

MEMORANDUM

**TO : ALL HEADS OF OFFICES/DIVISION/PROGRAM/SECTION/
UNIT/CENTER**

ATTENTION : KNOWLEDGE MANAGEMENT COMMITTEE MEMBERS

**FROM : THE REGIONAL DIRECTOR
This Office**

**SUBJECT : ATTENDANCE TO THE CAPACITY BUILDING ACTIVITY ON
TECHNICAL WRITING FOLLOWING THE DSWD
HANDBOOK OF STYLE**

DATE : 05 FEBRUARY 2024

Per Department of Social Welfare and Development's (DSWD) Administrative Order No. 01 series of 2018 or the Functional Structure of DSWD Field Offices, the Capacity Building Section is mandated to enhance the competencies of the DSWD intermediaries and stakeholders in performing and achieving its goals as lead in the social welfare and social protection sector. Specifically, CBS is directed to implement capability building interventions to DSWD staff and partner.

Now, the KM Team is responsible for conducting an initial review and providing technical inputs of the documented practice in terms of its form and content using the Identification Criteria and Good Practice Documentation Format. Therefore, for them to be able to perform their delegated functions, there is a need to capacitate them and improve their communication skills.

The handbook was developed to set the standards for writing and editing and to improve the quality and ensure the consistency of the DSWD documents such as memorandum, executive summary, articles, publications, training proposals, design, and reports among others.

Originally, the training session was designed for participants from the IDCB Focals group. However, due to available slots, we have decided to select attendees from the KM Committee to participate in the Capacity Building Activity on Technical Writing following the Handbook of Style from 29 February 2024 to 01 March 2024, with a 2-day full board and lodging in Hotel Costa Brava, San Jose, Tacloban City.

Meanwhile, for the confirmation of participants, you may accomplish the attached link: bit.ly/ConfirmationOfPax not later than 20 Feb 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.

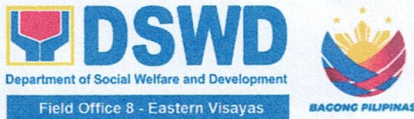
For compliance.

GRACE Q. SUBONG

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DC GDO/rav

For the Regional Director:


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



LIST OF PARTICIPANTS

No.	Name	Position	Division/Section
1.	Carol B. Gerilla	Planning Officer IV	Policy Development and Planning Section
2.	Atty. Rochelle T. Caliste	PDO III	Standards Section
3.	Jeanne V. Bauzon	AO III	Property and Supply Section
4.	Daisy Mae D. Cera	AO I	Records Archives and Management Section
5.	Kinneth A. Cayubit	AO II	Procurement Section
6.	April O. Cahayag	AO II	Human Resource Welfare Section
7.	Ma. Jesusa O. Gatdula	AO II	Personnel Administration Section
8.	Christopher I. Bacason	Accountant III	Financial Management Division – Accounting Section
9.	Mark Lorben E. Vicuna	AO V	Budget Section
10.	Pauline Liza C. Nadera	Nutritionist Dietitian III	Supplementary Feeding Program
11.	Rizalyn M. Arante	SWA	Community-Based Welfare Section
12.	Nena L. Getalado	SWO IV	Disaster Response Management Division
13.	Leo Nito L. Caliba	SWO II	Social Technology Unit
14.	Lassie F. Madelo	MAA	Office of the Regional Director
15.	Den Joel P. Debuton	PDO III	PPPPMD
16.	Hermanito S. Mangalao	PDO III	Sustainable Livelihood Program
17.	Edna O. Samson	SWO II	Regional Rehabilitation Center for Youth
18.	Ara Joy Uson	SWO I	Regional Rehabilitation Center for Youth
19.	Anne Marian Mae E. Valdez	SWO I	Home for Girls
20.	Hilda B. Tambio	SWO III	Haven for Women
21.	Grace Joyce N. Budiongan	SWO II	Haven for Women
22.	Caren P. Santizas	SWO II	Reception and Study Center for Children
23.	Sheena D. Legata	SWO I	Reception and Study Center for Children