



Republic of the Philippines
 Department of Social Welfare and Development
 Batasan Pambansa Complex, Constitution Hills
 Quezon City
 Telephone No. 931-8101 to 07

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 DEPT. OF SOCIAL WELFARE & DEV.
 Constitution Hills, Quezon City
 Nos. 931-8101 to 07

MAR 08 2004

OFFICE OF THE SECRETARY

MEMORANDUM CIRCULAR NO. 05
 Series of 2004

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

I. POLICY STATEMENT

The Department ensures that its employees are provided with opportunities for specialized trainings to enable them to function more effectively and be kept abreast with the recent developments in specific areas affecting their jobs and their career.

II. COVERAGE

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

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

III. PROCESS AND PROCEDURE

1. The Career Planning and Development Division (CPDD)/Field Office Training Unit as the unit in-charge of developing and harnessing the skills, knowledge and attitudes (SKA) of the manpower resources of the Department, shall provide, by circularizing and/or posting, necessary information on available non-academic specialized training short-term courses being offered by GA's, NGO's, the academe and different human resource development training institutions relevant to job enhancement/enrichment, career development and ultimately to the agency's mandate.

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/Field Office Training Unit in terms of:

- 1.1 course/training cost
- 1.2 relevance of the course/training to the organizational needs of the Department and the specific needs of the different units
- 1.3 relevance to the Department's thrusts and directions for the year
- 1.4 duration of the course/training

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Office of the Secretary Tel. No. 9318068/9318149/ ioc. 108 & 109 PHILIPPINES 2000	
TO/FOR: <i>Ms. Gopalena ii. ilsc. Palko</i>	DATE: <i>03/08/04</i> <i>3:20</i>
<input type="checkbox"/> For your comments <input type="checkbox"/> For your information <input type="checkbox"/> Note and Return <input type="checkbox"/> See me <input type="checkbox"/> Take action	<input type="checkbox"/> Draft reply <i>yes or large</i> <input type="checkbox"/> Circulate-staff <i>from the</i> <input type="checkbox"/> File-category <i>MC</i> <input type="checkbox"/> RUSH
REMARKS: <i>Per MC 25, S. 2003, creating the POC, the POC Secretariat is composed of staff from CPDD & Personnel Div. In this MC, the POC Secretariat is only CPDD. Let us be clear in this. If you think CPDD only should handle this (if they're able), then, let's amend MC 25. If not, then let's amend this MC. Drafts are being prepared. Karinga ITI submit ang mga draft po sa ganyan. MA. CHONA O. DAVID <i>Tricks. - Chona - Head Executive Assistant</i> </i>	

2. Based on the assessment of the program:
 - A. The CPDD/Field Office Training Unit shall either disseminate information on the program to the appropriate bureaus/services/offices or;
 - B. Send letter of regrets (Form 01) to the inviting organization.
3. Recommendations/nominations of the Bureau/Service/Office Heads and the application form for specialized training/short-term course (Form 02) shall be submitted to the CPDD/FO Training Unit for validation if the nominees meet the criteria/requirements of the training/course.
4. The CPDD/Field Office Training Unit, as the Personnel Development Committee (PDC) Secretariat, shall prepare the matrix of qualified candidates based on the duly endorsed nominations (Form 03) and submit the same to the Personnel Development Committee (PDC) for deliberation.
5. The PDC shall convene and deliberate on the qualified candidates based on the requirements of the program and the needs of the units.

In case the invitation received has a very short notice of deadline for submission of nominees, the Secretariat shall consult with concerned Unit Heads and prepare/submit the matrix of qualified candidate/s based on the pool of potentials submitted by the different units, TNA results and results of the consultations made, for referendum by the PDC.

6. The results of the deliberation shall be provided through a resolution to be submitted by the PDC to the Undersecretary for the General Administration and Support Services Group (GASSG)/Field Office Director for approval.
7. The Secretariat shall inform the candidate's supervisor of the results of deliberation and prepare request for Travel/Special Order for the chosen candidate/s.
8. The Secretariat shall inform the concerned GAs, NGO's or training institutions of the DSWD representatives to the training/course.
9. The Secretariat shall assist the participant in the preparation of the following:
 - 9.1 Voucher for Payment to the training institution
 - 9.2 Registration form

10. Upon return from the specialized training the employee shall submit a Post-Seminar Report (Sample: Form 05)/re-entry plan to the Head of his/her Unit, copy furnished the CPDD and the Social Welfare Institutional Development Bureau (SWID-B)/Field Office Training Unit.

10.1.SWID-B/Field Office Training Unit will ensure that the recipient of specialized training will re-echo learnings gained and will monitor their re-entry plan.

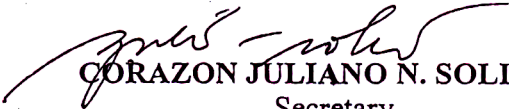
10.2.The Secretariat will establish and maintain a databank of all officials / staff who availed of local non-academic specialized trainings.

IV. SOURCE OF FUND

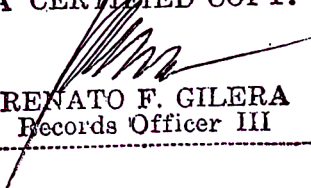
Funding source shall be from the Training and Seminar Expenses (Object 753) of the General Administration and Support Services Group (GASSG). However, training and seminar expenses may also be charged to the nominating office/s under the Programs and Policy Group (PPG) or under the Operations and Capability Building Group (DCBG).

This circular shall take effect immediately and shall supercede previous issuances inconsistent herewith.

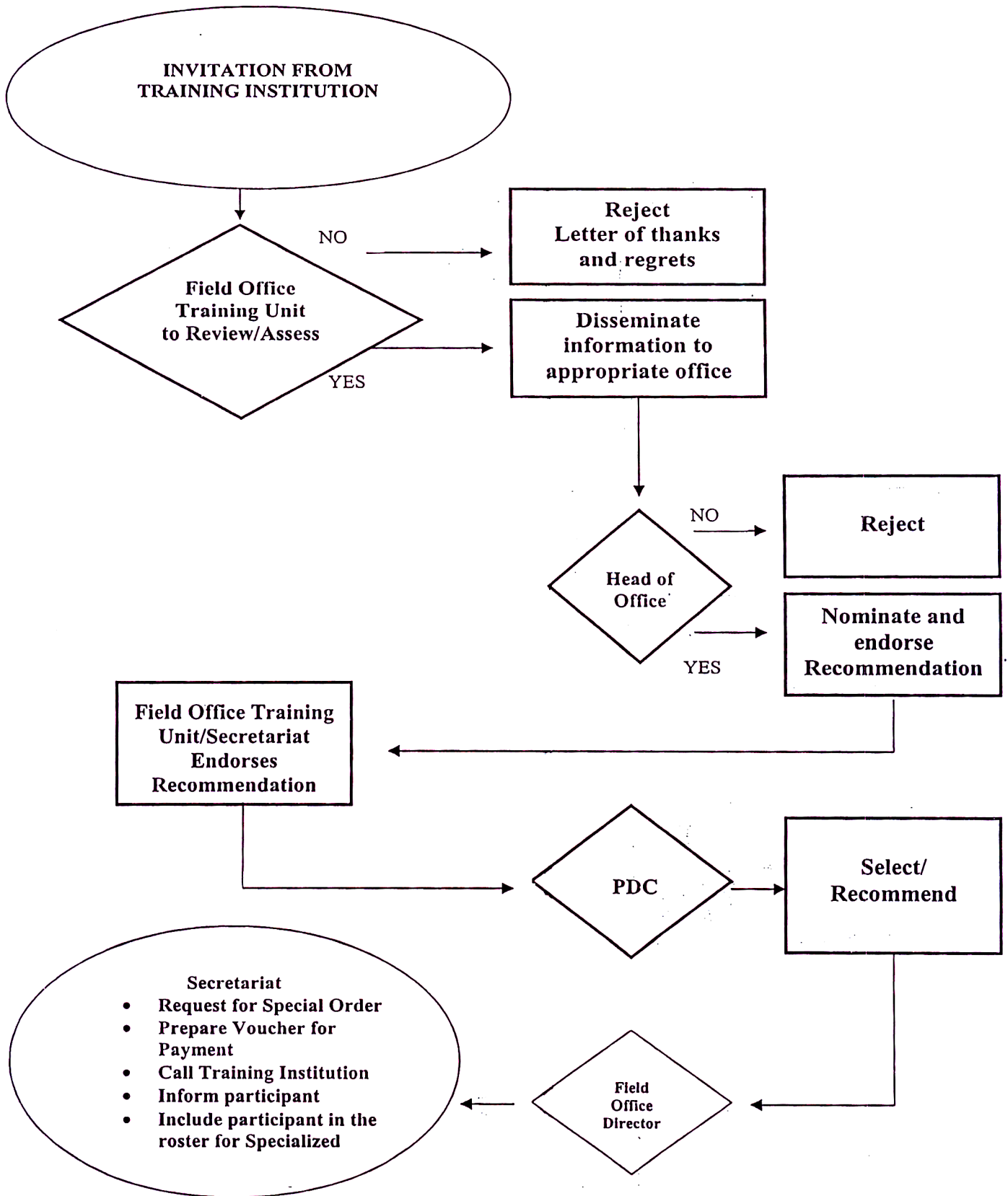
Issued in Quezon City, this 26th day of February 2004


CORAZON JULIANO N. SOLIMAN
Secretary

A CERTIFIED COPY:


RENATO F. GILERA
Records Officer III

WORKFLOW FOR SPECIALIZED TRAININGS



Dear Sir/Madam:

This is to acknowledge receipt of your letter of invitation to your training/s. 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 send participants from the Department to your training programs in the future.

Thank you.

Very truly yours,

Director
Human Resource Management
and Development Service

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Career Planning and Development Division

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 Supervisors

CAREER PLANNING AND DEVELOPMENT DIVISION

Specialized Trainings

Agenda for PDC Meeting/Referendum

Date: _____

I. Invitations Received:

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5

II. Specialized Trainings/Candidates for Deliberation:

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5

III. Others:

- 1.1
- 1.2
- 1.3

CPDD LOCAL SPECIALIZED POST TRAINING REPORT

Name _____
 Position/Designation _____ Office/Unit _____
 Conference/Training/Seminar Title _____
 Training Institution _____
 Date _____ Venue _____

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

I. Program/Course Content:

- Idea and expectations on the course. Indicate the manner in which the course design was prepared, the effectiveness of the lectures. Your impression must also indicate the efficiency of the overall administration and legislative support.
- 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. Applicability and availability of materials used to maximize and duplicate training in DSWD.

II. Problems Encountered

- Venue (appropriateness for learning)
- Schedule
- Training Methodology
- Course Content
- Training staff
- Resource Person/s
- Funding

III. Recommendations

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

IV. Re-Entry Plan

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMMENTS ON THE DRAFT
GUIDELINES ON LOCAL SPECIALIZED TRAINING

POLICY	COVERAGE	PROCESS AND PROCEDURE	OTHERS	REMARKS
			<p>We find the Guidelines comprehensive so that we do not have further suggestions except for the inclusion of a provision/section on the source of funds, whether this will be charged against the sending unit/s of CPDD. In view of our repositioned structures/mandates, we suggest that funds be provided by the CPDD in the same manner that it provides funds for trainings abroad, subject to existing COA rules and regulations.</p>	<p>Ok - Sec. P</p>
		<p>Specify the selection process e.g. is there a need for an interview, only through records review and others.</p>	<p>Since a matrix of consolidation of all applicants is available, could we possibly have an application form to be filled up by the interested participants - this will be the source of needed information per Form No. 01 and Form No. 03.</p> <p>Eligibility criteria of the staff - since most of our MOA Workers are holding level II Position (Technical Staff), they need these specialized trainings to enable them to function more effectively and be updated with the recent developments in their specific areas of assignment. Are the MOA Workers included in this Memo Circular?</p>	<p>Ok - From</p> <p>MOA Workers included in we have a policy that employees outside spe training</p>
		<p>1. There was an indication in the draft guidelines that this program intends to be proactive such as in procedure #6. In consonance with this, we suggest that CPDD starts preparing a roster of qualified training applicants. The TNA serves as the basis for this. If this will be the process, all CPDD needs to ask is the justification from the superior of the qualified applicant.</p>		<p>1. Incorporate (for invitation short deadline submission nominees) Under normal circumstances Unit will still make the ne</p>

POLICY	COVERAGE	PROCESS AND PROCEDURE	OTHERS	REMARKS
		<ol style="list-style-type: none"> 2. The guidelines did not provide/indicate specific criteria on how the applicants will be selected or rated. The matrix (CPDD Form 03) did not include specific criteria but would only present the profile of applicants who meet the requirements of the program. 3. Based on experience, procedure #4 should only indicate validation from the CPDD since it is the Bureau/Office concerned that determines who is qualified for the training within their respective offices based on the information of the program that you have circulated. 4. We also believe that meeting set deadlines is critical. And so we suggest that this guideline specifies timelines for each task that needs to be done. For instance, how many days the bureau should be able to submit its recommendations, how many days would take before the matrix is reviewed by the PDC, and so on and so forth. 		<ol style="list-style-type: none"> 2. Criteria still be fine-tuned by 3. Ok- Sec. III - 3 4. Everything is immediately or soonest possible
		<ol style="list-style-type: none"> 5. Please check consistency of how the procedures are reflected in the workflow. We have noted that in the written procedure, that the PDC secretariat provides assistance in the vouchers, registration form. However, in the workflow, it is the CPDD that provides this assistance. Maybe there's a need to indicate that assistance is provided by the PDC secretariat instead of CPDD. 6. For more clarity in delineation of functions, we suggest to separate the tasks between CPDD or PDC Secretariat and PDC. 7. Aside from submitting post seminar report, we also suggest inclusion of the need for the trained employee to come-up with a plan on the application of her/his learning. 		<ol style="list-style-type: none"> 5. Ok; workflow 6. Ok 7. Ok- Sec. III - 1

POLICY	COVERAGE	PROCESS AND PROCEDURE	OTHERS	REVISIONS
	<p>Local and non-academic specialized trainings refer to locally-offered short courses that do not lead to a degree. These include seminars, symposia, conferences and conventions with specific topics/theme conducted by other government agencies, non-government agencies, academe, institutions and other recognized training institutions providers.</p>	<ol style="list-style-type: none"> 1. Statements 1 & 2 are more of policies than procedure 2. Clustering should be made in the procedures such as: <ul style="list-style-type: none"> > Those activities done by CPDD prior to endorsement to PDC and after PDC deliberations > PDC's tasks 	<p>Matrix of Candidate for Specialized Training program The matrix should include data such as latest attendance to local/foreign training and/or current assignment, involvement which he/she could utilize learnings gained.</p>	<ol style="list-style-type: none"> 1. Revised statement should include procedure 2. Procedure should be chronological following the - Matrix of Candidate for Specialized Training revised
		<p>A. To add on III. Process and Procedure</p> <ol style="list-style-type: none"> 1. Provision that in case of specialized training for communication, media relations, social marketing and advocacy, the concerned unit may also explore available seminars and other for a, which will be submitted to the CPDD for appropriate action. 2. Item No. 3 CPDD should disseminate it first to the concerned unit prior to sending letter of regrets to the inviting organization. The concerned unit should be given opportunity to assess the relevance/appropriateness of the training program. <p>B. As PDC Secretariat, we suggest the following:</p> <ol style="list-style-type: none"> 1. The CPDD should also inform officially candidates who were not chosen on the results of the deliberation so they will know the reason why they were not selected. 		<p>A.</p> <ol style="list-style-type: none"> 1. Ok-Section 2. Not incorporated because delayed <p>B.</p> <ol style="list-style-type: none"> 1. Ok-Section
	<p>Organizations (12-2-03)</p>	<ol style="list-style-type: none"> 1. Relevance of the program to the organizational needs of the Department and the specific needs of the different units. How about duration? Relevance to thrusts and directions for the year? Training agenda? 		<ol style="list-style-type: none"> 1. Ok-Section

	POLICY	COVERAGE	PROCESS AND PROCEDURE	OTHERS	F
			<ol style="list-style-type: none"> 2. In case the invitation received has a very short notice of deadline for submission of nominees, the Secretariat shall likewise prepare the <u>matrix of qualified candidate/s</u> and process same by consulting/confirming for the deadline of office concerned and submit recommendations for referendum by the PDC. <u>Where will this be sourced?</u> 3. The results of the deliberation shall be provided through a resolution to be submitted by the PDC to the Undersecretary for the General Administration and Support Services Group (GASSG) or his/her duly designated representative for approval; <u>should be through the supervisor</u> 4. Upon return from the specialized training the employee shall submit a Post-Seminar Report to the Head of his/her Unit, copy furnished the CPDD and the Social Welfare Institutional Development Bureau; <u>what about learnings of staff, how are they utilized</u> 5. Forms 01 & 02 need not be enclosed, these are <u>internal to CPDD</u> 6. Remove names in the forms; we should formulate official forms that can withstand changes in personality & time 		<ol style="list-style-type: none"> 2. From con Unit Head potential the units Section II 3. Ok-Section 4. Ok-Section 5. Ok 6. Ok
			<ol style="list-style-type: none"> 1. Where the Bureau can recommend/endorse a specific training program that is seen as a need (e.g. in line with Bureau function which can be of help to program development/conceptualization/pilot testing). 2. Where the Bureau staff was not endorsed by the committee despite the immediate need due to relevance of the training to the Bureau's KRA. 3. Where invitations are directly addressed to the Bureau. 		<ol style="list-style-type: none"> 1. Ok-Section 2. Will be re the Sele 3. Ok- Section

N	POLICY	COVERAGE	PROCESS AND PROCEDURE	OTHERS	
a on				Work flow only covers Central Office	Ok-inclu for Field
		<p>The guidelines .. refers to locally-offered <u>non-academic specialized training and other short-term courses</u>... These include seminar, symposium and <u>conferences/conventions</u> with specific topics/themes being conducted by <u>government agencies (GA's)</u>, <u>non-government organizations (NGO's)</u>...</p>	<p>1. ... shall provide by circulation and/or posting necessary information on available non-academic specialized training/short-term courses being offered by GA's, NGO's, The Academe and different — relevant to job <u>enhancement/enrichment, career development and ultimately to the agency's mandate</u></p> <p>Invitations to specialized training/ <u>short-term courses received from the above mentioned sources</u></p> <p>1.1 course/training cost 1.2relevance of the <u>course/training</u></p> <p>3 Application form for <u>specialized training/short-term course</u></p> <p>4. Spell out PDC</p> <p>5. Use <u>PDC</u> instead of Committee</p> <p>8. ... concerned <u>GA's, NGO's or training institutions</u></p> <p>10. interchange 10.1 & 10.2</p>	<p>IV. Budgte and Source of Fund - remove Budget "Funding source shall be from the training and Seminar Expenses (Object 753) of the <u>Gen. Administration and Support Services Group (GASSG)</u>. However, <u>training and seminar expenses may also be charged to the nominating office/s under the Operations and Capability Building Group (OCBG)</u>.</p>	Ok - inco guideline

al doc.
Local Specialized training (matrix)