



GUIDANCE NOTE ON THE SUBMISSION OF CAPABILITY BUILDING ACTIVITY ACCOMPLISHMENT REPORT FOR THE NATIONAL AND REGIONAL PROGRAM MANAGEMENT OFFICE

I. RATIONALE

The Department of Social Welfare and Development (DSWD) Pantawid Pamilyang Pilipino Program (4Ps) as an institutionalized human development program that provides social protection, social assistance, social development, and other complementary support services has a capability building mandate with the aim of supporting the staff to effectively and efficiently deliver quality services to its beneficiaries. As part of its capacity development, a capability building plan is prepared and the conducted activities are monitored and evaluated based on the set objectives and targets reached. Based on the Work and Financial Plan (WFP) and the Institutional Development and Capability Building (IDCB) Plan, both the Regional and the National Program Management Office (R/NPMO) implement Capability Building Activities (CBA) for continuous learning and development.

In order to systematically collect data on the implemented Capability Building Activities (CBA), certain mechanisms are in place which include the submission of the Accomplishment Report. The reporting template specifies what needs to be captured in the report and also serves as a basis for monitoring budget utilization. It is important to have a clear interpretation of the description of the data to be collected for consistency and accuracy in terms of the target vis-a-vis the accomplishment.

II. LEGAL BASES

- **MC 11 s. of 2010, Guidelines in the Preparation and Submission of IDCB Plans and Accomplishment Reports** - All OBS and FOs are required to submit the IDCB plan to ensure the development and utilization of organizational resources, capacities, and competencies to achieve efficiency and effectiveness in our agency performance. On the other hand, the IDCB report template will provide key areas in assessing the Department's performance in institutional development and capability building. These reports generated are important for benchmarking, synchronization, monitoring, provision of technical assistance, and generation of other knowledge products. It is therefore imperative that this plan and report templates be utilized by all Offices, Bureaus, and Services for their IDCB plans and reports.
- **Republic Act 11310 or the 4Ps Act Implementing Rules and Regulations, Rule XVI, Section 37 states that** "Capability-building and related capacity development activities for parent leaders, household members, partners and 4Ps personnel shall be implemented by DSWD in collaboration with the NGAs, LGUs and other stakeholders."

III. OBJECTIVES

General: To establish a reference guide for the submission of Capability Building Activities Accomplishment Report by the National and Regional Program Management Offices.

Specifically, this will help the RPMOs and NPMO to:

1. Easily report the details of the CBA accomplishments based on the target objective and targets;
2. Fill up the specific data and format based on the required information;
3. Be informed on the details on the submission of the report;
4. Be able to identify the gaps and difficulties encountered during the activity; and
5. Find appropriate resolution/s for the gaps identified.

IV. COVERAGE

This reference guide covers all CBAs conducted by both RPMOs and NPMO whether or not it is included in the WFP of the fiscal year being reported.

V. DEFINITION OF TERMS

1. **Accomplishment Report (AR)** - refers to the summary of accomplishments related to the implementation of CBAs
2. **Capability Building (CB)** - refers to the provision of institutional assistance to DSWD's intermediaries such as local government units, non-government organizations, people's organizations 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
3. **Capability Building Activity (CBA)** - refers to the activities included in the IDCB Plan or may be relative to the provision of institutional assistance to DSWD's intermediaries.
4. **Capability Building (CB) Focal Person** - refers to the designated staff from the different divisions of the National Program Management Office whose main objective is to support, strengthen, monitor, and ensure proper implementation of their respective CB plans.
5. **Capability Building (CB) Monitor / Regional Capability Building (RCB) Monitor** - shall be responsible for ensuring quality training activities in the 4Ps through technical assistance and resource augmentation to NPMO division CB focal persons and regional training personnel. The CBM/RCBM also monitors the execution of national and regional training plans as may be applicable.
6. **Institutional Development and Capability Building (IDCB) Plan** - refers to a plan that establishes an organization-wide, comprehensive, harmonized and coordinated IDCB Program of the Department. The plan has two sections: the Institutional Development (ID) and the Capability Building (CB) plans².

¹ DSWD Administrative Order No. 16 series of 2010: Framework and Guidelines for Capability Building of DSWD Social Protection Intermediaries and Stakeholders

² DSWD Memorandum Circular No. 11 series of 2010: Guidelines in the Preparation and Submission of IDCB Plans and Accomplishment Reports

7. **Regional Training Specialist (RTS)** - refers to the Regional Program Management Office (RPMO) staff who are designated to design, develop, and deliver packaged and customized learning and development interventions for 4Ps stakeholders.

VI. IMPLEMENTING PROCEDURE

A. General Guide in Filling out the AR Template

1. Parts of the Template and Description of Data Entry (Form A)

The superscript texts refer to the item code as a representation of the parts in the Accomplishment Report Template. These item codes aim to provide assistance in the parts requiring computation and to allow easy and convenient identification, tracking, and analyzing of data.

a. Title of the Activity ^[1]

The complete training / activity title during the conduct shall be indicated. If the title was modified as written in the proposal, indicate it in the remarks column. Ensure that acronyms are properly spelled out. Indicate the batch number, if applicable.

b. Activity Objective/s ^[2]

Indicate the overall objective of the activity either as specified in the original proposal or in the revised proposal, if any.

c. Date of Implementation ^[3]

- The dates must be indicated in numeric form (DD/MONTH/YYYY).
 - For activities conducted on consecutive days, follow the format DD-DD/MONTH/YYYY.
 - For staggered days, follow the format DD, DD, DD, DD/MONTH/YYYY.

d. Venue ^[4]

- For on-site activities, specify the name of the actual venue (e.g. hotel or conference room) including its city / municipality, and province.
- For virtual activities, specify the web conferencing application used (e.g. Zoom, Google Meet, MS Teams, etc.)

e. Number of Participants

For the number of participants, input the actual number of attendees per sex and category as indicated in the attendance sheet and put "0" (zero) or hide the columns that are not applicable. Exclude the number of the learning management team and resource persons.

d.1 DSWD Staff ^[5-18]

- Indicate the number of DSWD participants from the Central Office and Field Office/s including Social Welfare and Development (SWAD)

Team Members and Staff from Center and Residential Care Facilities (CRCFs) and ensure to disaggregate the participant's data by sex.

- From the total number of DSWD participants, identify if there are sectoral groups / representation such as Indigenous Peoples (IPs), Senior Citizens, Persons with Disabilities (PWDs), and Solo Parents. All participants shall be counted based on the applicable representations. If any, break down the number by sex.

d.2 Intermediaries ^[19-34]

- Indicate the number of participants attending from the Local Government Unit (LGU), National Government Agency (NGA), Non-Government Organization (NGO), and Peoples Organization (PO) and ensure to disaggregate the participants' data by sex.
- From the total number of intermediaries, identify if there are sectoral groups/representations such as Indigenous People (IPs), Senior Citizens, Persons with Disabilities (PWDs), and Solo Parents. All participants shall be counted based on the applicable representations.

d.3 Stakeholders ^[35-50]

- Indicate the number of participants from the academe³, religious sector, business sector, and media and ensure to disaggregate the participants' data by sex.
- From the total number of stakeholders, identify if there are sectoral groups/representations such as Indigenous People (IPs), Senior Citizens, Persons with Disabilities (PWDs), and Solo Parents. All participants shall be counted based on the applicable representations.

d.4 Beneficiaries ^[51-66]

- Indicate the number of participants who are 4Ps beneficiaries. Identify the participants according to youth (18 and below; including student beneficiaries under ESGP-PA⁴ / SGP-PA⁵), parents, and others (for those who attended aside from the youth and parents) and ensure to disaggregate the participants' data by sex.
- From the total number of beneficiaries, identify if there are Parent Leaders, Indigenous Peoples (IPs), Senior Citizens, Persons with Disabilities (PWDs), and Solo Parents. If any, break down the number by sex. A participant shall be counted for all applicable categories.

f. Total Participants ^[67-68]

Indicate the total number of participants per activity and breakdown the number by sex. Exclude data in columns for IPs, senior citizens, PWDs, solo parents. If encoding is done in the google sheet, this will automatically be computed.

³ Academic Sector includes people from public or private higher education establishments awarding academic degrees, public or private non-profit research organizations for whom one of the main objectives is to pursue research or technological development. Student beneficiaries under ESGPPA / SGPPA are not included in this sector.

⁴ The ESGP-PA, also known as the Expanded Students' Grant-in-Aid Program for Poverty Alleviation, was formed through CHED Memorandum Order No. 09, series of 2012, DAP Guideline No. 2 "Guidelines on the Students' Grants-in-Aid Program for Poverty Alleviation (SGP-PA) in the CHED Disbursement Acceleration Program and CHED Memorandum Order No. 22, series of 2012 "Amendment to CMO No. 09, series of 2012"

⁵ Students' Grants-in-Aid Program for Poverty Alleviation

g. Sectors Represented ^[69-76]

Ensure to disaggregate the participants' data by sectoral representation and by sex. If encoding is done in the google sheet, this will automatically be computed.

h. Evaluation Results ^[77-89]

In each adjectival rating, indicate the total number of respondents who answered the evaluation form under the headcount (HC) column. Ensure that this column is filled out. Put "0" (zero) if none.

The adjectival rating shall be based on the computed value AVERAGE IN PERCENTAGE, with the following:

Adjectival Rating	Numerical Scale Average in % ⁽⁸⁸⁾
Poor	75.99 - below
Fair	76.00 - 82.99
Satisfactory	83.00 - 88.99
Very Satisfactory	89.00 - 94.99
Excellent	95.00 - 100

The Regional Training Specialist may refer to Annex 1 for the computation of the percentage of the total headcount per rating level and for the overall evaluation results. For those who prefer to encode directly in the google sheet, the result will automatically be computed once the headcount per rating level is already encoded.

i. Fund/Resources Utilized ^[90-91]

Ensure to categorize the funds used whether internal (DSWD) or external resources (LGU, NGO, INGO, and NGA) and specify the amount in Philippine Peso.

If the actual amount utilized cannot be determined yet, the RTS or CB Focal Person may just refer to the amount specified in the mother proposal or provide an estimated amount of expenses.

j. Remarks ^[92]

If some activities were not implemented as planned, the RPMO may indicate the reasons for such in this column. The following are examples of information that can be included in the remarks column:

- Change in schedule, participants, venue or mode, and title (Provide a brief explanation on the reasons for deviation on planned targets.)
- Reason for change in the number of participants
- Specify the source of external funds, if any
- Indicate the reason for the difference in the amount indicated in WFP and in their MAR
- For training/s intended for the staff, identify the count of non-4Ps staff, if any.
- Specify the name of academe, groups, organizations, and specific office for d.2. and d.3. participants
- Indicate the actual number vs expected number of training team if found relevant in terms of the outcome of training implementation or execution

2. Observations / Actions Taken / Recommendations (Form B)

The RTS or CB Focal may indicate in this form the identified areas that need improvement and the best practices that were observed from the conducted CBA. In addition, RTS or CB Focal may include actions taken related to the specific area of concern and provide recommendations, if any.

3. Other Considerations

- Ensure to fill out each field in the template when applicable. The RTS or CB Focal may hide the column with no data entries. For example, if the participants are from the DSWD only, hide the table for stakeholders and beneficiaries in the template.
- The activities to be included/reflected in the report are the following:
 - a. All CBAs charged under 4Ps training fund or externally funded
 - b. All CBAs led by RPMO for 4Ps staff/beneficiaries/partners without funding requirements.

B. Submission and Acknowledgement of Accomplishment Report

1. Date of Submission

- **RPMO**

The AR shall be submitted on a monthly basis on or before the 5th day of the succeeding month (e.g. AR for January 2022 is due on 5 February 2022)

For activities conducted on the 4th week of the month, this will be included in the next monthly AR. Should there be CBAs that will be conducted until the 1st week of the succeeding month, it shall form part of the report for the next month. If no activities were conducted for the month, the RPMO still needs to inform the NPMO via official communication either through email copy furnished the RPC or memorandum signed by the RPC.

- **NPMO**

The AR should be submitted 15 working days after the conduct of any CBA. If the activity is done in multiple batches, submit the report per batch completed.

2. Signatories and Acknowledgment of Submitted AR

- **RPMO**

Submission of the Accomplishment Report may be done in the following ways:

1. Email the scanned copy of the AR signed by the RPC. Both the signed scanned copy and Excel file / Google Sheet link format of the AR shall be sent to the assigned RCB Monitor through their email address, pantawidcbu@dswd.gov.ph, and copy furnished to the data information system focal person.
2. Submit the hard copies of AR with a cover letter. The cover memo shall be signed by the FO's standard signatories and the AR at least signed by the RPC.

For submitted AR needing further action such as clarifications on data entry for the accuracy or those which may have implications for the outcome of the consolidated report, the RCB Monitor may directly coordinate with the RTS or vice-versa as necessary.

- **NPMO**

The submission of the scanned AR signed by the Division Chief along with the soft copy (excel or google sheet) should be emailed to pantawidcbu@dswd.gov.ph, to the assigned CB Monitor of the said division, and a copy furnished to the data information system focal.

C. Roles and Responsibilities

1. National Program Management Office (NPMO)

- a. Regional Capability Building (RCB) Monitor

The RCB Monitor reviews the submitted AR and includes observations and recommendations in the report upon acknowledgment. The RCB Monitor may validate and clarify data entries such as, but not limited to, the consistency in the total number indicated per category or type of data required in the template.

- b. Data Information System Focal Person

The Data Information System Focal Person double-checks the data entered into the system to ensure the accuracy and completeness of the submitted report.

- c. Capability Building Focal Person

The CB Focal Person per division prepares the AR following the prescribed template and ensures its approval from the Division Chief.

2. Regional Program Management Office

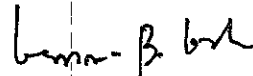
a. Regional Training Specialist

The Regional Training Specialist prepares the AR following the prescribed template and ensures its submission and approval by their Regional Program Coordinator (RPC) and their respective principals.

VII. EFFECTIVITY

This guideline shall take effect immediately and shall continue to be valid unless rescinded. Previous issuances or office orders inconsistent herewith are now revoked.

Issued this 19th day of July, 2022, Quezon City, Philippines.



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