



2020116-0199
DSWD FIELD OFFICE 08
RECEIVED
TIME: 3:05 PM
DIS NO:
NOV 17 2020
BY: EUGENIE
RECORDS AND ARCHIVE SECTION

REGIONAL MEMORANDUM

No. 0098
Series of 2020

TO : All Division Chiefs, Section Heads, Center Heads,
RPCs & Focal Persons

ATTENTION : IDCB Focal Persons

FROM : THE REGIONAL DIRECTOR
This Office

SUBJECT : Submission of Institutional Development and Capability Building
Plan for 2021

DATE : November 4, 2020

DSWD as lead in Social Protection Sector has to constantly improve and enhance its systems and capacities. As such, the Department is undertaking institutional development processes such as capability building activities in order to cope with the changes and expectations both in its internal and external environment. With this, it is important that planned interventions take into consideration the integrated framework to ensure adequacy in number, reach, coherence, effectiveness, and efficiency of programs; coordinative and collaborative implementation of institutions with sufficient, responsive and strategic allocation of resources are provided.

Capability Building (CB) Plan is one of the tools that will ensure the development and utilization of organizational resources, capacities and competencies that are geared towards achieving efficiency and effectiveness in agency performance. Likewise, this CB Plan will systematically set the parameters in planning Field Office activities that are need-based. Further, this will also serves as basis for monitoring and evaluation for the provision of appropriate technical assistance.

Attached is the sample template in accomplishing said IDCB Plan. The Capability Building Section will appreciate receipt of your submission on or before November 14, 2020 for consolidation, analysis and onward submission to SWIDB. ↑

You may send the electronic copy to this email address at cbsec.fo8@dswd.gov.ph and communicate any clarification thru mobile numbers of Mr. Rolando A. Verbo Jr. (0906-118-1323) and Ms. Myrlina G. Pascual (0916-424-8301).

For your guidance and strict compliance.


MARIE ANGELA S. GOPALAN

49

/MGP/GDO/NGS/MASG

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

INSTITUTIONAL DEVELOPMENT AND CAPABILITY BUILDING (IDCB) PLAN

CY 2021

Division/Unit/Center/Program: _____

TRAINING/ ACTIVITY TITLE	OBJECTIVES	DATE	VENUE	COVERAGE (Municipalities)	NUMBER OF PARTICIPANTS													FUND/ RESOURCES NEEDED		EXPECTED OUTPUT	
					DSWD			Intermediaries				Stakeholders						Total	Internal (DSWD)		External (e.g. LGU, NGO, etc.)
					FO	CO	Center/ Institutions	LGU	NGA	NGO	PO	Volunteer	Academe	Religious Sector	Business Sector	Media					
A. INSTITUTIONAL DEVELOPMENT																					
B. CAPABILITY BUILDING																					

Prepared by: _____

Reviewed by: _____
Section Head