DSWD
Department of Social Welfare and Development

Pantawid Pamilyang Pilipino Program

PANTAWID PAMILYANG PILIPINO PROGRAM
NATIONAL PROGRAM MANAGEMENT OFFICE

NPMO ORDER NO. 02
Series of 2020

SUBJECT : 4Ps NPMO POLICY/PARAMETERS ON AVAILMENT OF SPECIALIZED TRAININGS AND/OR EDUCATIONAL SUPPORT

I. Rationale

The 4Ps National Program Management Office upholds and recognizes the career development and personal growth of all its program personnel. As such, the program is committed to provide continuous learning and development interventions for them to increase competencies and motivation for lifelong learning towards individual and organizational effectiveness.

Through this commitment, it will ensure all its employees are provided with appropriate opportunities for specialized trainings and other educational support to enable them to function more effectively and efficiently and be kept abreast with the evolving program developments affecting their jobs and career.

The creation of this internal guideline will safeguard the process and maintain equitable distribution of specialized training opportunities, attain maximum benefit to employees and optimum return to the program and to the Department.

II. Legal Bases

1. The Department (DSWD) through the Human Resource Management and Development Service (HRMDS) has issued Memorandum dated 24th January 2020 providing, guidance in identifying prospective nominee for local external Specialized Training for FY 2020 to prioritize, among others those employees/staff who may need developmental interventions to improve work performance or enhance their competencies;

2. The Department's Memorandum Circular No. 35, series of 2005, entitled, "Guidelines on Local Non-Academic Specialized Trainings and

Other Short-Terms Courses, the National Program Management Office (NPMO) of the Pantawid Pamilyang Pilipino Program (4Ps) deems it proper to adopt clearer policy / parameters relative to Specialized Trainings and/ or Educational Support;

3. The Department of Budget and Management (DBM) National Budget Circular (NBC) No. 486, dated 26 March 2003 effectively amending NBC 442, dated 29 March 1995, relative to the "Cost of Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training gatherings sponsored by Non-Government Organizations or Private Institutions";

III. Description

The 4Ps National Program Management Office (NPMO) recognizing its necessity to issue this internal policy in the availment and prioritization of applications for Specialized Trainings and other relevant Educational Support in order to properly formalize current practices and provide guidance to all staff and employees at the NPMO which are either charged to the funds of the HRMDS or 4Ps.

IV. Objectives

1. To provide guidelines in the assessment and evaluation of the application for specialized training programs, short-term courses and other forms of Educational Support from the Department;
2. To provide implementation mechanism which covers technical working group composition, criteria, requirements and applicable process in the availment of specialized training, short-term courses and other forms of Educational Support from the Department as well as the post-training responsibilities of the participant; and
3. Identify and determine source of funds for the specialized training

V. Technical Working Group and Evaluation Criteria

The Technical Working Group (TWG) will be composed of the following members and the National Program Manager (NPM) shall be the approving authority.

Potential Nominees to External Local Specialized Training Form **(HRMDS Form)** shall be signed by the NPM for onward submission to HRMDS together with the pertinent requirements of the applicant pursuant to Human Resource Management and Development Service (HRMDS) dated 24 January 2020 and Memorandum Circular No. 35, series of 2005.

For Division Chief (SG 24):

Chairperson	National Program Manager
Members	Deputy Program Manager for Support
	Chief Administrative Officer
Secretariat	Administrative Officer (ASD HR Unit)

For below Division Chief (SG 22 below):

Chairperson	Deputy Program Manager for Support
Members	Chief Administrative Officer
	Division Chief of the concerned applicant
Secretariat	Administrative Officer (ASD HR Unit)

Below criteria shall be used in evaluating the application:

- Minimum of two (2) years stay in the 4Ps NPMO
- With Very Satisfactory (VS) Performance Rating for the last two (2) rating periods
- No record of tardiness and absenteeism
- No pending work assigned in their respective division
- Training is in line with the present work assignment

VI. Requirements

The applicants shall be required to submit complete and correct documentary requirements as follows:

1. Invitation from host agency or school/s and/or Specialized Training Calendar from HRMDS
2. Application for Specialized training addressed to the National Program Manager
3. Division chief recommendation/justification for below DC level while DPM recommendation/justification for DC level
4. Certificate of no pending work/assignment to be issued by DC for below DC level while DPM for DC level
5. Application for Specialized Training **(HRMDS Form)**
6. Individual Development Plan for the current year

7. Commitment/Undertaking Form **(HRMDS Form)**

VII. Process of Availment

Below implementing mechanism in the 4Ps National Program Management Office shall be observed and followed:

1. Concerned staff will prepare and submit all the necessary requirements to the Secretariat at least **one (1) month before** the conduct or attendance to Specialized training.
2. Secretariat will convene the TWG to further evaluate the application based on the set internal criteria.
3. The TWG will then submit a recommendation subject for approval/disapproval of the National Program Manager.
4. For the approved application by the National Program Manager, the Secretariat will endorse the same to Human Resource and Development Service.
5. Secretariat will follow-through and coordinate with HRMDS for the additional processes pursuant to Human Resource Management and Development Service (HRMDS) dated 24 January 2020 and Memorandum Circular No. 35, series of 2005.
6. Secretariat and concerned staff must ensure that he/she has an approved Special/Travel Order and payment for the said Specialized Training prior to his/her attendance to the training.
7. In case of non-availability of the payment prior to attendance to the training due to either lack of material time or because of the internal accounting and auditing processes that must be observed accordingly, Secretariat will provide the concerned staff a copy of an approved promissory note signed by the National Program Manager which the same has been coordinated and will be considered by the host/organizer.

VIII. Other Provisions

1. Priority of availment shall be granted approval by the Head of Office to those needing developmental interventions for work performance improvement or competency enhancement, especially those with unsatisfactory or poor performance rating based on their performance contracts, or those newly designated employees performing supervisory/managerial functions who may require leadership trainings.

2. Those employees/staff who may need enhancement of their competencies crucial to their performance of tasks/duties as aligned with their submitted respective Individual Development Plan (IDP).

3. Those who have not availed of trainings, relevant educational support and other similar training / support for the past fifteen (15) months.

4. Those who have diligently fulfilled and complied with the provisions / terms of their engagements of availing of past specialized trainings/educational support as approved of them earlier, including the required reporting requirements and appurtenances therefor.

5. Staff/ employees identified by their offices are however not automatically guaranteed slots in their chosen training course as the same is still subject for further evaluation by the HRMDS for programming of availment of external trainings;

IX. Fund Source

Funding for the cost of the specialized training shall be charged against the Training funds of the 4Ps program or HRMDS fund whichever is deemed applicable and available.

X. Documentation and Monitoring

A. The Administrative Support Division (ASD) of the 4Ps NPMO shall serve as Secretariat on the processing and availment of specialized training. The same shall monitor and submit all the data and other relevant information to the National Program Manager on a semestral basis or as deemed necessary.

B. The 4Ps NPMO staff who availed the specialized training shall submit a Feedback Report/Re-entry Plan to the National Program Manager copy furnish Human Resource and Management Development Service and Administrative Support Division.

XI. Non-completion of Specialized Training

In cases wherein applicant will not be able to complete the specialized training, the cost of the training or educational support will be refunded by the concerned staff to the Department subject to applicable and existing policies and guidelines.

XII. Effectivity

Effective immediately this CY 2020 until further Orders or Issuances revoking or amending pertinent provisions hereof which may be deemed inconsistent with the intents and purposes of this Order and other future pertinent issuances of the Department relative thereto.

For the guidance, information and compliance of the NPMO.

Issued this 21st day of February 2020, Quezon City, Philippines.

DIR. GEMMA B. GABUYA
National Program Manager

Certified True Copy

ERNESTINA Z. SOLLOSO
Deputy Program Manager
Pantawid Pamilya NPMO