

MEMORANDUM

TO : ALL HEADS OF OFFICES AND STAFF
This Office

FROM : THE REGIONAL DIRECTOR
This Office

SUBJECT : ATTENDANCE TO THE 2024 REGIONAL KNOWLEDGE FAIR

DATE : 15 APRIL 2024

The Capacity Building Section will be conducting a Regional Knowledge Fair on 17 May 2024. The Knowledge Fair has been a venue to address the knowledge gaps in the agency and to provide the staff with awareness on the existing and new policies issued by the department.

Likewise, the activity also showcases good practices that are focused on process improvement and effective delivery of Social Welfare and Development programs and services.

This year, the topics are as follows:

- Administrative Order No. 01, Series of 2018 – Functional Structure of DSWD Field Offices
- Administrative Order No. 02, Series of 2024 – DSWD Strategic Plan 2024 – 2028
- Administrative Order No. 04, Series of 2024 – FY 2024 Thrusts and Priorities
- Tara Basa!
- Administrative Order No. 05, Series of 2024 or the DSWD Intellectual Property Policy
- International Standard for Book Numbers – Registration and Application
- Application for Continuing Professional Development Accreditation
- CBS' Knowledge Management Portal

Relative to this, all DSWD Staff are directed to participate, listen and learn from the sharing of different topics listed above.

The activity will be conducted at the Regional Operations Center (ROC), from 9:00am to 4:30pm. For those who will not be accommodated, an online platform will be employed to provide opportunity to all DSWD staff to join the said knowledge sharing session. Due to unavailability of funds, no foods shall be provided, hence, you are advised to bring your own snacks.

Meanwhile, for the confirmation of participants, you may accomplish the attached link bit.ly/Confirmation_RKF2024 not later than 3 May 2024 to give ample time in the preparation of other administrative and logistical requirements in the conduct of the said activity.


For queries or clarifications, you may contact Ms. Myrlina G. Pascual, Training Specialist II of the Capacity Building Section at 0916-424-8301 or email her at mgpascual@dswd.gov.ph.

It is important that the DSWD workforce knows and understand the different policies of the office as these are essential part of the organization. Following proper policies and procedures in this area means that employees can provide regular support to clients, enhance the quality of programs and services, and thus improve our brand's reputation.

For compliance.

GRACE Q. SUBONG

For the Regional Director:


CLARITO T. LOGRONIO
Director III/Assistant Regional
Director for Administration