

MEMORANDUM
DATE:

July 24, 2020

FOR:
DIR. GEMMA B. GABUYA
 National Program Manager

**RECOMMENDING
APPROVAL:**
DIR. ERNESTINA Z. SOLLOSO
 Deputy Program Manager for Support

FROM:
The Project Development Officer V
 Capability Building Division

SUBJECT:
**GUIDANCE NOTES ON THE CAPABILITY BUILDING
ACTIVITIES (CBAs) DURING THE COVID-19 PANDEMIC**

This is to submit the Guidance Notes on the capability building activities for this year. The Guidance Notes shall serve as a guide for both NPMO divisions and RPMO when they re-visit, re-calibrate and re-plan their CB activities. We also hope that the attached guidance notes will help in ensuring that conduct of 4Ps CB activities are in adherence to the guidelines and standards set by the Department and the National government taking into consideration the safety of everyone and adopting to the concept of new normal.

This Guidance Notes have gone through the following process:

1. Submitted to 4Ps MANCOM for review and inputs – May 26, 2020. The ASD, IPD and CVD provided comments, inputs and recommendations.
2. Submitted to FMS for review and inputs – May 26, 2020. Dir. Wayne Belizar provided his comments and inputs on the said Guidance Notes and ASD Budget Focal Person had a one-on-one discussion with FMS-SP.
3. The DPMS provided additional inputs on the document - July 15, 2020.

Necessary inputs and recommendations were considered and incorporated, hence, may we respectfully request for your approval of the said document, for onward sharing to NPMO and RPMOs.

Yours truly,



For:

ROSYLYN M. ARNIGO

let us
prioritize
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rec.
Aimee
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Guidance
notes
for her
reference.
cc - DC
Jimmy.
9/7/29/-

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Received by:

Guidance Notes on the Conduct of Capability Building Activities (CBAs) during the COVID-19 Pandemic

I. Rationale

President Rodrigo Roa Duterte approved the Republic Act 11469, the Bayanihan to Heal as One Act, also known as the Bayanihan Act, is a law that was enacted in March 2020, declaring the existence of a national emergency arising from the coronavirus disease 2019 (COVID – 19) situation and granting the President for a limited period additional authority to combat the pandemic in the Philippines.

The entire country was declared under state of calamity and the different parts of the country was placed under different levels of community quarantine. The continuation of the community quarantine in many parts of the country have a substantial social and economic impact and, thus, a heightened effort of control transmission of infections through rigorous contact tracing, isolation of cases, quarantine of contacts while ensuring timely and adequate treatment to save lives. Despite this, the government is challenged to facilitate alternative arrangements and support mechanisms to ensure that all agencies will continue the welfare and development program for the public.

Likewise in RA 11310 or Pantawid Pamilyang Pilipino Program, it stipulates the need to continue the capacity building not only for the staff and field workers but, also to the Parent Leaders who will help and assist our field workers on the ground to ensure quality and timely services are accorded to the poor and needy.

The capacity building encompasses a wide range of activities designed to improve the capacities particularly of the 4Ps field workers and partner stakeholders. Capabilities comprise not only the technical skills and knowledge of the staff but also their attitudes and behaviors, which is a very important component that drives them to work better and serve well the beneficiaries of the program, including those capabilities needed in time of national emergency.

There are challenges in meeting the needs of capacity building; however, there are technology-based or online platforms that would help in the implementation of the same to minimize face to face interaction. These and other measures will be part of the world's 'New Normal', where alternative work arrangements and service provision will be implemented to facilitate and continue the practice of physical distancing and avoidance of crowded places.

II. Legal Bases

R.A. 11469 Bayanihan to Heal As One Act. An Act declaring the existence of a national emergency arising from the Coronavirus Disease 2019 (COVID-19) situation and a national policy in connection therewith, and authorizing the President of the Republic of the Philippines for a limited period and subject to restrictions, to exercise powers necessary and proper to carry out the declared national policy and for other purposes. Under this act, there is an urgent need to: (a) mitigate, if not contain the transmission of COVID-19; (e) undertake a program for recovery and rehabilitation including a social amelioration program and provision of safety nets to all affected sectors.

Proclamation No. 922, Declaring a State of Public Health Emergency Throughout the Philippines. Whereas, such declaration would facilitate the implementation of the relevant provisions of RA 11332 to address the COVID-19 threat, including but not limited to mandatory reporting, intensify government response and measures, and enforce quarantine and disease control prevention measures.

CSC MC 10 s. 2020 Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic. General Guidelines: Agencies may use video conferencing/teleconferencing in conducting meetings to minimize face to face interaction.

DSWD Advisory No. 1 Series of 2020, Guidelines for the Prevention, Control and Mitigation of the Spread of the Coronavirus Disease – 19 (COVID -19) in the DSWD Central Office, Field Offices, other Facilities, Attached and Supervised Agencies. All DSWD led-group activities (i.e workshops/seminars/training involving internal and external stakeholders) are suspended/postponed until further notice. OBSUs/FOs are encouraged to adopt alternative modes of meetings (i.e. use of Google Meet with Jamboard in coordination with ICTMS) for the conduct of the same.

DSWD Administrative Order No. 3 Series of 2020, Department of Social Welfare and Development (DSWD) COVID-19 Response and Recovery Plan (2020-2022). The response and recovery plan focuses on the Department's mandate to ensure delivery of social protection and social amelioration programs, projects, and services adaptive to the current pandemic context to mitigate the effects on health, economic, social, physical, and psychosocial well-being of the most vulnerable sectors. Particularly adopting Section VI DSWD Covid-19 Strategies along (1.) Ensuring the delivery of responsive social welfare development programs; (2.) Providing appropriate interventions for the vulnerable sector; (3.) Mainstreaming responsive social protection programs; and (4) Keeping the workforce safe and healthy.

III. Coverage and Applicability

This issuance shall cover and apply to Capability Building Activities (CBAs) charged against the 4Ps training fund of Regional Program Management Offices (RPMOs) and the National Program Management Office (NPMO) during the COVID-19 pandemic.

IV. Objectives

This issuance shall serve as a general guide to 4Ps RPMO and NPMO concerning their planned Capability Building Activities (CBAs). Specifically, it aims to:

- a. Ensure that objectives set under DSWD COVID-19 Response and Recovery Scorecard of DSWD AO 3 Series of 2020 related to CB activities are met.
- b. Serve as guide in alternative delivery of capability building activities anchored on the DSWD Pagbangon Response and Recovery measures in 4Ps.
- c. Serve as guide in identifying priority activities that will proceed during the pandemic period.
- d. Identify other strategies aside from classroom-based or face-to-face activities and maximize the e-learning approach and methods to respond to the effects of pandemic.
- e. Serve as guide in addressing CB – related issues and concerns during the pandemic period.
- f. Provide implementing mechanisms to ensure compliance with standard health and safety protocols during the conduct of CBAs.

V. General Policy and Provisions

- a. NPMO and RPMO shall re-visit their Capability Building (CB) Plan to check which activities must be conducted this year and which can be deferred to next year. They shall also determine what strategies, learning intervention or platform should be used to achieve the objectives of the identified activities.
- b. Proposed CB activities for 2020 to 2022 must be anchored in the department policies or 4Ps thrust, priorities, and directives and must adopt the guiding principles set in DSWD AO 3 Series of 2020, and consider the possible situations stated in the said order when developing the activity design. Recalibration of programs and re – strategizing of plans is needed and appropriate safety measures must be put in place.
- c. Field Offices (FOs) must follow the guidelines and processes set by the Department about the withdrawal, reallocation or realignment of funds.
- d. For the conduct of classroom-based CBAs, the guidelines set by the national government, DSWD and LGU where the activity will be conducted must be followed.
- e. For technical assistance on finance-related issues, it is recommended that the Regional Financial Analyst confirms data with their counterparts in the FMS-SP.

VI. Implementing Guide

a. Deferred / For Rescheduled CBAs

i. NPMO – initiated activities

- Concerned proponent division will provide guidance on the conduct of NPMO – initiated activities that are deferred or for – rescheduled at the later part of the year.
- Funds allocated for these activities shall be retained in the RPMOs.

ii. RPMO – initiated activities

- RPMO may opt to defer or reschedule their regional CBAs in the latter part of the year. However, they must ensure the conduct of said activities within the year.

b. Canceled CBAs

i. NPMO – initiated activities

- The proponent division must inform CBD of planned activities that will not push – through this year. NPMO, through CBD, will inform the RPMOs of these activities for appropriate action.
- If the RPMO will not be able to utilize the funds downloaded for these canceled NPMO activities, then it has to be returned to the Central Office.
- The concerned Field Office (FO) shall prepare an official letter addressed to NPMO, copy furnished FMS-SP, and CBD for any concerns related to withdrawal, re-allocation, or re-alignment of training fund. Upon approval by the NPM, the request from FO shall be endorsed to FMS-SP.

ii. RPMO – initiated activities

- If allocated funds for the canceled regional CBAs cannot be utilized for other training activities, then the funds must be returned to the Central Office.
- The FOs shall prepare an official letter addressed to NPMO, copy furnished FMS-SP and CBD for any concerns related to withdrawal, re-allocation or re-alignment of training funds. Upon approval by NPM, the request from FO shall be endorsed to FMS-SP.

Training Fund

i. Withdrawal and Realignment of Training Funds

- In accordance to FMS Guidelines no. 8, request for Sub-ARO/Augmentation of funds, modification, reallocation, change of purpose and withdrawal of funds will follow timeline stated below, until otherwise adjusted through subsequent guidelines or memorandum of FMS-SP:

Requests	1 st Semester CY 2020	2 nd Semester CY 2020
Sub-ARO/Augmentation of Funds	January 13 to February 14	July 1 to 31
Modification		
Reallocation or withdrawal of funds	April to May	July to August

- 4Ps NPMO and FMS must approve the use of training funds for other purposes except for what is originally intended.
- Realignment from one component to another (i.e., Trainings to M&E/Admin/Advocacy) is not allowed unless approved by the DBM and supported by a strong justification. 4Ps fund is per component per approved 2020 GAA.
- RPMO needs to submit the revised WFP to NPMO covering the new CBAs subject for the evaluation and approval of NPMO and FMS-SP. However, the discontinuance by at least 10% in the cost of training and other related seminars is strongly encourage based on National Budget Circular # 580: Adoption of Economy Measure in the Government due to the Emergency Health Situation dated 22 Apr. 2020

ii. Canceled CBAs for another CBA

- Training funds for canceled regional CBAs can be used to fund other or new CBAs. A request letter and project proposal must be submitted for approval of the NPMO and FMS. Upon approval of the request and/or proposal, the indicated amount for the activity will no longer be required to be returned to the Central Office.
- Training funds can also be used for the following with a corresponding project proposal and terms of reference for the first two items, to be approved by ONPM and UFMS:
 1. Hiring of resource persons for online training;
 2. Hiring of consultants for development computer-based training and/or online training
 3. Equipment Rental (video recorder and microphone) to be used for online training
 4. Enrollment fee for online training to be considered as specialized training
- RPMO needs to submit the revised WFP to NPMO covering the new CBAs subject for the evaluation and approval of NPMO and FMS-

SP. Once approved, the hiring of RPs/Consultants, and Equipment Rental must be specified in the approved project proposal/TOR under the budgetary requirements section and shall follow the procurement procedures as necessary.

- Rates for hiring or contracting of external providers must be following the existing guidelines of the department and the Department of Budget and Management.

d. Conduct of Capability Building Activities

Conduct of CBAs may be done through classroom-based or face to face, alternative methods while observing social distancing, health protocols and other safety measures.

1. Classroom-based or face to face

Should this strategy be used as a learning intervention during this year, the following should be observed:

- a. Under the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines *with Amendments as of June 03, 2020*, it was stated that:
 - The government employees with work essential reasons are allowed to be accommodated in hotels or similar establishments for places under community quarantine.
 - For areas placed under ECQ, MECQ and GCQ, **“Provided that accommodation establishments may operate only upon the issuance of a Certificate of Authority to operate by the DOT: Provided further,** that in all of the foregoing, hotel operations shall be limited to the provision of basic accommodation services to guests through an in-house skeleton workforce. Ancillary establishments within the premises, such as restaurants, cafes, bars, gyms, spas, and the like, shall not be allowed to operate or to provide room service; Provide finally, that accommodation establishments may prepare: (a) packed meals for distribution to guests who opt for the same; and (b) food orders for take-out and delivery only.
 - For ECQ
 - “10. Mass gatherings such as but not limited to, movie screenings, concerts, sporting events, and other entertainment activities, community assemblies, religious gatherings, and non - essential work gatherings shall be prohibited. However, gathering that are essential for the provision of government services or authorized humanitarian activities shall be allowed”
 - For MECQ
 - “9. Mass gatherings such as but not limited to movie screenings, concerts, sporting events and other entertainment activities, community assemblies, and non-

essential gatherings shall be prohibited. Gathering that are the provision of the critical government services and authorized humanitarian activities while adhering to the prescribed minimum health standards shall be allowed. Religious gatherings shall be limited to not more than five (5) persons until otherwise modified through subsequent issuances of the IATF”

- For GCQ

- “12. Mass gatherings such as but not limited to movie screenings, concerts, sporting events and other entertainment activities, community assemblies, and non-essential gatherings shall be prohibited. Gathering that are the provision of the critical government services and authorized humanitarian activities while adhering to the prescribed minimum health standards shall be allowed. Religious gatherings shall be limited to not more than ten (10) persons until otherwise modified through subsequent issuances of the IATF”

- For MGCCQ

- “4. Mass gatherings such as but not limited to, movie screenings, concerts, sporting events, and other entertainment activities, religious gatherings, and work conferences shall be allowed provided that participants shall be limited to 50% of the venue or seating capacity.”

- b. In accordance to Department of Tourism Health and Safety Guidelines Governing the Operations of Accommodation Establishments under the New Normal: Section 7, A, 1: “Only single up to double room occupancy is allowed. Couples or family members who share the same household may be allowed in double or twin occupancy rooms. A distance of 1 to 2 meters between the beds is highly encouraged”.
- c. National and LGU (venue of activity) guidelines on social distancing (maximum number of participants concerning the area of venue; entry and exit of residents and visitors)
- d. National and LGU (venue of activity) on Health and Safety protocols (use of mask, provision of alcohol, temperature check)
- e. Provision of shuttle or transportation services to participants and training team members following guidelines set by the national and local government.
- f. The selection of participants shall also follow the guidelines set by the national and local government relating to the movement of persons under ECQ, MCQ, GCQ, and MGCCQ.

- g. Additional reference in the preparation or conduct of training, consider the document of World Health Organizations Key Planning recommendation for Mass Gatherings in the context of Covid-19.

2. Alternative Methods

The following methods are recommended to be utilized until concerned offices are still in Community Quarantine or until a vaccine is available.

- a. Computer-Based Training - this refers to a course of instruction whose primary means of delivery is the computer. This method limits the interaction with the trainers; the trainees usually do not have the chance to clarify their concerns or queries. It is more suitable for refresher courses and training programs that allow participants to be flexible based on their schedule and convenience. This method may vary or mix of the following forms:
- Text-only - it is a self-paced training in a text-only format. This form is similar to reading a training module.
 - CD-ROM - this form includes training programs that are saved in CD. The training program may be complete with pre- and post-tests, easy-to-follow menus, short teaching segments based on performance objectives, simulations, practice exercises. This form would be more efficient if it includes easy-to-understand user guides, instructor guides and powerful administration software. This form is also a self-paced training that does not require an internet connection or in an offline mode.
 - Multimedia - this form includes stimulating graphics, audio, animation, and/or video.
 - Virtual Reality- it is a form of a training program that allows simulation
- b. Online or E-learning - this refers to a course of instruction that is delivered via the internet. This form of alternative training is the most recommended for trainings intended for staff and partners. Some forms of this method include:
- Web-based training - This form puts computer-based training modules onto the Web. This can be linked to with a software that will allow tracking of progress of the trainees.
 - Tele or video conferencing - this form of online training allows the trainer or resource person to be in one location while the participants are in different places. Participants are networked into the central location and can usually ask questions of the trainer via the telephone or by a web chat feature
 - Audioconferencing - this form is similar to video conferencing with the use of audio-only. Participants dial into a central system that connects them.

- Web meetings or webinars - this form allows the participants to receive live audio with visual materials that appear to their computer screens. Questions are usually answered at the end of the training session
- c. Coaching and Mentoring
 - This method provides target participants to receive one-on-one training by an experienced professional.
 - This is recommended as a re-echo method of staff who are capable of attending online trainings.
 - This method should be considered for staff with limited access to internet connection.
 - Explore alternative forms such as:
 - Peer mentoring
 - Reverse mentoring
 - Group mentoring
 - Shadow boards
 - Speed mentoring
 - Network mentoring
 - Cascade mentoring
- d. The following can be maximized or be considered in conducting computer-based or online training:
 - Google Hangouts Meet
 - Zoom
 - Google Classroom
 - Edmodo LMS
 - Otus
 - Courselle (free for ten users)
 - Microsoft Team Meeting
- e. Subscriptions to platforms to conduct online training may be done however it will be charged to RPMO funds, specifically in the administrative cost under subscription expenses.
- 3. As preparatory activities concerning future CBAs, the following activities can be conducted during this time:
 - a. Administration and Analysis of Training Needs Assessment (TNA)
 - b. Monitoring of Action Plans for previous trainings conducted
 - c. Assessment of Training Effectiveness
 - d. Development or enhancement of learning materials
 - e. Encoding in CBIS of data from previous CBAs
 - f. Packaging of Knowledge Products
 - g. Inventory of Trained Field Workers per area of expertise / work.
 - h. Inventory of Trained External Partners

VII. Monitoring and Reportorial Requirements

1. All FOs are required to submit to NPMO – CBD their monthly accomplishment reports on any CB – related activities.
2. All RPMOs must ensure complete utilization of the entire retained 4Ps training fund or full withdrawal of funds that will not be utilized.
3. CBD shall continue to provide technical assistance and monitor any CB – related activities of the FOs including submission of reports and knowledge products.

 Approved / Disapproved:


DIR. GEMMA B. GABUYA
National Program Manager

- f. Packaging of Knowledge Products
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VII. Monitor

Special Requirements

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