganizations/re-establishment of the L-Net, the following are the recommended steps to facilitate organization and mobilization of members:

a. Identify potential members guided by the criteria set in this guideline
b. Conduct orientation
c. Formation of committees
d. Launching or re-launching of SWD L-Net
e. Signing of Memorandum of Agreement/Understanding/Pledge of Commitment
f. Conduct of Teambuilding Workshop

2. Management and Sustainability

a. Functionality areas, its corresponding indicators and means of verification were identified as bases for monitoring on how the Learning Networks are operating:

Functionality Area	Indicators for Monitoring	Means of Verification
Network Building and Formation - Organization and sustaining the operation of the network through set agreed policies and plans, functional committees and sustained attendance/ involvement of members	• Observance/Conduct of regular meetings • Creation of committees with agreed set of policies on the operationalization of L-Net as a self-regulating network partner of the Department • Continuous recruitment of new members • Accessing and updating of database of members to include profile of network members, resource persons, trainings offered, persons trained • Development of a Strategic Plan/Annual Work and Financial • The conduct of innovative ideas/activities beneficial to L-Net members e.g. team building and conferences, etc.	• Minutes of the meeting • List of committee heads and members • Profile of new members • Memorandum of Understanding/ Agreement/Pledge of Commitment • Accessible and updated database of members • Strategic plan • Documentation reports • Annual Work and Financial Plan
Information and Expertise Exchange - promotion of respective capacity building programs of SWD L-Net members through information and knowledge products exchange and collaboration with the DSWD Core Group of Specialists for expertise exchange	• Inventory of Capacity Building Programs from among the SWD L-Net members • Promotion and sharing of capacity building services to other SWD L-Net members • Continuous knowledge sharing between and among members and partners through diverse use of technology • Collaboration and expertise exchange between SWD L-Net members with the DSWD	• List of CB Programs of SWD L-Net members • Regional SWD L-Net social media account/s, e-mail • Documentation reports of activities involving L-Nets and the CGS

	Core Group of Internal Specialists to upkeep in the current trends and realities along social welfare and social protection sector	
KEC/RLRC Partnership - identification/ compilation of manuals and other social welfare and development related resource materials for sharing; and documentation of good practices	• Compilation of manuals and other social welfare and development related resource materials for possible sharing to L-Net members and partners • Support of the Field Office's documentation and publication of good practices • Assistance in the establishment of quality assurance for the RLRC management	• SWD-related resource materials • Good practice documentations • Documentation reports of KEC/RLRC-related activities involving SWD L-Net members
Capability Building Services Augmentation - participation of the members to capability building programs initiated by other members, and conducting a wider reach of social welfare and development related capability building activities backed up with knowledge products developed by SWD L-Net members and maximizes other disciplines in providing resources such as in the field of medical implementation of clinical psychosocial support especially in times of pandemic situation	• Collaboration with the Department to ensure delivery of quality SWD learning programs and services including working in digital environment • Service as Subject Matter Experts/ Resource Persons in the set capability building programs initiated by the Department or other L-Net members • Identification and implementation of common capability building program by two or three SWD L-Net members • Wider reach of social welfare and development related capability building activities backed up with	• Documentation reports of capability building activities conducted • Learning Needs Assessment tool • Learning Needs Assessment results

	knowledge products developed by SWD L-Net members • Maximization of other disciplines in providing capability building programs	
Capability Building Standards/ Quality Assurance - establish quality assurance of capability building programs	• Adoption and implementation of mechanisms and procedures to institutionalize academic accreditation of trainings and seminars aligned with existing/available competency frameworks of the Department and stakeholders • Standard setting on Learning Module Development, conduct of Training and other Capability Building Services • Learning module development	• List of CB activities initiated by the L-Net for CPD accreditation • LDI designs aligned with existing/ available competency frameworks of the Department and stakeholders • Operational guides and standard templates of learning modules, CB activity designs and standard use of online tools.
Research and Development – conduct of research studies on SWD	• Identification and alignment of studies and agenda based on approved DSWD research and evaluation agenda • The conduct of research studies on SWD program/service implementation • Participation in peer reviews of conducted research studies on SWD and new social protection technologies • Participation in DSWD initiated research and evaluation fora and	• Approved Research Proposal as endorse by the respective DSWD Field Office • Approved DSWD research protocol templates based on MC. 10 s. of 2019 • Research studies • Peer reviewed research manuscript • Certificates of Participation in DSWD led fora and conferences

	conferences to present the findings of completed studies	

b. Organizational processes

Election and Terms of Office

Elected officers shall hold offices for two (2) years and until their successors are duly elected and qualified.

Organizational Structure and Duties and Responsibilities

Officers/Committees	Duties and Responsibilities
a. Over-all Chairperson	• Preside in all meetings of SWD L-Net • Convene the network's regular assembly • Facilitate discussion and resolution of issues and concerns related to the operation of the Network • Appoint members of the Committee as need arises
b. Over-all Vice Chairperson	• Assist the Chairperson • Exercise all the powers and perform all duties of the Chairperson during the absence or incapacity of the latter • Perform duties that may be assigned by the Chairperson
c. General Assembly	• Serve as the highest decision-making body of the Network and approves the Work Plan of the Network • Hold a meeting anytime during the last quarter of the year; quorum of members should be attained (fifty percent of its members plus one)
d. Committees with officers composed of the Chairperson, Vice-Chairperson and members. Members can choose what committees they prefer depending on their areas of expertise and taking into account the areas of representation (academe, accredited SW agencies, training and development institutions etc.). *The L-Net secretariat will facilitate the necessary logistical requirements each committee will need to facilitate conduct of their planned activities/initiatives.*	
d.1. Network Building and Formation Committee	• Be responsible in the expansion of L-Net membership

	• Initiate conduct of activities in relation to invitation and screening of prospective members as well as conduct of orientation • Review and recommend membership of the network. Recommend strategies and activities that ensure effective and efficient working relationship among the Network members • Facilitate resource generation and accessing
d.2 Information and Expertise Exchange Committee	• Facilitate inventory of capacity building programs from among the SWD L-Net members for promotion and sharing • Ensure continuous knowledge sharing between and among members and partners through diverse use of technology • Initiate activities that would facilitate collaboration and expertise exchange between SWD L-Net members with the DSWD Core Group of Internal Specialists • Facilitate development and dissemination SWD-L Net evidence based studies and best practices through various platform including electronic data processing and releases
d.3 Knowledge Exchange Center (KEC)/Regional Learning Resource Center (RLRC) Partnership Committee	• Lead in the collection of manuals and other social welfare and development related resource materials for possible sharing • Spearhead in the documentation and publication of good practices on capacity building initiatives on SWD • Provide technical assistance and quality assurance in the management of the RLRC • Facilitate exchange of good practices, evaluative ₃studies (to include LNA/TNA and other KEC Learning interventions and tools with partners and other stakeholders
d.4 Capability Building Services Augmentation	• Develop and review learning needs assessments (LNAs) • Lead in the adoption, development and implementation of CB designs and modules • Identify member agencies to implement and support CB activities • Provide necessary information for mutual use i.e. pool of experts, learning materials and other training resources

	• Keep updated directory of member agencies profiles and learning interventions and services • Collaborate with other disciplines – expertise and resources
d.5 Capability Building Standards/ Quality Assurance Committee	• Lead the L-Net in the conduct of evaluation of its operations • Develop evaluation tools on CB • Initiate development of standard learning module and design templates • Facilitate CPD accreditation of L-Net CB activities • Collaborate and/or install monitoring and evaluation mechanism of the effectiveness of member organizations/agencies/individuals' learning needs assessments tools, mechanisms and protocols
d.6 Research and Develop-ment Committee	• Identify SWD concerns for possible research • Conduct research study/ies on SWD aligned with the approved DSWD research and evaluation agenda • Initiate peer review of conducted research studies on SWD and new social protection technologies

Duties and Responsibilities of L-Net Secretariat

a. Maintain all records/database of the network;
b. Record all meetings and other events undertaken by the network;
c. Send notices of meeting, communication letters/reminders and/or relevant information to SWD L-Net members through verbal or written information or other means of communication to all network members;
d. Assist all committees in the preparation of logistical requirements in the performance of them tasks and functions;
e. Responsible for the safekeeping of all the official records, notice of meetings, minutes of meetings, proceedings and or photo documentation of CB activities, directory of SWD L-Net members, etc.;
f. Coordinate and monitor SWD L-Net member's agreements, plans and accomplishments maximizing the use of digital platforms
g. Prepare L-Net's status report to the Chairperson for approval and submission to SWIDB;
h. Regularly update information in the directory of SWD L-Net; and

i. Manage the technology being used by the L-Net in sharing and exchanging information.

Network Norms

a. Sense of cooperation not a competition
b. Value of sharing
c. Mutual cooperation
d. Observance of participative and consultative forum
e. Maximization of network members' capabilities
f. Ownership of output, sources and learning
g. Observance of consensus building process
h. Adherence to agreed schedule and responsibilities
i. Transparency in transactions and relations
j. Shared values and benefits (collegial)
k. Sense of synergy-making people or things work together for a common goal to achieve better results

Holding of Meetings

a. Schedule of regular meetings to be done quarterly and other activities will be calendared in agreement with the members using various mode of communication;
b. Special or emergency meetings can be called by the officers as the need arises through the Secretariat;
c. Notice of meeting will be issued by the Secretariat;

VI.   REWARDS AND RECOGNITION

1. To recognize the valuable effort and contribution of SWD L-Net members and secretariat, inclusion of the following categories in the award-giving mechanisms of the Department:

   For *PANATA Ko Sa Bayan*, the award-giving activity for external partners of the Department are as follows:

   a.   Most active/participative SWD L-Net member from the academe
   b.   Most active/participative SWD L-Net member from the NGAs
   c.   Most active/participative SWD L-Net member from the NGOs
   d.   Most active/participative SWD L-Net member from the LGUs
   e.   Most active/participative individual expert SWD L-Net member

The regions award their members as such in the regional PANATA activity, if applicable. The regions' awarded SWD L-Net members will be the regions' nominees for the national PANATA.

In the national PANATA the SWIDB will lead the TWG whose members are from OBSUs of the CO to determine the national winners/awardees based on set criteria per category.

For PRAISE, the award-giving activity for internal staff, the most diligent SWD L-Net secretariat from the DSWD per set criteria will also be rewarded at the national level.

2. Other than providing recognition/awards to the most participative/active L-Net members, the following recognition mechanisms will be installed:

   a. Featured regional L-Net and L-Net member in the SWD L-Net National FB group page to be updated quarterly
   b. Participation in the annual national SWD L-Net conference.

VII. L-NET MONITORING AND REPORTING

The following mechanisms are means to monitor the development of the regional SWD L-Nets:

1. Quarterly accomplishments of the regional SWD L-Nets will be captured thru the online reporting system feature of the SWIDB Technical Assistance (TA) Portal ;

2. In the existing Facebook group page and KM Portal web page, regional SWD L-Nets are free to share their initiatives/activities conducted;

3. The L-Nets are encouraged to use hashtag SWDL-Net (#SWDL-Net) when posting photos of   their activities in social media for easy tracking;

4. In the conduct of annual national SWD L-Net conference, the regional L-Nets are called to share their accomplishments, experiences and strategies to maintain and sustain the Network; and

5. Summary of Reporting of L-Net accomplishments by SWIDB through HPMES

VIII. FUNDING SUPPORT TO THE L-NET

1. SWIDB to provide funds as augmentation for the conduct of SWD L-Net meetings annually.

2. Activities for funding other than SWD L-Net meetings, SWIDB requires submission of project proposal subject for approval per availability of funds.

3. The Field Offices should allocate funds for the conduct of SWD L-Net activities to be incorporated in the regional Annual Work and Financial Plan.

4. SWIDB to link regional SWD L-Nets to other DSWD Central Office offices such as Policy Development and Planning Bureau and Research Generation and Management possible access to research funds subject to availability of external funding.

5. SWDL Net can tap resource funding from local and international sources to enhance/develop Social Welfare and Development Programs, Projects and Activities. DSWD provides technical assistance in the process of the research and the social laboratory for the conduct of the research.

IX. INSTITUTIONAL ARRANGEMENTS

A. DSWD Central Office – Social Welfare and Development Institutional Development Bureau (SWIDB)

1. Provide the technical and funding assistance to DSWD FO to ensure the functionality of the SWD L-Net;
2. Provide technical advice to L- Network on issues related to the development of capacity building activities;
3. Review capability building proposals presented by relevant groups/agency (related to capability building), in light of the SWD L-Net's and DSWD's overall strategic priorities, and provide recommendations to the network;
4. Maintain consultative and collegial collaboration with its stakeholders and intermediaries who are members of the Learning Networks;
5. Conduct annual national SWD L-Net Conference (e.g. online platforms, face to face interaction and others) for assessment and updating; and
6. Link with Policy Development and Planning Bureau and Resource Generation and Management Office of the DSWD Central Office for possible research funding

B. DSWD Field Office – SWIDB Counterpart Office

1. Act as secretariat of the Regional SWD L-Net;
2. Monitor the operation of the SWD L-Net specifically the implementation of their plan of action;
3. Provide the necessary information, technical assistance and capacity building activities towards the effective performance of the duties and responsibilities of the SWD L-Net officers and members;
4. Ensure that issues and concerns on capacity building are discussed during the meeting;
5. Ensure submission of quarterly report thru the online reporting system feature of the SWIDB Technical Assistance (TA) Portal; and
6. Include budget for SWD L-Net activities and rewards in the annual Regional Work and Financial   Plan;

C. Policy Development and Planning Bureau

1. Provide technical assistance on research and evaluation concerns;
2. Review research proposal/s developed and submitted by the SWD L-Net for possible funding; and
3. Invite SWDL-Net partners to present completed studies during Research and Evaluation Fora/Conferences.

D. Social Technology Bureau

1. Utilize researches produced by regional SWD L-Nets for consideration in the development/enhancement of responsive and innovative programs, projects, strategies, approaches or interventions
2. Link, mobilize and maintain resource network such as the SWD L-Net for technical cooperation and partnership in social technology/program development and/or enrichment e.g. research peer review/s;
3. Conduct social marketing and promotion among SWD L-Net members for replication of social protection technologies;

E. Resource Generation and Management Office

1. Review research proposal/s developed and submitted by the SWD L-Net for possible access to grants e.g. DFAT funds.

X. EFFECTIVITY

This Order shall take effect immediately upon approval and shall revoke existing Administrative Order No. 20, series of 2005.

In case any provision hereof or any part thereof be declared void or unenforceable by competent authorities such provisions will be subjected for amendments, only after a year of implementation, and the unaffected provisions shall remain valid and binding among the parties, their successors and assigns.

Issued this ____29th____ day of ____SEPTEMBER____ 2020 in Quezon City.

ROLANDO JOSELITO D. BAUTISTA
Secretary

Certified True Copy:

2 SEP 2023

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