

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
National Capital Region

TO : ALL RMANCOM MEMBERS
ALL CENTER/RESIDENTIAL CARE FACILITY HEADS
ALL SOCIAL WELFARE SPECIALISTS
ALL UNIT/SECTION HEADS
RPMOs

FROM : THE REGIONAL DIRECTOR
DSWD-NCR

SUBJECT : Sharing of RMO No. 003 Series of 2019: Amending Regional Administrative Order #363 Series of 2004 also known as Style Guide in Writing Letters, Memoranda, Project Proposals, Documentation Report, Feedback Reports, Regional Special/Administrative Order, Terms of Reference and Manual of Operations

DATE : March 29, 2019

This is to share with you the copy of the Regional Memorandum Order No. 002 series of 2019 known as Amending Regional Administrative Order #363 Series of 2004 also known as Style Guide in Writing Letters, Memoranda, Project Proposals, Documentation Report, Feedback Reports, Regional Special/Administrative Order, Terms of Reference and Manual of Operations approved and issued dated March 22, 2019.

For SMO, ensure to share the said RMO to all FO-NCR staff and ensure implementation of this policy guideline. Likewise, install monitoring mechanism to evaluate its effectiveness and include in the report on the monitoring of compliance to DSWD policies/issuances every end of each semester.

For your information, ready reference and guidance.


VICENTE GREGORIO B. TOMAS

MML/MIG/rsga

DSWD-NCR
RECORDS MANAGEMENT SECTION

Received by: CARLOS
Date/Time: 04/02/19

PJ

Department of Social Welfare and Development
National Capital Region
389 San Rafael corner Legarda Streets, Sampaloc, Manila

REGIONAL MEMORANDUM ORDER

NO. 003
Series of 2019.

**AMENDING REGIONAL ADMINISTRATIVE ORDER #363 SERIES OF 2004 ALSO
KNOWN AS STYLE GUIDE IN WRITING LETTERS, MEMORANDA, PROJECT
PROPOSALS, DOCUMENTATION REPORT, FEEDBACK REPORTS, REGIONAL
SPECIAL/ADMINISTRATIVE ORDER, TERMS OF REFERENCE and MANUAL OF
OPERATIONS**

I. Rationale

The issuance of Regional Administrative Order No. 369 Series of 2004 is one of the strategies of the region to implement the austerity measure as to administrative cost incurred such as coupon bond, computer ink and alike from the erroneous communications due to repeated minor revisions in work output of the staff. However, due to the Branding Guidelines released by the Social Marketing Service in 2016, the need arises to update RAO No. 369 Series of 2004, hence this amendment.

Further, the need to maintain a uniform format in preparing basic communications such as writing letters, memoranda, project proposals, documentation report and among others is essential in a government agency with numerous divisions/units/sections and Centers and Residential Care Facilities in order to develop culture of "oneness and consistency" in communications through a written medium. This amendment is also one of the strategies to increase the efficiency of the staff wherein revisions to one and the same communication could have been avoided and other tasks can still be done. This maximizes the time and effort of the staff and resources of the office.

II. Legal Bases

1. Regional Memorandum Order #04 series of 2016 or the Amendment of RMO No. 003 series of 2012 entitled "Guidelines on the Institutionalization of Capability Building (CB) Focal Persons in the DSWD Centers/ Residential Care Facilities, Units, and Sections (C/RCS/U/S)"
2. Memorandum Circular No. 9 series of 2015 or the Guidelines on the implementation of the DSWD Brand Design and its Consistent Application in All Agency, Collaterals, Communications and Marketing Materials.
3. RMO No. 003 series of 2012 entitled "Guidelines on the Institutionalization of Capability Building (CB) Focal Persons in the DSWD Centers/ Residential Care Facilities, Units, and Sections (C/RCS/U/S)"
4. Administrative Order No. 16 series of 2010 or the Framework and Guidelines for Capability Building of DSWD Social Protection Intermediaries and Stakeholders that provides guidelines on managing LDIs/ CBAs.

(1)References: Brand Design and Its Application (2016)- official branding guidelines Issues by DSWD CO- Social Marketing Services.

(2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions

5. Memorandum Circular No. 07 series of 2010 or the Terms of Reference on the Use of Standard Forms on Training Design, Syllabus, and Documentation which aims to provide standards for the format and contents in the design and documentation of training programs and other related capability building activities.
6. DSWD Administrative Order No. 20 series of 2004 or the Omnibus Policies and Guidelines on the Management of DSWD Capability Building Efforts
7. Regional Administrative Order #393 series of 2004 or the Style Guide in Writing Letters, Memorandum, Project Proposals, Training Documentation and Feedback Report which aims to maintain a uniform guide/ format for writing letters, memorandum, project proposals and training documentation.

III. Objectives

General: This Guideline aims to provide FO staff guide and standards in the preparation of basic documents in the Department such as Letters, Memoranda, Project Proposals, Training, Documentation Reports, Feedback Report, Terms of Reference, Regional Special Order/Administrative Order and Manual of Operations.

Specifically, it aims:

1. To promote common understanding and reference on the format and contents of the different forms necessary in preparing basic documents;
2. To systematize the documentation process that would generate relevant and timely data and information that will further support the Department's austerity measures and maximizing time and effort of the staff.
3. To come up with a comprehensive and proper documentation of relevant data as basis for sound decision-making.

IV. Scope & Coverage

This order shall be used by all the Divisions, Offices, Units, Sections, Center/ Residential Care Facilities in the Field Office of the National Capital Region (NCR). This guide is limited only for writing letters, memoranda, project proposals, documentation reports, feedback reports, Regional Special/Administrative Order and Manual of Operation.

V. Definition of Terms

Capability Building Activities (CBA)- otherwise known as Learning and Development Interventions (LDI) refers to the organizational activities which aimed at bettering the performance of the individuals and groups Knowledge, Attitude, and Skills (KAS) which harnesses the innate talents of internal staff and/ or partner stakeholders to perform their job well and to maximize their potential for learning and growth.

Project Proposal – refers to a document that provides the over-all picture of your proposed activity.

Memorandum- brief communication written for interoffice circulation.

(1)References: Brand Design and Its Application (2016)- official branding guidelines issues by DSWD CO- Social Marketing Services.

(2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions.

Documentation Report- refers to a document that serves as proof of the occurrence of an activity.

Regional Special Order – refers to authority provided to regular and contractual staff to attend/participate to activity/training/meeting.

Regional Administrative Order – refers to authority provided to Contract of Service and Job Order staff to attend an activity/training.

Feedback Report – refers to a document which contains evaluative or descriptive information about an action or event.

Terms of Reference – a document that defines all aspects of work to be done or services need to be delivered. It includes outline of responsibilities and provides clear description of the project.

VI. General Policies

1. All letters, memoranda, reports, and project proposals shall be reviewed by the Division/Unit/Section Head prior to the approval by the Field Office Regional Director;
2. All capability building activities should be anchored in the existing Institutional Development Agenda or Organizational Outcome of the Department and should facilitate knowledge development and management;
3. Human Resource Management and Development Division specifically Learning and Development Section shall serve as clearing house for capability building activities concerning competency-based of internal staff while Capacity Building Section when it comes to program based activities;
4. All D/U/S/C/RCF shall use prescribed template as indicated in this guideline and follow the guide in accomplishing the forms.
5. All D/U/S/C/RCF shall strictly follow the set timeline.
6. All D/U/S/C/RCF shall use the official paper with letter head/logo paper for letters (DSWD-CO and other FOs and external)
7. All documents shall strictly use "Arial Bold", size 11 or "Times New Roman Bold, size 12 as font style.
8. Initials shall be affixed on the second/file copy of the document.

VII. Implementing Procedures

Guide in Preparing/ Accomplishing the Forms

A. Guide for Writing Memorandum

1. Use a full block format;
2. "FOR, FROM, SUBJECT, & DATE" arranged consecutively in Caps Lock and Bold Letters;
3. Use "FOR" to address the person with higher position or authority or of the same level/ position as the one writing the memorandum;
4. Use "TO" if the person being addressed is a subordinate;
5. The name of the person being addressed should be written in all caps lock and in bold letters;
6. The subject matter is written in small caps and bold letters;

(1)References: Brand Design and Its Application (2016)- official branding guidelines issues by DSWD CO- Social Marketing Services.

(2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions

B. Guide for Writing Letters

1. Use paper with logo;
2. Use a full block format;
3. Inside Address:

Name (caps lock, bold) : **HONORABLE GUIA G. GOMEZ**
 Position (regular) : Mayor
 Complete Address : San Juan City Hall, Pinaglabanan,
 San Juan City

4. Salutation:

Dear Ms. / Mr. or position (surname): Dear Mayor Gomez
 Dear Sr. Binco

5. Complimentary Close:

Very truly yours,

6. Use draft paper for letter is still for review;
7. Use "draft print quality" for file copies;
8. Always "justify" the paragraph for proper alignment;
9. Tone of the letter always be in third person;

10. Margins:

- Top (after the logo) : 0.75 inches
- Left margin: 1.25 inches;
- Right margin: 1.25 inches; and
- Bottom margin: 1.00 inch

11. Use "Arial Bold", size 11 or "Times New Roman Bold, size 12 as font style

SUGGESTED STYLE/ TONE	AVOID USAGE
Use of "hereby" or "undersigned"	Fill the letter with I/ You/ We
Use of phrase: "This is to acknowledge..." "The Department would like to thank you..." "The Field Office received..."	"I would like to acknowledge.." "I received...." "Thank you..."
Opening the letter with "Regarding the..." "Referring to..." "Per your letter.."	"Your letter.."

Note: Please see Annex D for sample letter to external stakeholder/s

(1)References: Brand Design and Its Application (2016)- official branding guidelines issues by DSWD CO- Social Marketing Services.
 (2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions

C. Guide for Writing Feedback Reports

1. All staff who attended capability building activities should submit feedback report five (5) days after the conduct of the activity using the prescribe template and can be use another sheet for further learning/insights.
2. This must be submitted to the immediate supervisors and copy-furnish the Human Resource Management and Development Division specifically the Learning and Development Section. (Please see Annex E for sample feedback report)
3. Use a full block format;
4. Use "draft print quality" for file copies;
5. Always "justify" the paragraph for proper alignment; and
6. Margins:
 - Top : 1.25 inches;
 - Left margin: 1.25 inches;
 - Right margin: 1.25 inches; and
 - Bottom margin: 1.00 inch
7. Use "Arial Bold", size 11 or "Times New Roman Bold, size 12 as font style;
8. Follow the guide questions in accomplishing form; and
9. Signature of the staff who prepared the report must be affixed on top of his/ her name.

D. Guide for Writing Project Proposals and Documentation of Capability Building Activities and other program/project activities

1. Use a full block format;
2. Use "draft print quality" for file copies;
3. Always "justify" the paragraph for proper alignment;
4. Margins:
 - Top : 1.25 inches;
 - Left margin: 1.25 inches;
 - Right margin: 1.25 inches; and
 - Bottom margin: 1.00 inch
5. Use "Arial Bold", size 11 or "Times New Roman Bold, size 12 as font style;
6. Project Proposals (with complete attachment) must be submitted to HRMDD - LDS/CBS 90 days prior to the conduct of the activity to provide time for review as to content and methodology and subsequent recommendation to the Management for approval. (Please see attached Annex F for the format of Project Proposal and Annex G for sample Project Proposal.)
7. The Documentation Report of Capability Building Activities should be submitted five (5) days after the conduct of the activity. (Please see Annex H for the sample Documentation Report.)
8. Follow the prescribed format in accomplishing form.
9. Executive Summary/ Full Documentation Report shall be submitted 15 days after the training while highlights of the activity shall be submitted 5 days after the activity.

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(2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions

E. Guide for Drafting Regional Administrative/Special Order to participate/attend to activities and meetings

1. Use a full block format;
2. Use paper without logo, type only the complete heading;
3. Use "draft print quality" for file copies;
4. Always "justify" the paragraph for proper alignment;
5. Margins:
 - Top : 1.25 inches;
 - Left margin: 1.25 inches;
 - Right margin: 1.25 inches; and
 - Bottom margin: 1.00 inch
10. Use "Arial Bold", size 11 or "Times New Roman Bold, size 12 as font style;
11. Regional Special/Administrative Order to attend/participate to activities shall be submitted five (5) days prior the conduct of the activity. (Please see attached sample format of RSO/RAO as Annex I and J)

F. Guide for Drafting Terms of Reference (TOR) for procurement of goods, services and infrastructure projects

1. All D/U/S/C/RCFs shall strictly follow the prescribed template. (See Annex K)

G. Guide for Drafting Manual of Operation and Policy Guideline

1. All D/U/S/C/RCFs shall strictly follow the prescribed template. (See Annex L)

VII. EFFECTIVITY


This order takes effect immediately and revokes all previous orders contrary thereto.

Issued in Manila. This 22nd of March, 2019.


VICENTE GREGORIO B. TOMAS
Regional Director

(1)References: Brand Design and Its Application (2016)- official branding guidelines issues by DSWD CO- Social Marketing Services.
(2)Guidebook on Learning Management series of 2017- reference materials for Training Specialists (TS) and other staff who are performing the same or related functions

Annex A: Sample Memorandum for DSWD-Central Office and other Regional Field Offices

 Department of Social Welfare and Development National Capital Region							
MEMORANDUM							
	File/ Ref. No. Date: February 14, 2018						
FOR	Mr. CEZARIO JOEL C. ESPEJO The Director Social Marketing Service DSWD-Central Office						
ATTENTION	Ms. CARINA A. JAVIER President of Federation of Solo Parents Luzvimin DSWD-Central Office						
FROM	THE DIRECTOR IV DSWD-NCR						
SUBJECT	<u>Social Welfare and Development Forum for the 2nd Semester 2018</u>						
<p>The Department of Social Welfare and Development-National Capital Region will be conducting the 1st Semester Social Welfare and Development Forum focusing on the "Amendments to the Solo Parents Welfare Act" on October 9, 2018 from 8:00 a.m. to 4:00 p.m. at the Rosemead Inn Inc. (Icon Hotel North Edsa)</p> <p>The forum aims to present the situationer of Solo Parents in Metro Manila and discuss the salient features of the amendment of Solo Parent Welfare Act to eighty-nine (89) target participants composed of LGU Focal Person and Federation President, partner Social Welfare and Development Agencies, staff of DSWD-NCR and Pantawid Pamilya Beneficiaries who are Solo Parents.</p> <p>Relative to this, may we request Ms. Carina A. Javier to be one of the Resource Persons to discuss the following topics (Please see attached program):</p> <table border="1" data-bbox="242 1243 1337 1444"> <thead> <tr> <th>TOPICS</th> <th>TIME</th> </tr> </thead> <tbody> <tr> <td>1. National Situationer of Solo Parents</td> <td>9:00 A.M.- 10:00 A.M</td> </tr> <tr> <td>2. House Bill 3398 an act amending the "Solo Parents Welfare Act of 2000"</td> <td>1:00 P.M.-2:30 P.M</td> </tr> </tbody> </table> <p>We will also appreciate receiving a copy of the presentation materials through email at cbu.foncr@e-dswd.net which will enable us to reproduce prior to the activity.</p> <p>Our staff Mmes. April P. Alianza or Glochelle C. Baraga of the Capacity Building Section will be willing to assist you should you have further clarifications/ concerns or you may reach them at telephone numbers 310-1433 or 733-0010 loc. 212.</p> <p>For your consideration.</p> <p>VINCENTE GREGORIO B. TOMAS</p>		TOPICS	TIME	1. National Situationer of Solo Parents	9:00 A.M.- 10:00 A.M	2. House Bill 3398 an act amending the "Solo Parents Welfare Act of 2000"	1:00 P.M.-2:30 P.M
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Annex B: Inter-Office Memorandum

Department of Social Welfare and Development National Capital Region 389 San Rafael corner Legarda Street, Sampaloc, Manila		
MEMORANDUM	File/ Ref. No.	
	Date:	April 10, 2018
FOR	Mr. VINCENT GREGORIO B. TOMAS Regional Director, DSWD-NCR	
THROUGH	Ms. MANUELA M. LOZA SWO V	
FROM	THE SWO VI CHIEF Institutional Development Division	
SUBJECT	<u>Target Dates/ Plans Re: Advocacy Action Plans in Support of the DSWD Priority Legislative Measures for the 17th Congress</u>	

This is has reference to your memorandum dated April 5, 2017 regarding the above-mentioned subject which the Capacity Building Section received on April 7, 2017.

Relative to this, please be informed that Institutional Development Division conducted the following activities in support to the DSWD priority legislative measures for the 17th Congress:

Legislative Agenda	Activity	Date	Venue	Responsible Section/ Unit/ Offices
1. Amendments to the SOLO Parent's Welfare Act	2 nd Semester Regional Social Welfare and Development (SWD) Forum	November 22, 2016	Hotel Kimberly Malate, Manila City	CBS Planning unit SU HRDS GASSD NHTS-PR Pantawid Pamilya Standards Unit
2. Social Welfare and Development Agencies (SWDAs) Act	Program Implementation Review of Regional ABSNET Federation	December 14, 2016	Mabuhay Manor, Pasay City	Standards Unit

In addition, the Standards Unit also shared the above-mentioned Legislative Agenda No. 2 during their ABSNET Meeting (Please see attached list of activities).

Also, please be informed that the SWD Forum Committee will be conducting a meeting on April 25, 2017 to discuss the focus of the forum for this 1st Semester of 2017. Rest assured that other Legislative Agenda will be considered for this year's Forum.

For your information and reference.

ADA A. COLICO

Annex C: Memorandum from Center and Residential Care Facilities

Department of Social Welfare and Development National Capital Region		
Sanctuary Center Welfareville Compound, Addition Hills, Mandaluyong City		
MEMORANDUM		File/ Ref. No.
		Date: April 27, 2018
FOR	Mr. VINCENT ANDREW T. LEYSON Regional Director, DSWD-NCR	
THROUGH	Ms. EDNA J. SACEDOR SWOV/ OIC-ARD for Operations and KM Chairperson	
ATTENTION	Ms. ROWELA F. HIZON SWO V/ OIC-Chief, Protective Services Division Mr. RYAN MAGANTE SWO II/ OIC-Head, Capacity Building Section	
FROM	THE SWO IV/ Concurrent Head Sanctuary Center	
SUBJECT	<u>Enhanced Good Practice Documentation Report</u>	
<p>This is to submit the attached enhanced documentation report of Sanctuary Center entitled: "IWAS GALIS: Preventing and controlling occurrence of Scabies in residents of Sanctuary Center" based on the inputs and comments of Knowledge Management Team during the 1st quarter meeting on March 19, 2018 at the Karunungan Conference Room, DSWD-NCR.</p> <p>For your reference and approval.</p> <p>ROWELA F. HIZON</p>		

Annex E: Sample Feedback Report

**Department of Social Welfare and Development
National Capital Region**

Feedback Report

Name: Karlo Francisco M. Rojo	Position: SWO II	Office: Protective Services Program
Report Submitted to: Mr. Vincent Gregorio B. Tomas Regional Director	Date Submitted: April 21, 2019	
Cc: Report to:		
<p>Ms. Hazel T. Militante Chief, Protective Service Division</p> <p>Mr. Jeremiah Joe C. Farol SWO III/ OIC, Soc Pen</p> <p>Ms. Ada A. Colico Chief, Human Resource Development Division</p> <p>Ms. Trisha Mae R. Flores Head, Learning and Development Section</p>		

Title of Training: Consultation Workshop on Refined MFOs Narrative and Statistical Reports	Date and Time of the Training: June 23, 2016 (8:00am-5:00pm)
Venue of the Training: Nayon ng Kabataan, Conference Room	Organizer of the Training: Policy Development and Planning Section

A. RELEVANCE OF TRAINING TO PRESENT WORK:

One of the major functions of the Department is to look for the welfare of its employees in terms of giving them the opportunities to enhance their knowledge, attitude and skills. Hence, the Department thru the Capacity Building Section initiated training for the staff entitled "Capacitating the CB Focal Persons on Needs Assessment".

Being a participant in the training it is very timely and relevant for me as a new staff in Protective Services Program and what I have learned and experience in the training will further improve my knowledge and skills as CB Focal Person.

All topics discussed during the training are appropriate to my work setting specifically the ADDIE Model which is to Analyze, Design, Develop, Implement, and Evaluate. This serve as a guide on how to become an effective learning manager.

Personally, the topics that are more applicable to me are the discussion of job role of a training specialist, the challenges and competencies (knowledge, skills, and attitude) that a worker must possess. This provides motivation to do work better and gave an idea on the roles and responsibilities of a learning manager.

One of the technology that I learned in the said activity is administering the google form which is a big help to all IDCB focal to easily conduct evaluation of the training/ activity/ workshop for easy preparation of documentation

B. CONCRETE OUTPUTS EXPECTED/AGREED WITH SPECIFIC TIMELINE

1. Share to co-staff the knowledge gained about google form during the section staff meeting
2. Practice learning through usage of the google form during conduct of every capability building activities.

C. COMMENTS AND RECOMMENDATIONS

The abovementioned activity made the participants competent in designing and developing capability building activities. The methodologies are not impositive and encourage active participation.

The Training Team are very facilitative and accommodating in addressing the concerns of the participants. While the Resource Person is very knowledgeable and confident in discussing their topics. Likewise, sharing their experiences inspires me to do better.

With regards to the venue, the conference room is big which gives the participants space to do workshops and group activities.

OTHERS

For the training management team to continuously conduct this kind of activities for further enhancement of the skills and competencies of Capability Building Focal Persons.

Annex G: Sample Project Proposal

Project Proposal

Components of the Proposal	Description/ Detailed Information
VIII. ACTIVITY INFORMATION	
PROPOSAL TITLE	Training for Middle Managers on Level Up Leadership: Developing Self and Leading Others
PROPOSED DATE AND VENUE	November 27-29, 2018 Hotel within Metro Manila
PARTICIPANTS	40 participants (35 Middle Managers (Social Workers) and 5 Training Team including the Resource Person)
PROPONENT	Capacity Building Section
FUNDING REQUIREMENT	Php 299, 000.00
FUNDING SOURCE	Direct Release Fund
IX. RATIONALE	
<p>The Department, recognizing the importance of human resource development, shall provide a nurturing environment for staff development in a manner that continuously build and develop excellent public servants by harnessing their potentials and creativity. Thus, the need to enhance capacities of the middle managers along leadership are seen important towards reviving positive relationships, inspiring people towards better performance, applying both in personal life and at work.</p> <p>Transformational leadership is a process where leaders and their followers raise one another to higher levels of morality and motivation (James Mc Gregor Burns, 1978). Through these training, middle managers may improve their own performance towards career development; focus their attention on their staff to improve their communication and work hard to help them achieve their goals and eventually, an improvement of the overall organizational goals.</p> <p>The ability to effectively lead teams, transform entire organizations, and achieve goals comes not from an inherent set of personality traits but from the mastery of skills essential to the success of leaders. Thus, this proposal.</p>	
X. OBJECTIVES	<p>Performance Objective:</p> <p>At the end of the 3-days activity, the middle managers will be equipped with behaviours and leadership skills primarily for self-development, leading others and for the efficient organization performance.</p> <p>Enabling Objective: Specifically, the participants will be able to:</p> <ol style="list-style-type: none"> 1. Distinguish the different leadership styles and its characteristics; 2. Understand different generational mind set and appropriate approaches; 3. Develop creativity and innovations; 4. Recognize the other's experiences of transformational learning and how to enact change in the Department; and

	5. Develop a plan for personal and/ or organizational transformation.												
XI. EXPECTED OUTPUTS	<p>Below are the outputs expected to of this CBA:</p> <ul style="list-style-type: none"> • 40 Participants were able to develop creativity and innovations on how to become a better leader • Able to develop a 3 year personal and organization plan 												
XII. MEASURES TO ASSESS QUALITY OF THE ACTIVITIES	<p>A pre-test will be conducted before the start of the input session to determine current knowledge of the participants on particular areas of concern. The same test will be administered to measure gains of the participants from the discussion</p> <p>A post training evaluation form will also be administered to generally assess the training in terms of achievement of its objectives, delivery of topics and facilitation, logistics and other factors that form parts of the learning engagement.</p>												
XIII. DESCRIPTION OF THE ACTIVITY	<p>This will be a three-day live-in training that will enhance the knowledge, skills, and attitude of the Middle Managers specifically with salary grade 18 and up considering that they are in the supervisory and management level.</p> <p>The Capacity Building Section will be the training manager. Outsourced professionals will be tapped to serve as resource person/s to assist in the achievement of the objectives of this activity.</p> <p>In this dynamic 3-day activity, the participants will learn all of the different leadership styles and its characteristics, generational mindset, and critical elements that successful leaders must master to deliver results. Likewise, they will reflect on the leadership approach, will be exposed to leadership tools, and receive coaching on how to leverage these next-level practices to achieve their career and organizational goals.</p> <p>Methodologies to be applied in the activity will be lecture-discussion, group exercises to illustrate skills, individual reflection and open forum.</p>												
XIV. RESOURCE REQUIREMENTS	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Breakdown</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Board and Lodging</td> <td>Php1,800.00 x 40 pax x 3 days</td> <td>Php 216,000.00</td> </tr> <tr> <td>Supplies</td> <td>Php100.00 x 35 pax</td> <td>Php 3,500.00</td> </tr> <tr> <td>Honorarium for Resource Person/s</td> <td>Php1,000.00 x 1 Resource Person/s x 24 Hours</td> <td>Php24,000.00</td> </tr> </tbody> </table>	Particulars	Breakdown	Total	Board and Lodging	Php1,800.00 x 40 pax x 3 days	Php 216,000.00	Supplies	Php100.00 x 35 pax	Php 3,500.00	Honorarium for Resource Person/s	Php1,000.00 x 1 Resource Person/s x 24 Hours	Php24,000.00
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Honorarium for Resource Person/s	Php1,000.00 x 1 Resource Person/s x 24 Hours	Php24,000.00											

	CPD/ Miscellaneous fees	Php3,000.00	Php3,000.00
	Total	Php246,500.00	
RECOMMENDATION	It is recommended that this proposal be approved and the amount of Two Hundred Forty Six Thousand Five Hundred Pesos (Php 246, 500.00) be charged against Direct Release Fund		
SUBMITTED BY:	Mayel Perucho, SWO II Capacity Building Section		
NOTED BY:	Ryan Magante, SWO II/OIC-Head Capacity Building Section		
REVIEWED BY:	Rowela F. Hizon, OIC-Chief Protective Services Division		
RECOMMENDING APPROVAL:	Edna J. Sacedor Assistant Regional Director DSWD-NCR		
APPROVED BY;	Vincent Gregorio B. Tomas Regional Director DSWD-NCR		
CERTIFIED AS TO AVAILABILITY OF FUNDS	Alicia K. Pagaduan, Chief Finance Management Division		

Annex H: Sample Documentation Report

**Department of Social Welfare and Development
National Capital Region
389 San Rafael Street corner Legarda Street Manila**

DOCUMENTATION REPORT

(Title of the Activity)
Date and Venue of the Activity

I. Background Information

- Rationale

II. Objectives:

- Performance Objective
- Enabling Objectives
- Expected Outputs

III. Profile of Participants

Name	Sex	Position/ Designation	Office/ Organization
1.			
2.			
3.			
4.			

Note: table or graph can be used in this part with narrative description

IV. Highlights of the Activity

Activity	Analysis and Abstraction	Application
<p>Opening Amenities</p> <ul style="list-style-type: none"> - The activity started with the opening prayer and singing of national anthem lead by Ms. Winnie Sagusay of CBS followed by acknowledgement of participants. - For the getting to know each other activity, the participants were given three (3) shapes, red square, green triangle, and yellow hexagon. The 	<ul style="list-style-type: none"> - The facilitator emphasized the importance of this exercise as this encourages participants to move around and talk to each other. It is also a powerful way for participants to see they 	

<p>participants were asked to choose their favorite shape that symbolized their personality and go to the group with the same shape. The participants introduced themselves among the group following the categories: No. of years in DSWD; No. of years in your current area of assignment; and No. of years/ months as IDCB Focal or Alternate.</p>	<p>are not alone and others may share their life experiences. Knowing they may gain additional friends.</p>	
<p>Discussion of Topic 1 ART OF FACILITATION by Ms. Flor Cecille G. Calabazon</p> <p>After the discussion, each participant was given three (3) minutes each for a demonstration on how to facilitate.</p>	<p>The resource person clearly explained that a facilitator is different from a resource person. She emphasized on what are the roles of a facilitator. Likewise, she also provided tips on how to control nervousness. She also said that constant practice is needed as this help in overcoming shyness.</p>	<p>Participants to apply insights and learning to their actual conduct of capability building activities.</p>

V. Results of Evaluation

Part I:

Indicators	Rating	
1. Overall Evaluation of the Activity	23	3.28- Excellent
2. How well the activity's objectives were met?	23	3.28- Excellent
3. Extent the activity has met your needs	23	3.28- Excellent
4. Relevance of content/ activity to your work	24	3.42- Excellent
5. Application of learnings to current job/ position/ organization	24	3.42- Excellent
6. Opportunities to participate in discussions	25	3.57- Excellent
7. Effectiveness of training methods used	24	3.42- Excellent
8. Effectiveness and Efficiency of Training Management Team (Facilitators' skills, readiness of the training team)	25	3.57- Excellent
9. Learning Environment	22	3.14- Very Good
a. Venue		
b. Accommodation	21	3- Very Good
c. Meals	8	1.14- Poor
d. Materials/ Handouts/ Kits	20	2.85- Very Good
e. Duration of the activity	15	2.14- Very Good

Part II:

Resource Person	Mastery of Subject Matter		Delivery of Subject Matter and Presentation		Clarity of Discussion		Appropriateness of Visuals/ Materials		Over All Performance	
	26	3.71-Excellent	25	3.57-Excellent	25	3.57-Excellent	27	3.85-Excellent	26.75	3.82-Excellent
Ms. Flor Cecille G. Calabazon										

Part III:

Questions	Responses
1. What did you like most in this training?	
2. What did you like least in this training?	
3. What are your suggestions to improve future training activities?	

Narrative Description on the result of evaluation. Please refer to briefer of General Evaluation Form.

Prepared by:

Noted by:

Who prepared the report

Immediate Supervisor

Reviewed by:

Recommending Approval:

Division Chief/ Center Head

Assistant Regional Director

Approved by:

Regional Director
DSWD-NCR

Annexes:

1. Attendance Sheet
2. Program of Activity
3. Presentation of Materials
4. Workshop Output
5. Photograph

Annex I: Regional Special Order

**Department of Social Welfare and Development
National Capital Region
389 San Rafael corner Legarda Street, Sampaloc, Manila**

<date>

REGIONAL SPECIAL ORDER

No. _____

Series of <year>

SUBJECT: AUTHORITY TO TRAVEL

The following DSWD-NCR staff are hereby authorized to attend and participate in the <TITLE OF ACTIVITY> on <DATE> (inclusive of travel time) at <venue>:

Name	Designation	Office

It is understood that a report shall be submitted upon completion of the activity together with a Certificate of Appearance and other documentary evidence.

Issued this <day> of <month> <year> in <city/ municipality>.

**Regional Director
DSWD-NCR**

Annex J: Regional Administrative Order

**Department of Social Welfare and Development
National Capital Region
389 San Rafael corner Legarda Street, Sampaloc, Manila**

<date>

REGIONAL ADMINISTRATIVE ORDER

No. _____

Series of <year>

SUBJECT: AUTHORITY TO TRAVEL

The following DSWD-NCR staff are hereby authorized to attend and participate in the <TITLE OF ACTIVITY> on <DATE> (inclusive of travel time) at <venue>:

Name	Designation	Office

It is understood that a report shall be submitted upon completion of the activity together with a Certificate of Appearance and other documentary evidence.

Issued this <day> of <month> <year> in <city/ municipality>.

**Regional Director
DSWD-NCR**

**Department of Social Welfare and Development
National Capital Region
389 San Rafael corner Legarda Street, Sampaloc, Manila**

TERMS OF REFERENCE

(For Procurement of Goods/Services and Infrastructure Projects)

- I. Description**
- II. Scope of Work**
- III. Duration of Project (For Infrastructure Project)**
- IV. Delivery Scheme (Goods and Services)**
- V. Approved budget for Contract**
- VI. General Provisions**
- VII. Eligibility of Bidders**
- VIII. Payment of Scheme and Liquidated Damages**