

**PANTAWID PAMILYANG PILIPINO PROGRAM**  
National Program Management Office

**FOR** : **The REGIONAL DIRECTOR**  
DSWD Field Offices CAR, I – XII, CARAGA & NCR

**ATTN** : **Deputy Program Manager**  
**Regional Program Coordinator**  
**Regional Training Specialist**

**FROM** : **The NATIONAL PROGRAM MANAGER**  
Pantawid National Project Management Office

**SUBJECT** : **GUIDANCE NOTE ON THE CONDUCT OF ROLL OUT  
TRAINING**

**DATE** : September 4, 2017

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This is relative to the recently conducted three (3) batches of Training of Trainers (TOT) on Enhanced Caseload Management with E-Case Management and Priority Integration of Convergence Approach and Community which we trained a total of 113 participants nationwide representing all regions. These participants will serve as organizers, resource persons and facilitators in the conduct of Roll-out Training to all City/Municipal Links nationwide. This activity hopes to enable the City/Municipal Links enhance their knowledge and skills in managing their respective caseload and for them to fully engage their respective beneficiaries in determining appropriate intervention and services for their needs and concerns not only from the existing services of the Department as well as services of other agencies and the LGUs in particular.

The Roll-out Training for all City/Municipal Links shall be conducted in the months of September, October and December as planned during the TOT as part of the Regional Re-Entry Plans. The Roll-out Training will allow the C/MLs to acquire/improve their knowledge and skills on Community Organizing, Case Management, and Data Management. To achieve this main objective, this Guidance Note is written to provide you additional measures and ways to achieve the total targets of participants and ensure fund utilization by end of December 2017.

**A. Preparatory Work**

1. Roll out period shall be from September to November 2017 or even earlier based on the total number of C/MLs of the region.
2. Participants shall be City/Municipal Links of the region.
3. Highly proposed to limit to forty (40) to fifty (50) participants per training/plenary/batch.
4. Roll out activity should be four (4) nights and five (5) days inclusive of travel time.

5. Key Learning Contents should be followed and learning methodologies can be modified and enhanced.
6. The training management team comprises of one (1) facilitator, two (2) to three (3) resource persons (on schedule basis only), one (1) documenter and one (1) secretariat for every group of 40-50 participants
7. City/Municipal Clustering or by Provincial Clustering may be undertaken based on accessibility and transportation cost of Participants
8. The participants shall bring laptop with installed MS Excel/Open Office Spreadsheet and Global Protect, and extension cords (MUST HAVE during the training). The participants may be asked to bring their own broadband.
9. Strong internet connection should be available in the Training Venue.

**B. During Roll-out Training**

1. Arrival of participants before the start of the training shall be ensured to maximize the use of time and to be able to provide more hands-on exercises on the use of excel particularly on the session of caseload management
2. Kindly limit the time for Opening amenities and allow to start the session immediately on the very first day of the scheduled training. Please see attached proposed programme-(Annex A1 and Annex A2).
3. The training team shall ensure that the attendance sheets be filled-up on a day-to-day basis for closer monitoring of their actual learnings, and also provide clear guidance on the use of celfones.
4. Each of the participants are required to accomplish an individual Re-Entry Action Plan to be applied and implemented to their respective total no. of caseload in their area of assignment. Please see Annex B.

**C. Post Evaluation**

1. Training specialist/facilitator to ensure use of the attached Post Evaluation tool (See Annex C)
2. A Training Documentation shall be accomplished by an assigned documenter per batch of Roll Out. Format of the documentation shall follow the documentation template in Annex D.

**D. Monitoring & Technical Coaching**

1. Technical coaching and mentoring shall be done during the year and to end also in December. This may be conducted by the NPMO in partnership with the RPMO during the Roll-out Training and during the implementation of Re-Entry Plans.
2. The NPMO may augment as resource person when necessary and upon request based on the availability of the focal persons for specific topic in the module.
3. The team will utilize a monitoring tool/scheme to ensure the quality and effectiveness of the roll-out trainings and implementation of the Re-Entry Plans.

**E. Expected Output/Deliverables**

1. Training of 100% of City/Municipal Links of the region as provided in the budget allocation by end of the year
2. Completion of Roll-out Training from September to November and conduct of technical coaching and mentoring October to December 15, 2017
3. Budget for the Roll-out Training and Technical Coaching and Mentoring be fully utilized by end of December 2017
4. Submission of Summary of Documentation to NPMO by January 2017

Necessary guidelines on pre, actual and post phase that are not included in this guidance note shall follow the existing policies of the Department in terms of conducting trainings.

For queries and confirmation, your staff may freely contact Ms. Marry Ann T. Dealo of Capability Building Division at telephone numbers (02) 931-8101 to 07 local 333 / mobile numbers 0917-5359936.

Thank you for your usual support and cooperation.



**DIR. LEONARDO C. REYNOSO**

CC: U/Sec. Ma. Lourdes H. Turalde  
Operations and Program Group