

Department of Social Welfare and Development
National Capital Region

REGIONAL MEMORANDUM ORDER

No. 002
Series of 2013

SUBJECT: Amendment of Regional Memorandum Order No. 003 Series of 2012: "Guidelines on the Institutionalization of Institutional Development Capability Building (IDCB) Focal Persons in DSWD Centers/Institutions and Units."

Pursuant to the agreements during the Regional Management Development Conference on December 17, 2012 and after due consultation with concerned committees, units, and sections, the following amendments are hereby adopted:

1. Additional Provisions on the General Policies:

- a. The designation of IDCB Focal Person shall be for two (2) years term. Automatically after the term, the Alternate shall be designated as the IDCB Focal Person and an alternate will again be identified. Identification of IDCB Focal and Alternate Focal Person shall be based on assessment and evaluation of their performance during the two-year term. However, IDCB Focal Person and Alternates may be re-designated after the two-year term has lapsed.
- b. On the other hand, in case either of the IDCB Focal Person and/or the Alternate is reassigned to another C//U/S, the concerned Head shall recommend for the replacement.
- c. All C//Us should designate an IDCB Focal Person based on the following minimum criteria: good documentation skills and flexible to different kinds of situations.
- d. All IDCB Focal Persons who have served their two-year term shall be included in the Pool of IDCB Support Staff who can be maximized as Facilitator or Documenter during conduct of regional activities.
- e. The IDCB Focal Person shall perform mentoring and coaching to the Alternate to ensure transfer of knowledge and skills enhancement of staff.

2. Additional Role of Center/Institution/Units under Institutional Arrangement

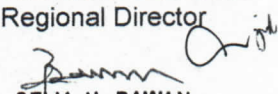
- a. Identify IDCB and Alternate Focal Person based on the set criteria.

Effectivity

This order takes effect immediately and supplement/amends the previous Order pertinent hereto.

Issued in Manila, this 25th day of June, year 2013.

MA. ALICIA S. BONOAN
Regional Director


DELIA U. BAWAN
Director III