

DRN: PSD-CBS-20220527-0260

**REGIONAL MEMORANDUM
NO. _____, SERIES OF 2022**

0082

TO : ALL DIVISION CHIEFS, PROGRAM/SECTION/CENTER HEADS
This Office

ATTENTION : IDCB FOCAL PERSONS
This Office

FROM : THE REGIONAL DIRECTOR
This Office

SUBJECT : UTILIZATION OF ONLINE TRAINING CALENDAR

DATE : 27 MAY 2022

DSWD FIELD OFFICE VIII
RECEIVED
02 JUN 2022
Date: _____ Time: 1:52
ALNOR L. ARELLANO
RAS

In our efforts to install a structured conduct and to institute mechanism for the monitoring and evaluation of all FO – initiated Institutional Development and Capability Building (IDCB) activities, the Capability Building Section designed an online Training Calendar through Google Sheet.

This online calendar shall be utilized to capture and organize all IDCBA that are lined – up and will be conducted for the given year. Activity details shall be inputted in a set tab, so that a particular IDCBA will automatically be directed to the monthly calendar as to when this will be administered.

Further, this online calendar will aid towards harmonized and non – overlapping conduct of IDCBA. Since inputs will reflect on the specific monthly calendar, other users will be given a heads up if a certain date is already taken by a respective office, hence, will plan for another schedule that is not conflicting with others, especially if the participants of said IDCBA are the same.

Moreover, this tool is a work in progress. This is subject for further enhancements to become more effective and accessible monitoring and tracking device.

Meantime, to verify its efficacy, we are sharing this link to all IDCB Focal Persons, so they could initially provide their activities queued for the year:

<https://docs.google.com/spreadsheets/d/1vJECCPgGfVZFf6J2DUC4e7PRapYt724e8upzITAsEE/edit#gid=1978150142>

Lastly, to level off with the usage and understanding of this tool, an orientation shall be set and will be cascaded to all the focal persons as soon as possible.

For your guidance and strict compliance.

GRACE Q. SUBONG

MGP/GDO

For the Regional Director:

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