

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

389 San Rafael corner Legarda Street, Sampaloc, Manila

MEMORANDUM

File/ Ref. No.

Date:

August 12, 2021

TO

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

FROM

THE REGIONAL DIRECTOR

SUBJECT

Sharing of RMO No. 005 Series of 2021: Guidelines on the Selection on Resource Person and Learning Facilitators for Learning and Development Interventions for Partner Intermediaries and Stakeholders of DSWD-NCR

This is to share with you the copy of the Regional Memorandum Order No. 005 series of 2021 known as Guidelines on the Selection on Resource Person and Learning Facilitators for Learning and Development Interventions for Partner Intermediaries and Stakeholders of DSWD-NCR approved and issued dated August 23, 2021.

Ensure implementation of this policy guideline to monitor the compliance in your respective D/U/S/C/RCFs.

For your information, ready reference and guidance.


VICENTE GREGORIO B. TOMAS


MM/ MM/ G/ reg

REGIONAL MEMORANDUM ORDER.

No. ____ Series of 2021 **005**

**Guidelines on the Selection on Resource Person and Learning Facilitators for
Learning and Development Interventions for Partner Intermediaries and
Stakeholders of DSWD-NCR**

I. RATIONALE:

The DSWD Knowledge Management vision is to come together personally or virtually to generate, share and use knowledge for the benefit of the poor, vulnerable and underprivileged. As the hub for best practice, learning exchange and growth programs in the Asia Pacific Region through its knowledge and resource/learning center and center of excellence, which are set to be attained at the ASEAN level by 2030. In view of this vision, the Department issued an Administrative Order no. 17 s. 2011 or the Knowledge Management Framework of the Department of Social Welfare and Development. The guidelines emphasized that knowledge is a key to organizational resource and the DSWD realizes that it should be managed effectively. Likewise, the need to access, share and exchange these knowledge to ensure that the goals of the Department will be achieved.

Further, the Republic Act No. 7160 or the Local Government Code mandates the devolution of the delivery of basic social services to Local Government Units. Likewise, the Executive Order No. 15 Series of 1998 redirect the functions and operation of the Department of Social Welfare and Development from direct service deliverer to technical assistance provider as a result of the devolution. Hence, the DSWD served as the steering role in policy formulation, standard setting, monitoring and technical assistance related to Social Welfare and Development.

For the past three (3) years, DSWD-NCR received a total of two hundred eighty-one (281) requests for resource persons to discuss different topics along social welfare and development programs to National Government Agencies (NGAs), Civil Society Organizations (CSOs), Private Organizations (POs) and Social Welfare and Development Agencies. Out of two hundred eighty one (281), fifteen (15) of which were not facilitated due to 1.) not within the scope of the Department; 2.) endorsed to DSWD Central Office; 3.) postponement of the activity and the invitation; and 4.) short-notice invitation.

Short-notice invitation is the common reason for the FO to decline requests considering the availability of the resource person and the time frame given to him / her to prepare. Likewise, sourcing of subject matter experts in a short period of time is one of the challenges that the Capacity Building Section (CBS) experienced given the limited workforce and intervening activities of the staff. Nevertheless, most of the requests were facilitated in a timely manner and the resource persons sent to the speaking engagements were mostly from the Core Group of Specialists.

This guideline is also in compliance to the agreement during the Regional Management Development Committee Meeting on February 2019 and Learning Session of the Core Group of Specialists on May 2019 to review/create guidelines in the management of invitation of the resource person.

II. GENERAL OBJECTIVES:

This guideline provides a standard procedure in responding to the needed technical assistance through provision of Resource Persons and Learning Facilitator to the capability building activities of partner intermediaries and stakeholders in support and compliance to Organizational Outcome 5 or the Delivery of social welfare and development (SWD) programs by Local Government Units (LGUs), through Local Social Welfare and Development (LSWDOs), improved.

Specifically it aims to:

1. Provide guidance in the timeline and selection process of Resource persons and Learning Facilitators in providing technical assistance to certain topics to partner intermediaries of DSWD-NCR;
2. Establish a regular monitoring and evaluation of technical assistance provided by the Department to its partner intermediaries by endorsing a qualified staff to act as resource person/s to their capability building activities; and
3. Come up with a database of Resource persons who provided technical assistance through capability building activities to the partner intermediaries and stakeholders.

III. LEGAL BASES:

National Issuances

1. Republic Act No. 11310 otherwise known as An Act Institutionalizing the Pantawid Pamilyang Pilipino Program which states the Partnerships of DSWD with NGOs, CSOs and the private sectors aimed to strengthen the well-being of qualified household-beneficiaries. It shall promote participation and involvement in community development. Partnership engagement includes program complementation, service delivery, capacity building, knowledge management and advocacy and sponsorships.
2. Republic Act 11032 or the Ease of Doing Business Act of 2018 which aims to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.
3. Republic Act 10173 or the Data Privacy Act of 2012 which aims to protect Individual Personal Information, in Information and Communications Systems in the Government and the private sector.
4. Executive Order No. 221, series of 2003, amending EO No. 15, series of 1998 entitled "Redirecting the Functional Operations of DSWD" which states that DSWD is the enabler of LGUs, NGOs, other NGAs, and POs and other members of civil society in implementing social welfare and development programs including disaster management through technical assistance, resource generation and augmentation.
5. DBM Budget Circular No. 2007-1 or the Guidelines on the Grant of Honoraria to Lecturer, Resource Persons, Coordinator and Facilitator to prescribe guidelines in the grants of Honoraria to Government Staff who serves as Lecturer, Resource Person, Coordinator and Facilitator.

6. Republic Act No. 8293 or the Intellectual Property Code of the Philippines prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for other purposes.
7. Executive Order No. 15, series of 1998, redirecting the functions of DSWD from a direct service deliverer to technical assistance provider to Local Government Units, Non-Government Organizations and People's Organizations.
8. Republic Act 7160 or the Local Governance Code of 1991, states that the realization of local autonomy shall be facilitated through improved coordination of national government policies and programs an extension of adequate technical assistance and resource augmentation to the Local Government Units. Also, it states that the capabilities of local government units, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects.
9. Republic Act 6713 or the Code of Conduct and Ethical Standards for the Public Officials and Employees which promote a high standard of ethics in public service.
10. Presidential Decree No. 49 or The Decree on the Protection of Intellectual Property which give fuller protection to intellectual property and to encourage arts and letters, as well as stimulates scientific research and invention, at the same time safeguard the public's right to cultural information.

DSWD Issuances

A. Central Office

1. Administrative Order no. 20 series of 2019 or the Guidelines on the DSWD Ease of Doing Business and Efficient Delivery which aims to provide mechanisms to ensure compliance with relevant laws, rules and regulation.
2. Administrative Order no. 18 Series of 2019 or the General Policy in Identifying and Resource persons that aims to establish the minimum standards to be used in the identification and selection of Service Learning Providers, as well as to ensure the quality of learning and development (L and D) activities provided.
3. Administrative Order no. 10 Series of 2019: Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, Facilitators in Seminar, Training Programs and other Similar Activities that provides standard basis for the computation of honoraria to service providers in DSWD organized/sponsored activities.
4. Administrative Order no. 3 series of 2018 or the Amendment to DSWD Memorandum Circular no. 21 series of 2012 as amended by AO no. 8 series of 2016 (DSWD Code of Conduct) which regulates the norms or behavior of post employed staff of the Department.
5. Memorandum Circular No. 10 Series of 2018 or the Provision of Technical Assistance and Resource Augmentation to Local Government Units through Local Social Welfare and Development Offices mandating the DSWD TARA Program for LGUs through LSWDOs; that is in support of the functionality of the LSWDOS as frontline service providers of Social Welfare and Development Program and Services

6. Administrative Order No. 15 Series of 2015 or the Operationalization of the Core Group of Specialist to ensure that appropriate and relevant technical assistance to the DSWD's intermediaries and partner of social welfare and development, as well as sustain the leadership in the development and promotion of the seven major program of the agency.
7. Memorandum Circular 21 series of 2012 or the Enhanced Guidelines on the Code of Conduct for Personnel of the Department of Social Welfare and Development which promotes the ideals of good governance, eradicate graft and corruption and uphold the ethical standards among its officials and employees.
8. Administrative Order No. 17 Series of 2011 or the Knowledge Management Framework of the DSWD that aims to provide knowledge management in the DSWD.
9. Administrative Order No. 16 Series of 2010 or the Framework and Guidelines for Capability Building of DSWD Social Protection Intermediaries and Stakeholders which states that capability building of DSWD intermediaries and stakeholders is viewed as important for the SP development network to perform its expected roles and functions.
10. Memorandum Circular No. 04 Series of 2010 or the Institutional Development Framework Amending for the purpose of Memorandum Circular No. 32 Series of 2004 or the Institutional Development Framework
11. Administrative Order No. 20 Series of 2005 or the Establishment of Social Welfare and Development Learning Network which envisions providing accessible, relevant and quality Social Welfare and Development (SWD) capacity building programs.
12. Administrative Order No. 20 Series of 2004 or the Omnibus Policies and Guidelines on the Management of DSWD Capability Building Efforts states that the Department recognizes the importance of human resource development and provides a nurturing environment for staff development in a manner that it continuously build and develop excellent public servants by harnessing potentials and creativity.
13. Memorandum Circular No. 32 Series of 2004 or the Institutional Development Framework that shows the process of institutionally developing for effective organizational performance through appropriate and adequate knowledge, skills and behavior by addressing and adjusting the needs of the society to which it serves

B. Field Office

1. Regional Memorandum Order 003 Series of 2019 or the Amending Regional Administrative Order no. 363 Series of 2004, also known as the Style Guide in Writing Letters, Memoranda, Project Proposals, Documentation Report, Feedback Reports, Regional Special/Administrative Order, Terms of Reference and Manual of Operation to maintain a uniform format in preparing basic communications, thus developing a culture of "oneness and consistency.
2. RMO 01 series of 2017 or Amending RMO no 1063 Series of 2011: Guidelines in Providing TARA to LGUs in NCR through the SWAD Teams (3rd Amendment) which identify the general policies and procedures in providing TARA to LGUs and partner intermediaries in NCR.

IV. DEFINITION OF TERM

To set common understanding on the terms used in the guidelines, the following terms are defined:

1. **Capability Building** – refers to the provision of institutional assistance to DSWD's intermediaries such as local government units, non-government organizations, people's organization and other social welfare and development agencies, as well as its internal staff the purpose of which is geared at enhancing their competencies through the transfer of technical and organizational skills and know-how so as to enhance human and institutional capabilities.¹
2. **Honoraria**- refers to a form of compensation, given as a token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field, for which, going by custom/tradition or propriety no fixed amount is set.²
3. **Intermediaries** – refer to the persons, group, network of social welfare agencies, local government units (LGUs), Non-Government Organizations (NGOs), People's Organizations (POs), business and private sectors, church-based
4. **Junior Specialist** - refers to staff who is understudy of the Specialists in a particular field of expertise. As such he/she is expected to gain deeper knowledge and practice skills along sectoral area.³
5. **Learning Facilitator** – refers to any person who is subject matter expert in neutrally managing group process and dynamics sessions such that he/she intervenes for greater group understanding, thus enabling the participants to full participation, to mutual understanding and to shared responsibilities in the achievement of group objectives and/or in making quality decision making.⁴
6. **Resource Person** – refers to any person who by virtue of his/her expertise in a specific subject area serves as speaker in capability building activities.⁵
7. **Requesting Office** – refers to the office requesting for technical assistance through discussion of a certain topics of Resource Person or Learning Facilitator which are but not limited to Government Agencies, Non –Government Agencies, Local Government Units, Partner Intermediaries and Stakeholders.
8. **Specialist** - refers to a person who serves as an expert in a particular field of expertise, he/she has authority and knowledge and practice skills, in the programs, policies and

¹ (Source: page3 of Administrative Order No.16 Series of 2010 or the Framework and Guidelines for Capability Building of DSWD Social Protection Intermediaries and Stakeholders)

² (Source: page 1 of DMB Budget Circular No. 2007-1 or the Guidelines on the Grant of Honoraria to Lecturer, Resource Persons, Coordinator and Facilitator

³ (Source: page 4 of Administrative Order No. 15 Series of 2015 or the Operationalization of the Core Group of Specialist)

⁴ (Source: page 1 of DMB Budget Circular No. 2007-1 or the Guidelines on the Grant of Honoraria to Lecturer, Resource Persons, Coordinator and Facilitator)

⁵ (Source: page 1 of DMB Budget Circular No. 2007-1 or the Guidelines on the Grant of Honoraria to Lecturer, Resource Persons, Coordinator and Facilitator

services delivery and serves as Technical Assistance (TA) provider to partner intermediaries and organic staff.⁶

9. **Technical Assistance** – refers to non-monetary interventions which are designed to enhance the capability of LSWDOs, partner intermediaries and internal staff based on their identified needs for the effective implementation of their programs and services.⁷

V. COVERAGE

This guideline shall be used by FO-NCR to cover all requests for resource person and learning facilitator from partner intermediaries and stakeholders of NCR and other regions for the conduct of the capability building activities as part of technical assistance.

VI. GENERAL POLICIES

1. The requesting office should submit a request letter including the program of activities addressed to the Regional Director at least two (2) weeks prior to the conduct of the activity.
2. The CBS shall serve as the clearing house of all requests for resource person and learning facilitator for requests coming from the LGUs and partner intermediaries.
3. Resource Person will be identified based on competency, topic of the capability building activity, sectoral assignment of SWS and expertise as CGS members.
4. Coordination with the requesting party shall be conducted within three (3) days upon receipt of the request from the requesting party.
5. A database of staff who served as resource persons to LGUs or partner intermediaries initiated activities shall be maintained and updated by the CBS.
6. Pre-training activities / teambuilding meetings with the proponent, resource person/s, facilitator and focal person from the CBS shall be conducted at least two days before the conduct of the activity.
7. In the event of last minute cancellation by the identified resource person, staff from the CBS may act as such provided that the staff meets the following requirements:
 - Served as participant to Trainers Training, Staff Development Activity, Skills Enhancement and other analogous activities related to the particular topics; and
 - Facilitated training with similar topics with very satisfactory rating based on the general evaluation.
8. The resource person and learning facilitator shall strictly comply with the official time as stated in the Regional Special / Administrative Order.

⁶ (Source: page 4 of Administrative Order No. 15 Series of 2015 or the Operationalization of the Core Group of Specialist)

⁸ (Source: Page 3 of Memorandum Circular No. 10 Series of 2018 or the Provision of Technical Assistance and Resource Augmentation to Local Government Units through Local Social Welfare and Development Offices)

9. The resource person and learning facilitator shall strictly follow the dress code of the Department during the entire duration of learning and development intervention to ensure proper decorum.
10. Equipment and supplies may be accessed by the resource persons or learning facilitators, especially for online capability building activities, through the CBS. Further, CBS should include in the work and financial plan the procurement of necessary equipment and supplies for use of the resource persons and learning facilitators.
11. The resource person and the learning facilitator should **NOT** receive honorarium from the requesting office if the speaking engagement is part of the Department's mandate along technical assistance and duties and responsibilities of their appointive positions as stated in the DBM Budget Circular No. 2007-1. Otherwise, staff who will serve as resource persons / learning facilitators in other NGAs wherein topics to be discussed are not part of their functions may be allowed to receive honoraria in which rates may be determined by the requesting office in accordance with the latter's respective guidelines.
12. **NO** staff should act as resource person or learning facilitator without an approved Regional Special Order or Regional Administrative Order.
13. The C/RCF/D/U/S shall endorse the request to the CBS if the same was directly endorsed to their office.
14. All presentation materials (soft and hard copy) used by the resource persons and participants to Training of Trainers (TOT), Skills Enhancement and Specialized Training Programs must be submitted to the CBS within five (5) days after the conduct of the capability building activity. The same shall be secured in the Regional Learning Resource Center for future reference of the resource persons.
15. All staff who served as resource persons / learning facilitators shall be assessed / evaluated by the participants. The result shall be one of the bases for HR related concerns such as promotion, scholarship, reassignment and performance management.
16. The requesting party shall ensure the security and safety of the identified Resource Person of the DSWD-NCR representative/s in the venue of the activity.
17. The requesting party shall adhere to the Data Privacy Act of 2012 before, during and after the engagement of the Resource Person to their capability building activity.
18. The Regional Information and Communication Technology Management Section shall provide technical assistance as to basic trouble shooting of device/s used for online and blended learning capability building activities.

VII. PROCEDURES FOR THE SELECTION OF RESOURCE PERSON AND LEARNING FACILITATOR

1. CBS will review the content of the request letter from the office one (1) day upon receipt.
 - a. In case that the qualification and name of staff are indicated in the request letter, CBS will assess the availability of the staff and coordinate to the immediate supervisor and the concerned staff for confirmation.
 - If the concerned staff is qualified but not available, he / she may recommend for replacement to her immediate supervisor.
 - If the concerned staff is not qualified, the CBS shall explore from the pool of Core Group of Specialist, Trained Staff and IDCB and Alternate Focal Persons.
 - b. CBS may request submission of pertinent documents from the requesting party such as training design, syllabus, profile of participants and program of activities, if necessary.
 - c. Identification of Resource Persons / Learning Facilitator from the pool of Core Group of Specialists, Trained Staff and IDCB and Alternate Focal Persons.
2. The CBS will prepare a regret letter addressed to the requesting office for invitations that were received by the office due to the following reasons:
 - a. Short-Notice invitation sent two (2) days prior to the conduct of the activity;
 - b. Topic is irrelevant to the existing programs and services of DSWD-NCR;
 - c. No available resource person to discuss the topic; and
 - d. In the event of disaster or "force majeure"
3. CBS will prepare the communication addressed to the requesting party confirming the name of the identified resource person for signature of the Regional Director.
4. CBS will submit the recommendation, RSO/RAO and confirmation of the identified resource person addressed to the staff and immediate supervisor subject for approval / disapproval of the Regional Director.
5. The CBS shall set a pre-training activity / teambuilding meeting with the identified resource person/s, learning facilitator/s and representative from the requesting office. The pre-training activity / teambuilding meeting should cover discussion on the details the activity such as the schedule of the activity, scope and limitation, target participants, syllabus and program flow of the activities. Further, expectations from the resource person/s and learning facilitators must be established during the pre-training activity.
6. A Regional Special / Administrative Order signed by the Regional Director directing the identified staff to act as a Resource Person will be issued within the day of signing / approval.
7. CBS will encode in the database of resource person the details of the capability building activity and the name of staff who was endorsed to act as RP to partner intermediaries and stakeholders.

VIII. INSTITUTIONAL ARRANGEMENT

A. CAPACITY BUILDING SECTION

1. Recommend to the management the name/s of staff who will serve as resource person/s based on the expertise and topics of the activity.
2. Assess the criteria of staff to act as Resource Person/s and Learning Facilitator to LGUs and partner intermediaries based on educational expertise, experience, suitability/aptness and integrity.
3. Assist the identified resource person and learning facilitator in the provision of reference materials available at the RLRC.
4. Facilitate the documentary requirements of the recommended staff who will represent the FO as resource persons (RSO/RAO, Confirmation Letter / Regret Letter, et. al.,)
5. Endorse evaluation form to the requesting office to be filled out by the participants and the proponent during the speaking engagement of the RP for performance / competency assessment. Likewise, the Capacity Building Section shall inform the Resource Person / Learning Facilitator and the Learning Development Section on the result of the evaluation in writing. (Please see annex C)
6. Submit quarterly reports to the Learning and Development Section relative to the result of evaluation of the participants during the speaking engagement of staff for possible provision of skills enhancement or learning and development intervention.
7. Provide learning and development intervention on the use of online platform to capacitate the resource person and learning facilitator for webinar or online session/s.

B. LEARNING AND DEVELOPMENT SECTION

1. Identify staff to be included as potential member of the Core Group of Specialist based on the datababank of trained staff.
2. Provide LDIs to further enhance the competencies of the staff in performing functions as resource person / learning facilitator based on the consolidated evaluation.
3. Provide analysis of performance of the staff who served as resource persons based on the result of evaluation/feedback from the participants (per quarterly report of CBS), learning needs assessment and individual development plan of the staff as basis for HR actions such as promotion, performance based-bonus and the likes.

C. CORE GROUP OF SPECIALISTS – TECHNICAL WORKING GROUP

1. Review / approve the standard key result areas of Resource Person/s and Learning Facilitator/s and ensure that the same is incorporated in the IPC of the Core Group of Specialist/s or IDCB Focal and Alternate Persons. Likewise, enhance KRAs for Resource Person/s and Learning Facilitator as need arises.
2. Devise coaching and mentoring tool for the Core Group of Specialist/Junior Specialists.
3. Screen / assess qualifications of CGS Specialists and Junior Specialists based on the competency requirements of a CGS.
4. Recommend for new members / delisting of members to the management based on the competency of staff to perform CGS functions.

D. HR PLANNING AND PERFORMANCE MANAGEMENT SECTION

1. Provide assistance and monitor the conduct of coaching and mentoring session of the Specialists and Junior Specialists.
2. Ensure that the result of competency assessment from the LDS shall be considered as added value to staff who are applying for promotion, scholarship or identified for reassignment and other HR actions.

E. CENTER / RESIDENTIAL CARE FACILITY / DIVISION / UNIT/ SECTION

1. Heads shall allow their staff to act as resource person and learning facilitator as part of Return of Investment (ROI) after having been trained during Training of Trainers, Staff Development Activity and Skills Enhancements.
2. Heads and the identified staff shall ensure to include in their IPC and IPCR the KRAs of being a resource person and learning facilitator.

F. REQUESTING PARTY

1. Shall provide accommodation for the Resource Person / Learning Facilitator if the LDI will be conducted more than one (1) day. Further, should the requesting party provide for traveling expense or vehicle, the resource person/s and learning facilitators shall no longer file for TEV expenses in the Department.
2. Submit feedback / evaluation on the performance of the resource person/s to the Capacity Building Section fifteen (15) working days after the activity.
3. Submit to the DSWD-NCR the accomplished form indicating that the recorded discussion of the topics shall be only used solely for the activity where the DSWD representative/s is/are invited. (Please see annex E)
4. Seek written approval to the DSWD-NCR on the reproduction of power point or any materials that will be used outside the intended learning and development intervention/s.

G. RECORDS MANAGEMENT

1. Disseminate copies of the RSO / RAO to C/RCF/D/U/Ss and provide copy of the same to the concerned staff per request.

H. SOCIAL MARKETING OFFICE

1. Establish a separate database of Resource Person/s who will served as representatives of DSWD-NCR to interviews on media platform such as but not limited to Television, Radio, Newspaper, Social Media and alike.
2. Conduct briefing and technical assistance to capacitate the Resource Persons in public speaking and answering questions during trimedia interview/s.

I. REGIONAL INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT SECTION

1. For capability building activities that will be held via online or blended learning approach, the RICTMS shall support the identified Resource Person/s by performing the following:
 - a. Review / assess the technical requirements of the devices (laptops, desktops, tablets and smartphones) to be procured for the activity;
 - b. Assist in the setting-up of stable WIFI or LAN connection during the activity; and
 - c. Provide access to Google Extension and other application which are deemed necessary for the capability building activities of the offices with online or blended activity.

J. RESOURCE PERSON / LEARNING FACILITATOR

1. Ensure submission of the learning and development action plan to the Field Office through the Capacity Building Section and Learning Development Section.
2. Secure copy of his/her approved RSO and RAO before attending the Learning and Development Intervention
3. Shall endorse soft copy / hard copy of presentation materials for his / her field of expertise to CBS.
4. Attend and provide learning and develop interventions to partner intermediaries via face-to-face or virtual which is being requested by the requesting party.
5. Ensure that discussion should only focus on the details relevant to the topic and avoid sharing of opinions that may damage the reputation of the Department.

IX. MONITORING AND EVALUATION

1. The Capacity Building Section shall submit a report to the Regional Director on a quarterly basis (every 15th of the first month of the succeeding quarter) for reference and information of the management. (Please see annex B)

2. The result of the summary of the evaluation shall be the basis of the Capacity Building Section and Learning and Development in providing learning and development intervention to the Core Group of Specialists and IDCB Focal / Alternate Focal Persons, respectively.

X. SANCTIONS

Staff and Requesting party who deviates or violates the provision of this guideline shall be subjected to appropriate sanctions in accordance with the DSWD Code of Conduct and other pertinent existing policies of the Department.

XI. EFFECTIVITY

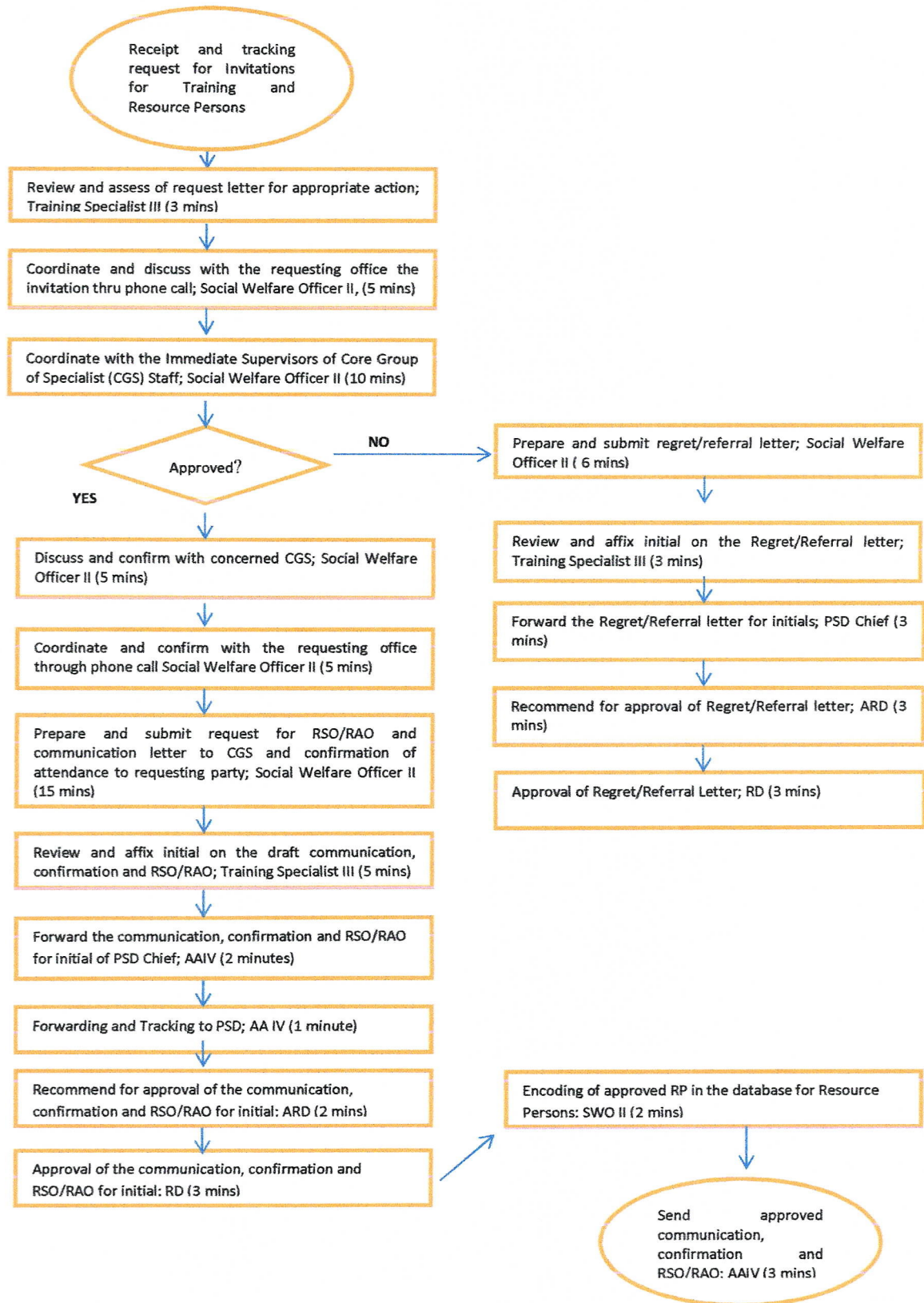
This guideline shall not invalidate other existing guidelines and shall take effect **fifteen (15) days after signing / approval of the undersigned.**



VICENTE GREGORIO B. TOMAS
Regional Director

Date of Signing

Annex A: Request for Invitation for Training and Resource Persons



Annex B: Data Base for Resource Person and Learning Facilitator

LIST OF LOCAL & FOREIGN SCHOLARSHIP/TRAINING FOR RESOURCE PERSON AND LEARNING FACILITATOR

For the ____ Sem of C.Y. _____

A. With Representative

B. Invitation with No representative

No.	Name	Position	Place of assignment	Title of training/program	Duration/venue	Conducting agency	Status	Remarks

No.	Title of Training/Program	Duration/Venue	Conducting Agency	Reason for not Sending Participants

Department of Social Welfare and Development
National Capital Region

Annex C: General Evaluation Form for Resource Person

Name/Title of IDCB Activity: _____
Date/Time: _____
Venue: _____

Part I. Instruction: To help the organizers of the training program improve similar activity, each participant should rate the training, according to the rating scale shown below by checking the appropriate number. (Check only one rating per item)

Indicators	Rating			
	Poor 1	Good 2	Very Good 3	Excellent 4
1. Overall Evaluation of the Activity				
2. How well the activity's objectives were met?				
3. Extent the activity has met your needs				
4. Relevance of content/activity to your work				
5. Application of learnings to current job/position/organization				
6. Opportunities to participate in discussions				
7. Effectiveness of training methods used				
8. Effectiveness and Efficiency of Training Management Team (Facilitators' skills, readiness of the training team)				
9. Learning Environment				
a. Venue				
b. Accommodation				
c. Meals				
d. Materials/Handouts/Kits				
10. Duration of the activity	<input type="checkbox"/> Too long	<input type="checkbox"/> Right	<input type="checkbox"/> Too Short	

Part II. Please indicate appropriate rating for each resource person.

1 = Poor 2 = Good 3 = Very Good 4 = Excellent

Resource Person	Mastery of Subject Matter	Delivery of Subject Matter and Presentation	Clarity of Discussion	Appropriateness of Visuals/ Materials	Over All Performance

Part III. Instruction: Please answer the following questions.

1. What did you like most in this IDCB activity?

2. What did you like least in this IDCB activity?

3. What are your suggestions to improve future IDCB activities?

Department of Social Welfare and Development
National Capital Region

Annex D: General Evaluation Form for Resource Person (Webinar/Virtual Session)

Name/Title of IDCB Activity: _____
Date/Time: _____
Venue: _____

Part I. Instruction: To help the organizers of the training program improve similar activity, each participant should rate the training, according to the rating scale shown below by checking the appropriate number. (Check only one rating per item)

Indicators	Rating			
	Poor 1	Good 2	Very Good 3	Excellent 4
1. Overall Evaluation of the Activity				
2. How well the activity's objectives were met?				
3. Extent the activity has met your needs				
4. Relevance of content/activity to your work				
5. Application of learnings to current job/position/organization				
6. Opportunities to participate in discussions				
7. Effectiveness of training methods used				
8. Effectiveness and Efficiency of Training Management Team (Facilitators' skills, readiness of the training team)				
9 Materials				
10. Duration of the activity	<input type="checkbox"/> Too long	<input type="checkbox"/> Right	<input type="checkbox"/> Too Short	

Part II. Please indicate appropriate rating for each resource person.

1 = Poor 2 = Good 3 = Very Good

4 = Excellent

Resource Person	Mastery of Subject Matter	Delivery of Subject Matter and Presentation	Clarity of Discussion	Appropriateness of Visuals/ Materials	Over All Performance

Part III. Instruction: Please answer the following questions.

1. What did you like most in this IDCB activity?

2. What did you like least in this IDCB activity?

3. What are your suggestions to improve future IDCB activities?

Annex D: Continuation

General Evaluation Form (Session 1)

RESILIENCE: COURAGING THROUGH LIFE'S STRESSES AND STRAINS PRODUCTIVITY FOR SELECTED PANTAWID
FAMILYA STAFF AND CORE GROUP OF SPECIALISTS

Name:

Short answer text

Date/Time *

Short answer text

Part I. Instruction: To help the organizers of the training program improve similar activity, each participant should rate the training, according to the rating scale shown below by checking the appropriate number. (Check only one rating per item)

Description (optional)

Indicators *

	Poor (1)	Good (2)	Very Good (3)	Excellent (4)
Overall Evaluation o...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How well the activit...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extent the activity h...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of conte...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application of learn...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities to pa...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of tra...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness and E...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II. Please indicate appropriate rating for our resource person.

1=Poor 2=Good 3=Very Good 4=Excellent

Bro. Sherwin Salunga

☐ 1

☐ 2

☐ 3

☐ 4

Part III. Please Answer the following questions.

Description (optional):

1. What did you like the most in this activity? *

Short answer text

2. What did you like least in this activity? *

Short answer text

3. What are your suggestions to improve future activities? *

Short answer text

Form No. 2021-001

Date _____