

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**POLICY DEVELOPMENT AND PLANNING BUREAU**

# **PERFORMANCE REVIEW AND PLANNING WORKSHOP (PREW) 2016**

The Lakeshore, Pampanga  
29 November – 2 December 2016

Prepared by: External Affairs Division

# Performance Review and Planning Workshop 2016

Policy Development and Planning Bureau

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## EXECUTIVE SUMMARY

The four-day PDPB Performance Review and Planning Workshop (PREW) was held at the Lakeshore, Pampanga on 29 November to 2 December 2016. It achieved its key objective to assess the performance of the Bureau and develop the strategic plan and drafts of the Divisions' performance contracts.

Technical sharing on the key result areas per Division highlighted the first day of discussion. Meanwhile, participatory methodologies were employed in the discussion of accomplishments and assessment of the Bureau's performance. Team building activities were conducted to strengthen the team's camaraderie.

Below are the key agreements for reference:

Topic	Agreements
On the PDPB Results Framework	<p>PDPB to come up with respective Bureau's framework in the context of the Department's commitment. Each division should come up with each respective outputs aligned to the Bureau's framework.</p> <p>The body agreed to have 1 M&amp;E Representative assigned to each Division. M&amp;E will provide TAs to each division and one workshop will be conducted to finalize the PDPB Results Framework.</p> <p>Deadline: April 30, 2017</p>
<b>Discussion of Divisions' Accomplishments, Facilitating Factors, Challenges, and Recommendations</b>	
On planning accomplishment	The output of the strategic management conference should be highlighted instead of the activity.

On policy and research accomplishment	Mainstreaming of SP through the conduct of roll-out to LGUs. PDPB to provide additional fund for the said roll-out.
On challenges	No standard on the specific functions, duties, and responsibilities. Devise a system to cope with the fast changes and enable staff to respond; how do we address things when there are many changes in directives from top management?
On recommendations	Budget allocation for the improvement of systems and capacity building of staff. Have a policy on knowledge management.
On facilitating factors	Positive Working relationship was highlighted. Improved performance of Administrative Support. Competent staff able to deliver tasks. Adaptability of the Divisions regarding changes.

Further, on the key challenges faced by the Bureau, below are the identified recommendations:

Challenges	Recommendations
Challenge 1: Lack of clear direction from management	PDPB Results Framework and Operations Manual should set a clear direction There is no reconstituted Composite Monitoring and Evaluation Team (CMET). For Corporate/Strategic Plan, leadership support and ownership of management is needed. DSWD should have come up with a transition plan, looking at issues being worked on by the organization, and proposed activities, for new administration to be made aware of. The plan should have been the basis for the establishment of a working system for the leadership transition. Then it should be backed-up with circulars to communicate directions and decisions to OBS and all level of operations. PDPB should reclaim being the bureau that leads in the planning and strategizing on how the organization should be functioning.
Challenge 2: Person centric assignment and portfolio	Train focal person of GAD on LGBT concern (PRD-specific) Interfacing partnership among divisions to be made aware of each other's activities/roles
Challenge 3: Need for enabling policies about data management and access	Explore possibility to activate uploading of reports and references by each division. Knowledge management per division within PDPB Capacity building of staff on accessing data bank

Finally, the following are initially identified **PDPB's Thrusts and Priorities for 2017**:

#### **Strategic Initiatives**

1. Mainstreaming of Social Protection (SP) at the Local Level
2. Review of the SP Framework
3. Development of the SP Plan

4. Finalize DSWD Strategic Plan 2017-2022 and implement corresponding cascading activities
5. Develop/Finalize DSWD Policy Agenda 2017-2022
6. Review of the LGU Functionality Guidelines and Tools
7. Baseline Assessment of the LGU Functionality

### **Planning and Reporting**

1. Review and enhance ALL existing guidelines on planning and reporting; streamline reporting processes and harmonize timelines (PD & MED)
2. Reconstitute/reconvene Sectoral TWGs (PD)
3. Produce Terminal Report on the 3 SGs (*January 2017*)
4. Produce DSWD Statistics in Brief

### **Policy and Research**

1. Inventory/Updating of SWD Laws and corresponding executive issuances/policies
2. Monitoring of DSWD Policy Issuances
3. Inventory of DSWD Researches Conducted
4. Popularize research results

### **Monitoring and Evaluation**

1. Implement the Evaluation Agenda (specifically the evaluation of SFP and Social Pension)
2. Inventory of IE Studies (monitor what is in the pipeline and see what could be done- SLP); popularization of results
3. Revisit PDPB's role in the conduct of OBS' PREW (review Guidelines on M&E)
4. Formulate the DSWD Treatment Plan

### **External Affairs**

1. Conduct of the 2 PH Initiated Activities
2. Hosting of ASCC Meetings

### **Organizational Excellence**

1. Finalize PDPB Results Framework, and Operations Manual (April 2017)
2. Institutional Development and Capacity Building Plan of PDPB and its counterpart in the Central and Field Offices (Field Exposure and Learning Visits – *4Ps, DREAMB*)

## 1. Objectives of the PREW

1.1 The four-day PREW aims to:

- Assess the performance of PDPB collectively and of each division/unit for CY 2016;
- Formulate strategies to improve the productivity and efficiency of the Bureau;
- Develop PDPB's Strategic Plan and each Division's/Unit's CY 2017 Performance Contract; and
- Build rapport and improve relationships among PDPB staff

1.2 The PREW was attended by heads, technical staff and administrative staff of PDPB. Please see "Annex A" for the list of participants.

## 2 Methodology Objectives of the PREW

2.1 To maximize active participation among the attendees, the activity employed the conduct of personal emblem and structured learning exercise on grouping, market place, reverse roadshow and collage, plenary human spectrum, discussion, workshop, plenary presentations and open forum. These specific activities provided opportunities for each division and unit to explore and discuss tasks and various aspects that influence the accomplishment of bureau goals and expected deliverables.

2.2 In the same manner the planning workshop also provided an effective venue for the participants to develop camaraderie and deepen rapport that reinforces cooperation and teamwork.

2.3 Summary of actual endeavors undertaken during the 4-day activity are as follows (Please see Annex B for the Full PREW Programme):

<b>Day 1</b> (29 Nov 2016)	<ul style="list-style-type: none"><li>• Travel time</li><li>• Opening Amenities</li><li>• Introduction and Group Forming</li><li>• Knowledge Sharing on Featured KRA per Division</li><li>• Discussion on PDPB M.C. No.2, 2016 Email Acceptable Use Policy</li><li>• Workshop on Division/ Unit Accomplishment Report</li></ul>
<b>Day 2</b> (30 Nov 2016 )	<ul style="list-style-type: none"><li>• Presentation of Final PDPB Operations Manual</li><li>• Presentation of PDPB Results Framework</li><li>• Interface with Undersecretary Florita R. Villar</li><li>• Workshop and Discussion of Divisions' Accomplishments, Facilitating Factors, Challenges and Recommendations</li></ul>
<b>Day 3</b> (1 Dec 2016)	<ul style="list-style-type: none"><li>• Presentation of PDPB Workplan/ Thrust and Priorities</li><li>• Formulation of Division/Unit Workplans and Performance Contract</li><li>• Presentation of Draft Work Plans and PC Reporting</li></ul>

<b>Day 4</b> (2 Dec 2016)	<ul style="list-style-type: none"> <li>• Closing</li> <li>• Travel time</li> </ul>
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### 3. Activity Highlights

#### Day 1: (Tuesday, 29 November 2016)

- 3.1 The PREW opening amenities kicked-off at 9:00 am, with Ms. Marianathe Kay Misa of M&E Division as master of ceremonies.

#### Opening Amenities

- 3.2 PDPB Director Rhodora G. Alday provided the opening remarks and noted that the PREW was more of an assessment of what the Bureau has become in 2016. Further, Director Alday mentioned that the activity would give the Bureau an opportunity to determine and ponder on the challenges that it encountered in 2016.
- 3.3 Director Alday also encouraged the participants to give an honest assessment of the Bureau and clearly specify concerns to be addressed without compromising respect for each other.
- 3.4 To guide the participants of the 4-day activities, Ms. Misa presented to the group the objectives of the PREW.

#### Introduction and Group Forming

- 3.5 Group forming was facilitated by Mr. Exxon Susmerano of Planning Division. To maximize participation among the PDPB staff, and provide opportunity for team work, the participants were grouped based on the codes they got upon registration and not according to their division. Each group was tasked to come up with a group name, a group chant and the introduction of their team mates.
- 3.6 Each group was also tasked to facilitate and coordinate activities for the day assigned to them:

Day	Group	Team Members
Day 1	Team Pyramid	Armeña, Felix M. Ma. Carmella Dongga-as H. Zarate, Adrian Joseph M. De Veas, Nena I. Cleofe, Teresa S. Otic, Aila

		Alegre, Ma. Sylvia Leaño Divine Kristine S. Padilla, Mike Mohen
Day 2	Team Circle	Giray-Carcido Hannah A. Sebastian, Maria Danielle Francesca V. Lagasca, Cynthia B. Dumaraos, Jennifer Joy M. Lorenzana, Agnes Marcella C. Vergara, Marivic U. Rivera, Norilyn Q. Gadiano, Rosalie C.
Day 3	Team Square	Alday, Rhodora G. Canoza, Bonn Michael S. Santos, Millete R. Escandar, Shalimar Mona H. Paler, Ma. Christine K. Misa, Marianathe Kay F. Manikan, Florence Y. Cunanan, Zoe Dominique R.
Socials	Team Stariray	Barbia, Leah C. Tio, Annabelle B. Versoza, Benjie T. Destacamento, Louie M. Pedro, Evelyn V. Pimentel, Maria Carissa I. Cordero, Jackie C. Layugan, Rowena D. Paler, Paul Joseph M. Cunanan, Teresita

Teams' action photos during the group chant presentation are as follows:



**Team Circle**



**Team Square**



**Team Star**



**Team Triangle**

## Knowledge Sharing on Featured KRA per Division

- 3.7 The Market Place was facilitated by Ms. Ma. Carmella Dongga-as of External Affairs Division. The activity presented an opportunity for each Division to showcase their Key Result Areas (KRAs). The participants were also provided an opportunity to have a deeper understanding and appreciation to the division contributions to the overall Bureau's Key Result Areas (KRAs). (Please see Annex C for the complete methodology of the Market Place).

Division	KRAs
External Affairs Division (EAD)	<ul style="list-style-type: none"> <li>- KRAs presented: (a) Regional and International Commitment Monitoring and (b) Regional and International Relations Development</li> <li>- EAD is committed to respond to the needs and challenges as the Department prepares for the Philippine hosting of the 50<sup>th</sup> ASEAN Anniversary, which will be launched on January 24, 2017 in Clark, Pampanga.</li> <li>- The 50<sup>th</sup> ASEAN Anniversary theme is "Partnering for Change, Engaging the World".</li> </ul>
Administrative Unit	<ul style="list-style-type: none"> <li>- KRA presented: Human Resource Management Information System Manual</li> </ul>
Policy and Research Division	<ul style="list-style-type: none"> <li>- KRA presented: Position Paper</li> <li>- Enumerated the processes of coming up with an approved position paper</li> </ul>
Planning Division	<ul style="list-style-type: none"> <li>- KRAs presented: (a) Plan Formulation and Development; (b) Plan Implementation, Monitoring and Reporting; (c) Policy Development; and (d) Data Management</li> </ul>
Monitoring and Evaluation Division	<ul style="list-style-type: none"> <li>- KRAs presented: (a) Unified Results-Based Monitoring and Evaluation System and (b) Over-all Results Framework</li> </ul>

Below are the photo-documentation during the market place session:





**External Affairs Division**



**Administrative Unit**



**Policy and Research Division**



3.8 PD Chief Mr. Felix M. Armeña discussed the PDPB MC No. 2 Series of 2016 or the Email Acceptable Use Policy. He first enumerated the legal bases of the said MC and went on further to discuss the Policy. He reiterated that the official PDPB email could only be accessed by the Director, the Division Chiefs, and authorized staff. Copy of the presentation is herein attached for reference.

- 3.9 In order to give more time to finalize the accomplishment report of each division that would be used as reference for the succeeding PREW activities, the PREW Day 1 event concluded at 3:30 pm.

### **Day 2: (Wednesday, 30 November 2016)**

- 3.10 The Day's session started with the usual preliminaries involving a short Opening Prayer and Recap of the previous day's session through a game. This was followed by two presentations, to wit: Presentation of the PDPB Results Framework by Ms. Chesca Sebastian and the Presentation of the PDPB Operations Manual by Ms. Hannah Giray-Carcido. Below is the summary of the discussions:

Issues	Response	Recommendations
<b>PDPB Results Framework</b>		
For Outcome 1, to what extent are we going to influence our customer <i>i.e.</i> HDPRC, SDC-SCSP, DSWD Management?		PDPB to come up with respective Bureau's framework in the context of the Department's commitment. Each division should come up with each respective outputs aligned to the Bureau's framework.
Legislative initiatives	PRD to think through who is responsible in producing "product" for the agency's legislative agenda.  PRD input: DLLU is responsible to advocate legislative agenda of the agency.	The body agreed to have 1 M&E Representative assigned to each Division. M&E will provide TAs to each division and one workshop will be conducted to finalize the PDPB Results Framework.  Deadline: April 30, 2017
Who is responsible in producing certain Implementing Rules and Regulations (IRR)?	This should be addressed by the agency.	
URBMES Implemented is more of outcome rather than outputs.	PRD: This should be enhanced from implemented to "developed".	
What policies are being developed by the Bureau?	Response from OIC-DIR Alday: all indicators should be profiled for proper labeling and descriptions.  Response from PD: Work on the Indicators for each Output and	



Issues	Response	Recommendations
What are the policies developed in aid of legislation?	Outcome on a Division basis, and have an M&E focal within each Division to work on this.	
<b>PDPB Operations Manual</b>		
What are policies being developed by the Bureau?		<p>From UFRV: PDPB Position Paper always represents the Department's position on certain Bills.</p> <p>PDPB Position Paper in the context of EAD is a country position on specific regional and international commitments as the Chair in Socio-Cultural Community.</p>
Utilization or maximization of SPDR in mainstreaming of Social Protection. SPDR is a reference in coming up with a Social Protection Plan.		<p>UFRV: Only one SP component is directly for the DSWD <i>i.e. social welfare</i>. What in that will the SP Plan contain? DSWD sectoral plan should be harmonized with SP Plan. Social welfare is broader than social protection. Thus, there is a need to review the SP framework.</p> <p>On "Utilization of SPDR in relation to the mainstreaming of SP" let this remain with PRD but under Capability Building &amp; TA of the KRA aspect. Also, consider the Sectoral Reports on the review of the Framework</p>
Utilization of Sectoral Plan in Policy Development	This should be lodged under PRD.	UFRV: For mainstreaming of SP, DSWD should focus on the vulnerable and disadvantaged sector <i>i.e. children in conflict affected areas not children as a whole, abused and neglected child among others</i> .
Conduct of Researches and Evaluation Studies		UFRV: Every unit in the Department has its research and evaluation (generic) functions. This is not exclusive to the Bureau. Why is PDPB the lead for the Research and Evaluation - this should be

Issues	Response	Recommendations
		<p>clarified in the PDPB Operations Manual.</p> <p>Research and Evaluation studies result should be analyzed (use the result) by the Bureau to come up with specific recommendations for policy development and plan formulation.</p> <p>PDPB should not be the ones to conduct researches for other OBS, e.g., Social Pension study that PSB referred for conduct to the PDPB. But results of the researches done by other OBS should be forwarded to the PDPB for their implications in terms of Policy Formulation, which is our KRA.</p>
Relationship between CORPLAN and ORF?	<p>PD: Vision is the picture of the future. "Where do we want to be?"</p> <p>Plan (in the form of Corporate and Strategic Plan) is the lay out of the pathways and modes for getting to the destination.</p> <p>ORF is the framework that will guide the Department as to what level of indicators should be measured to monitor and assess the performance of the agency in getting to the destination. Thus ORF monitoring report is an input to the strategic review process of the Department (to be conducted every new administration).</p>	
MFO Reporting vis-à-vis Submission of M&E Plan	M&E Plan should be in accordance with the MFO Reporting since DBM sets deadlines on a quarterly basis.	

3.11 Following the presentations, Undersecretary Florita R. Villar gave her message to the group. The Undersecretary expressed her gladness at being able to grace the PDPB PREW and wished a successful outcome of the activity. Being a strong advocate for knowledge sharing with passion for mentoring and nurturing young ones, Usec Villar shared that she feels blessed and fortunate being surrounded by young and energetic people with strong appetite for learning and enthusiasm for achieving success. She

ended by saying that she values friendship and expressed appreciation to commitment and dedicated work.

- 3.12 The afternoon session began with another round of energizer followed by a workshop facilitated by Mr. Louie Destacamento. The workshop aimed to respond to two particular objectives of the PREW, which are: a.) Assess the performance of PDPB collectively and of each division/unit for CY 2016; and b.) Formulate strategies to improve the productivity and efficiency of the Bureau.
- 3.13 The first activity of the workshop discussed the PDPB Accomplishments using the Reverse Roadshow and Collage methodologies. In discussing the Accomplishments the facilitator informed the group to be guided by four themes as parameters, namely, the Accomplishment itself, the Facilitating factors, the Challenges and the Recommendations. (Please see Annex D for the complete methodology of the Reverse Roadshow and Collage).

Below is the output of the said activity:

Issues	Additional Recommendations
<b>Discussion of Divisions' Accomplishments, Facilitating Factors, Challenges, and Recommendations</b>	
On planning accomplishment	The output of the strategic management conference should be highlighted instead of the activity.
On policy and research accomplishment	Mainstreaming of SP through the conduct of roll-out to LGUs. PDPB to provide additional fund for the said roll-out.
On challenges	No standard on the specific functions, duties, and responsibilities. Devise a system to cope with the fast changes and enable staff to respond; how do we address things when there are many changes in directives from top management?
On recommendations	Budget allocation for the improvement of systems and capacity building of staff. Have a policy on knowledge management.
On facilitating factors	Positive Working relationship was highlighted. Improved performance of Administrative Support. Competent staff able to deliver tasks. Adaptability of the Divisions regarding changes.

3.14 The afternoon sessions started with an icebreaker. Each division were then asked to review their WFPs and to present some of the major activities that are in each of their WFPs. After each division's presentation, questions and clarifications were welcomed and discussed.

1. First to present the major activities their division planned for the next year and the budget that will be used for the activities was Mr. Benjie Versoza of the Administrative Group.
  - a. Repair of the conference room in the 1<sup>st</sup> quarter of 2017
    - The conference room will be ready within the year (465,000), and there will be no need to request for the use of it.
  - b. Establish PDPB mini library within 2017
    - It will have reading materials, handbooks, books, and general reference materials.
    - There will be tables and chairs.
  - c. Update inventory of the PDPB equipment and properties
    - To reduce accountability among staff. All equipment no longer needed will be turned over to Property to free up space
    - Will be done twice a year
  - d. Disposal of records/documents
    - Will be done quarterly
    - For wider space to accommodate current files and reduced files in the working stations/office
  - e. Disposal of unserviceable office equipment
    - A year before the expiration
    - Additional space for PDPB
    - Capital outlay to cover the purchase of new equipment
  - f. Digitization of PDPB documents
    - Budgetary constraints because there will be no capital outlay in the 2017 WFP
    - Procurement of equipment to facilitate digitization
    - There is a need for storage for back up
  - g. Orientation of the PDPB staff on existing admin rules/policies pertaining to procurement, accounting, and HR matters
    - Within the year
  - h. Monitor the implementation of the PDPB Email
  - i. Implementation of 5S
2. Ms. Ma. Carmella Dongga-as presented some of the activities in the External Affairs Division's next WFPs. She noted that most of their activities will be funded externally as they are in partnership with other organizations such as the ASEAN and the UN.
  - a. Assist in DSWD focal for UN committee on Social Development for the inputs on the monthly paper

- b. UN Commission on the Status of Women
- c. Participate in the launching of the 2017 ASEAN chairship
  - Nationwide launching in Davao city – no budget needed from PDPB
- d. Spearhead the ASCC-led launching of ASEAN chairship in Clark, Pampanga
  - 350,000 for food and transportation of participants as each agency will send in 15 participants
- e. Building of the 22<sup>nd</sup> SOCA and 17<sup>th</sup> ASCC Council Meeting in March and September
- f. Facilitate the conduct of the 1<sup>st</sup> semester ASCC Planning workshop
- g. Participate in the ASEAN Summit in April and November
- h. Special SOCA Meeting
- i. Cross-regional meeting on violence against children
- j. ASEAN High level conference on Social Protection in August
  - In cooperation with PRD
- k. Assist in the ASEAN policy dialogue in Children's rights
- l. 23<sup>rd</sup> SOCA ASCC Council meeting
- m. Preparation of PB report for ORC Committee
- n. Multi-stakeholders dialogue on older persons with COSE
- o. Facilitate prep of DSWD's inputs to the EU GDP
- p. Conduct of the 2<sup>nd</sup> semester ASCC planning workshop
- q. Participate in the 31<sup>st</sup> ASEAN Summit

Questions/Concerns	Discussion/Response	Agreements/Other notes
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1. EAD has only 4 staff		
2. Adjust the schedule of the ASEAN conference on older persons	<ul style="list-style-type: none"> <li>- Development of the UN Convention for Older Persons in partnership with COSE</li> <li>- We will commit P200,000</li> </ul>	<ul style="list-style-type: none"> <li>- Final task assignments will</li> </ul>
3. On the SP ASEAN Activity on August, what are the specific expectations form PRD?	<ul style="list-style-type: none"> <li>- Help in the development of the activity proposal</li> <li>- Program</li> <li>- Invitees, sending out invitations (Just like how PRD did in the Social Pension); coordination and confirmation of the attendance of the participants</li> <li>- As this is instructed by Usec Villar</li> <li>- No procurement</li> <li>- TOR of consultants should be drafted already; program, possibly the agenda, expected participants, output, how the compendium will look.</li> </ul>	<ul style="list-style-type: none"> <li>- Final notes after the meeting on Dec 9</li> <li>- Please provide a briefer: Content itself is from PRD; EAD only changed the title</li> <li>- Suggestion: involve PRD in the meetings so that the transfer of information will be faster</li> <li>- January: PRD will start to prepare</li> <li>- All admin work will not be done by PRD since budget will come from Malacañang</li> </ul>

4. Instead of activities, Ms. Chesca Sebastian of the Monitoring and Evaluation Division presented their division's major outputs.

a. Overall Results Framework

- Will be enhanced based on the direction of the management in relation to the strategic plans
- Strategic planning activities

b. OBS Results framework

- Advocate for the offices to have their own Results Framework by the end of the first semester
- Results Framework month
- Draft overall results framework cascading to FOs OBS
- Provision of technical assistance of TA to FOs OBS on the development of RF (URBMES form 1a)
- Monitoring of submission of FOs/OBS RF

c. PDPB Results framework

- Provision of technical assistance on the development of the Results Framework
- Workshop on PDPB Results Framework

- Development of indicator documentation sheet
- d. M&E Plans
  - Harmonization of reporting forms (MFO, PREXC, URBMES Form 2) for the first quarter
  - Roll-out of harmonized forms URBMES Form 2 to OBSUs starting April
  - Dissemination of forms
- e. Assessment reports
  - Collection, consolidation of FO URBMES Form 3a starting January
  - Preparation of overall assessment report 2<sup>nd</sup> semester
- f. Enhanced URBMES Information System
  - Conduct of meetings and consultation sessions with CMET member
- g. Risk Treatment plan
- h. URBMES performance review
- i. SWD Program Evaluation Report
- j. SFP Process Evaluation Report
  - In relation to the implementation of the Evaluation Agenda
  - Evaluation report proposal: Trust (?) evaluation of the education assistance
- k. Inventory of evaluation studies
  - Inventory of evaluation studies
  - Popularization of evaluation findings
- l. M&E Capacity Building Plan for 2017-2022
  - Development of M&E competency assessment tool
  - Roll out of the tool to baseline competencies of the PDPB, 7E, CMET and FO Planning unit staff
- m. Capacity building services
  - Specialized training on M&E for the CMET
  - Anticipated brown bag sessions
- n. TA Reports
- o. ODA Portfolio of DSWD Programs
- p. Quarterly reports on locally-funded programs
- q. Amended policy on PREW

Questions/Concerns	Discussion/Response	Agreements/Other notes
1. SWD Program Evaluation Report	- Still in MED's WFP but stricken through because they are considering not to include it in the 2017 WFP	

2. Development of the competency assessment tool Related to what the Planning division is doing for the planning of the FOs Focus on M&E?	<ul style="list-style-type: none"> <li>- Requirements: OM</li> <li>- Capacity building of all key M&amp;E personnel which includes the M&amp;E division, CMET members, NRMO: we just want to track what kind of capacity building should we give ourselves and counterparts</li> </ul>	
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5. The Planning Division Chief, Mr. Felix Armeña, presented a timeline where they plotted their activities. They noted that these activities are plotted with the assumption that there will be no reduction in the number of staff; that existing vacancies will be filled up to assume deliverables and that the team approach adopted by the division, will be sustained.

a. January

- Gender Mainstreaming Assessment of DSWD Field Offices thru GMEF with results as input to the amendment of AO 5, s. 2012
- Strategic planning for the National Decade Plan for the Filipino Family [NDPFF]
- Performance-Based Accomplishment Report
- 2016 PDPB Accomplishment Report
- 4<sup>th</sup> Quarter 2016 Major Final Output Reports
- 2016 GAD Accomplishment Report & 2018 GAD Plan & Budget
- PDP 2017-2022 writeshop
- Inputs to DSWD Field Office 2016 Performance Ratings
- Assessment of Strategic Goals [2013-2016] – Terminal Report
- 2016 Sectoral Accomplishment Reports
- Review and harmonization of existing guidelines on planning and reporting - Synchronized Planning & Budgeting, among others.
- PD and MED Consultation meeting to streamline reporting processes
- Finalization of the PD Operations Manual
- 2017 PD OPC and staff PC formulation

b. February

- Strategic Plan 2017-2022 writeshop
- PWD 1<sup>st</sup> TWG meeting – proposal that the PWD will have TWG and conduct of initial consultation.
- 2016 SWDR
- 2017 DSWD TARA Plan of FOs
- 2017 Sectoral Plan and Budget
- Technical assistance to DSWD FOs/ OBSUs on Strategic Planning
- 2017 PD OPC & Staff IPC Progress Monitoring

c. March

- Approval of DSWD Strategic Plan 2017-2022
  - LSWDO FIRST System Guidelines and Tool
  - Technical assistance to DSWD FOs along Strategic Planning, Gender Mainstreaming, Sectoral Concerns along National Plans to include National Action Plan for Women, Peace and Security.
  - 2017 PD OPC & Staff IPC Progress Monitoring
- d. April
- 2018 Annual Thrusts & Priorities
  - DSWD TWG Meeting on the PPASCS 2017-2021
  - PDPB 2018n Budget Proposal and WFP
  - 2016 Annual Report Publication and Distribution
  - Quarterly MFO Reports
  - Technical assistance to DSWD FOs/OBSUs on Strategic Planning
  - Technical Budget Meetings
  - 2017 PD OPC & Staff IPC Progress Monitoring
- e. May
- Cluster consultation on the PPASC 2017-2021
  - Strategic Management Conference for FO Planning Officers
  - 2018 DSWD Performance Measure
  - Technical Budget Meetings - DBM
  - Enhanced LSWDO FIRST System
  - 2017 PD OPC & Staff IPC Progress Monitoring
- f. June
- Consultation-Conference with OBSUs
  - Writeshop for the PPASC 2017-2021
  - Capability Building for PPU FOs staff levels 4 and 3.
  - 2<sup>nd</sup> GAD TWG Meeting
  - Technical assistance to DSWD FOs/OBSUs on Strategic Planning
  - Roll-Out of the Enhanced LSWDO FIRST System
  - 2017 PD OPC & Staff IPC Progress Monitoring
- g. July
- Consultation-conference with attached agencies
  - Monitoring of the implementation of the 2017 DSWD Thrusts and priorities
  - Capacity Building for PPU staff [Level 2 and 1 and Statistician]
  - 2<sup>nd</sup> Quarter MFO Reports
  - Technical Budget Meetings and Hearings [Congress]
  - Technical assistance to DSWD FOs/OBSUs on Strategic Planning
  - DSWD Statistical Bulletin
  - FO OO3/TARA 1<sup>st</sup> Semester Accomplishment Report
  - 2017 PD OPC & Staff IPC Progress Monitoring
- h. August
- 2<sup>nd</sup> Quarter 2017 PDPB Accomplishment Report
  - DSWD TWG Meeting on PPASC 2017-2021
  - Technical Budget Meetings and Hearings [Congress]

- Technical assistance to DSWD FOs on GAD Planning and Budgeting
- 2017 PD OPC & Staff IPC Progress Monitoring
- i. September
  - Technical assistance to DSWD FOs on GAD Planning and Budgeting
  - Technical Budget Meetings and Hearings [Congress]
  - 2017 PD OPC & Staff IPC Progress Monitoring
- j. October
  - Drafting of 2017 DSWD Technical report
  - 3<sup>rd</sup> GAD TWG Meeting in preparation for the 18 Day VAW Campaign
  - Technical Assistance/Conduct of DSWD Annual Work and Financial Plan Workshop in partnership with FMS
  - 3<sup>rd</sup> Quarter MFO reports
  - Technical Budget Meetings and Hearings [Congress]
  - Technical assistance to DSWD FOs on GAD Planning and Budgeting
  - 3<sup>rd</sup> Quarter 2017 PDPB Accomplishment Report
  - Publication of the NDPFF Successor Plan
  - 1<sup>st</sup> Committee Meeting for the preparation of the 2017 Accomplishment Report
  - 2017 PD OPC & Staff IPC Progress Monitoring
- k. November
  - Committee meeting for the 2017 DSWD Annual Report preparation
  - DSWD Meeting on the PPASC 2017-2021
  - 2017 PD Performance Review and PDPB Performance Review and Planning Workshop
  - Technical assistance to popularize DSWD's commitment on NDPFF
  - 2017 DSWD budget Execution Documents thru DBM Unified Reporting System
- l. December
  - Committee meeting on the 2017 Annual Report preparation
  - DSWD statistical bulletin
  - PPASC 2017-2021 Publication and Distribution
  - 2017 PD OPCR and Staff IPCR preparation
- m. Disclosures
  - Inter-agency meetings are not included
  - Inter-OBS meetings not included
  - Capacity Building for PD Staff not included
  - Need to add brown bag sessions with PDPB

Questions/Concerns	Discussion/Response	Agreements/Other notes
1. MED and PRD – determine schedule particularly activities at CO that need harmonization with the FO PPU staff		
2. Request of MED: Can MED join the capacity		

buildings for PPU so that they won't have to create their own and gather the people involved?		
3. Popularization, dissemination of PDPB's work?		
4. TARA Plan?	<ul style="list-style-type: none"> <li>- Send out staff to attend conferences</li> <li>- Institutional membership to the Philippine Population Association</li> </ul>	
5. When is the submission of the operations manual?	<ul style="list-style-type: none"> <li>- No TARA plan yet because there should be baseline assessment first</li> </ul>	
6. Recommendation on data management: Data warehouse	<ul style="list-style-type: none"> <li>- March</li> </ul>	
7. Suggestion: Bring back the TWG on LSWDO functionality	<ul style="list-style-type: none"> <li>- There will be a consultation with MED. PD will come up with recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>- Can this be earlier so that we have lead time to do consultation, presentations.</li> <li>- Talk about the issues on data and data management as a whole</li> </ul>

6. Last to present some of the activities laid out in their WFP for the next year was Division Chief Cynthia Lagasca of the Policy and Research Division.
  - a. Conduct of national consultation workshop for the development of policy agenda
    - Assistance from DFAT at P1.9m
    - To hire consultant for the purpose
  - b. Printing of Approved DSWD Policy Agenda, Research Agenda
  - c. Development Policy Review activities (Policy Fora, Policy Study Session)
  - d. Review of SP Operational framework
    - Budget sourced from DFAT
    - To hire consultant for the purpose
  - e. Development of SP Plan
    - Budget sourced from UNICEF, DFAT

- To hire consultant for the purpose
- f. Monitoring of LGU Compliance to SWD Laws
- g. Monitoring/Inventory of DSWD Compliance to SWD laws
  - Inputs to proposed bills and policies
- h. Conduct of national research conference
  - 3<sup>rd</sup> week of January (regional research conference)
  - Highlight the presentation of the DSWD Research Agenda 2017-2022
- i. Research augmentation to the FO (Call for Proposals Round 2)
  - Budget sourced from DFAT
  - Researches must be along the DSWD Research Agenda
- j. Inventory of researches
- k. Secretariat function:
  - 1) MANCOM Meetings
  - 2) National Research and development technical working group meetings
    - Research unit is the secretariat
  - 3) Sub Committee on Policy, Legislation and Research under the NCFF
- l. Users training for the family risk and vulnerability assessment info system
- m. Monitoring the conduct of the roll out training/orientation in the use of the SP handbook in the remaining LGUs
- n. Policy and research related training for FOs

After all the divisions presented their WFPs, the Bureau underwent team building activities which were led by EAD and moderated by Ms. Hannah Giray-Carcido.

### 1. Modified Trip to Jerusalem

The first activity was a modified Trip to Jerusalem where representatives each division had their own set of chairs and the goal was that each member of the team will be seated even after the chairs were removed at the end of each round, even if that meant having to sit on each other's lap.

After the game, participants were asked about their experience, their thoughts on it, and how they felt about it. Some of the participants shared that they had fun doing the activity, and since it was not competitive and no one was going to be out of the game, they were helping each other on how they will be able to be still seated even when there were fewer chairs. Some shared that they felt awkward as the activity required them to either sit on a person of another gender or have someone of another gender sit on their lap. One group shared that they used their creativity and did not go with the flow on accomplishing the task.

### 2. Paper Islands

Each person was given a sheet of bond paper which will serve as his/her island. Everyone had the liberty of placing the island in the room. The moderators then placed two other islands which they called the

*The story of the U.S. Navy Blue Angels was shared to highlight the essence of TEAMWORK. Some of the factors which have contributed to the phenomenal success of the Blue Angels are:*

- a. Right People on Board*
- b. Trust*



safe zones. The goal is that everyone must reach the safe zones by using the islands as bridges. The islands must have only one person at a time, but it can also be moved to help other people. The catch for the first round was that no one was allowed to talk.

After everyone reached the safe zones, the moderator asked about the experience, the participants' thoughts, how they felt about it, why they opted to go on one safe zone and not the other and the challenges of doing the activity. One shared that since he was the nearest to the safe zone and that it will only take him one step to the safe zone; he wanted to go to the other end for more challenge. However, when he saw the others trying to prod him to move, he went to the safe zone nearest him. Another shared that the challenge for her was that the person before her was not looking back so she could not signal him to move the island closer to her.

The activity was done for a second time, only this time, the participants were allowed to talk. The participants noted that it was easier the second time because they were able to communicate with each other verbally. The moderator also noted that all the participants were able to reach the safe zones faster than the first round.

### 3. Counting activity

For this activity, all of the participants were seated on their seats and asked to close their eyes. The moderator will tap a person to start the counting. Each person must shout out the number in sequence and must not repeat or skip a number, and must not shout out a number with another person. The first few rounds were unsuccessful, as the numbers were shouted by random people from different tables. The team successfully finished the counting when the participants waited for the person beside them to shout the number and only then continued the counting.

*The goal can be achieved through togetherness and holding on to one another!*

### 4. Goal Buddies

After the team building activities, each one was handed a sheet of paper. The participants were asked to fold the paper crosswise. On the left side, they were asked to write their goals for December 2017. On the right side, they were asked to write their goals for the next 30 days.

They were then asked to pair up to share their goals and be each other's accountability partners in checking up on each other and encouraging each other for the coming year.

*212° Extra Degree video clip was shown.*

*This analogy reflects the ultimate definition of excellence. The one extra degree of effort, in business and life, can separate the good from the great. The 212° concept is vividly illustrated for every aspect of your life through powerful stories that will inspire and motivate yourself or your team to the next level of success (Simple Truths).*



### **Day 3: (Thursday, 1 December 2016)**

3.15 A prayer and unfreezing activity opened the session at 9:45 AM. For the recap of Day 2 highlights, divisions were tasked to discuss for five minutes the PDPB's challenges for CY 2016 as surfaced in Day 2. Groups then rated the magnitude of each challenge, from maximum to minimum (1-5 range, 1 being the minimum and 5 the maximum rating).

Challenges	Recommendations
Challenge 1: Lack of clear direction from management	PDPB Results Framework and Operations Manual should set a clear direction There is no reconstituted Composite Monitoring and Evaluation Team (CMET). For Corporate/Strategic Plan, leadership support and ownership of management is needed. DSWD should have come up with a transition plan, looking at issues being worked on by the organization, and proposed activities, for new administration to be made aware of. The plan should have been the basis for the establishment of a working system for the leadership transition. Then it should be backed-up with circulars to communicate directions and decisions to OBS and all level of operations. PDPB should reclaim being the bureau that leads in the planning and strategizing on how the organization should be functioning.
Challenge 2: Person centric assignment and portfolio	Train focal person of GAD on LGBT concern (PRD-specific) Interfacing partnership among divisions to be made aware of each other's activities/roles
Challenge 3: Need for enabling policies about data management and access	Explore possibility to activate uploading of reports and references by each division. Knowledge management per division within PDPB Capacity building of staff on accessing data bank

### **3.16 Processing of Results:**

- Challenge #3 with the highest rating (4 and 5), thus the most felt challenge. Challenges 1 and 2 might not be felt as intensely by most groups.
- Challenge 2 could be tackled by each division, as they could assign staff specifically for this concern.
- Results are dispersed for Challenge 1.
- Groups should incorporate responses to challenges into their IPCs.

3.17 For Session 6, Director Rhodora G. Alday presented the **PDPB's Thrusts and Priorities for 2017**:

### **Strategic Initiatives**

8. Mainstreaming of Social Protection (SP) at the Local Level
9. Review of the SP Framework
10. Development of the SP Plan
11. Finalize DSWD Strategic Plan 2017-2022 and implement corresponding cascading activities
12. Develop/Finalize DSWD Policy Agenda 2017-2022
13. Review of the LGU Functionality Guidelines and Tools
14. Baseline Assessment of the LGU Functionality

### **Planning and Reporting**

5. Review and enhance ALL existing guidelines on planning and reporting; streamline reporting processes and harmonize timelines (PD & MED)
6. Reconstitute/reconvene Sectoral TWGs (PD)
7. Produce Terminal Report on the 3 SGs (*January 2017*)
8. Produce DSWD Statistics in Brief

### **Policy and Research**

5. Inventory/Updating of SWD Laws and corresponding executive issuances/policies
6. Monitoring of DSWD Policy Issuances
7. Inventory of DSWD Researches Conducted
8. Popularize research results

### **Monitoring and Evaluation**

5. Implement the Evaluation Agenda (specifically the evaluation of SFP and Social Pension)
6. Inventory of IE Studies (monitor what is in the pipeline and see what could be done- SLP); popularization of results
7. Revisit PDPB's role in the conduct of OBS' PREW (review Guidelines on M&E)
8. Formulate the DSWD Treatment Plan

### **External Affairs**

3. Conduct of the 2 PH Initiated Activities
4. Hosting of ASCC Meetings

### **Organizational Excellence**

3. Finalize PDPB Results Framework, and Operations Manual (April 2017)
4. Institutional Development and Capacity Building Plan of PDPB and its counterpart in the Central and Field Offices (Field Exposure and Learning Visits – *4Ps, DREAMB*)

3.18 Below are the highlights of the open forum:

ISSUES/CONCERNS	DISCUSSION/RESPONSE	AGREEMENTS
<p><b>Strategic Initiatives</b></p> <p>1. Mainstreaming of Social Protection (SP) at the Local Level</p> <p>2. Development of the SP Plan</p> <p>Will the output be from the perspective of the four components or from DSWD only?</p> <p>3. Finalize DSWD Strategic Plan 2017-2022 and implement corresponding cascading activities</p> <p>One of the identified activities in the CY 2017 DSWD thrusts and priorities is the use of SWDR for local development planning. In the previous roll-out, PDPB advocated the use of SPDR in the local development process. An agreement during the PO Conference, the FO is required to prepare SWDR. There might be a need for a directive from the Bureau relative to this.</p> <p>Ms. Cynthia Lagasca inquired from Dir Alday on whether the SP Plan be structured as an input to the PDP?</p>	<p>PRD will provide funding for the roll-out of the SP Handbook to remaining LGUs in 2017.</p> <p>Dir. Alday replied that the SP Plan will be an inter-agency plan. For the SWD Plan, the Planning Division will take it on.</p> <p>Dir. Alday replied that the issue has already been discussed in the Planning Officers' Conference. Ms. Lagasca should then feedback to concerned staff. Ms Lagasca shared that after her presentation of the SWDR during the PO Conference, she already formally turned-over the matter to PD with recommendations, for them to act on its next steps. She said that the presentation of SWDR to the POs is a directive of Usec Villar. The directive to FOs is to submit the SWDR instead of the SPDR meanwhile that the SP Team in majority of LGUs have not yet been formed.</p> <p>Ms. Villanueva's concern is what will be PDPB's take on the SPDR.</p> <p>Dir. Alday said that it is also her question. After saturating the roll-out, that will be the only time the Department/PDPB can deal with DILG. PRD should brainstorm on how to</p>	

ISSUES/CONCERNS	DISCUSSION/RESPONSE	AGREEMENTS
<p>4. Develop/Finalize DSWD Policy Agenda 2017-2022</p> <p>Ms. Marivic Vergara asked which should come first - the Strategic Plan or the DSWD Policy Agenda? Policy Agenda should be considered for the Strategic Plan. Development of policy agenda will be outsourced.</p>	<p>do it phase by phase, then present to her and others concerned for discussion</p> <p>Dir. Alday is not clear on this yet. She said that social protection is an inter-agency concern. DSWD is just the Secretariat and concerned with the social welfare component.</p> <p>Dir. Alday said that the OSEC does not want any consultancy, so it will be an internal work.</p> <p>Mr. Exxon Susmerano added that sectoral agenda should be harmonized with the Strategic Plan.</p>	<p>April 2017</p>
<p>5. Baseline Assessment of the LGU Functionality</p> <p>Ms. Loida Villanueva asked if PDPB will fund the assessment of remaining LGUs for LSWDO functionality.</p> <p><b>Organizational Excellence</b></p> <p>1. Finalize PDPB Results Framework, and Operations Manual</p> <p>2. Institutionalize feedback system within the Bureau (brown bag sessions to be hosted by each division)</p> <p>3. Use weight allocation for O/IPC (Proposal: 60% for Strategic</p>	<p>Dir. Alday clarified that remaining LGUs will still conduct baselining. TWG will review. For Baseline Assessment, PDPB will request for a budget for this.</p> <p>On feedback through brown bag sessions, share feedback reports and reference materials to other divisions. Staff who have attended trainings should feedback through the session. Tracking of trained personnel should also be done.</p>	<p>MK to draft concept paper; Division Chiefs to take care of meeting cost c/o M&amp;E?</p>

ISSUES/CONCERNS	DISCUSSION/RESPONSE	AGREEMENTS
<p>Priorities and Key Result Areas; 30% Institutional Strengthening i.e. conduct of conference, serve as focal persons; 10% other accomplishments e.g. compliance to PDPB Internal Rules and Processes, feedback report)</p> <p><b>Administrative Support</b></p> <ol style="list-style-type: none"> <li>1. Follow-through procurement of equipment (2 heavy-duty printers)</li> <li>2. Updated inventory of property and equipment</li> <li>3. Digitization of PDPB files (<i>to be uploaded to website</i>)</li> <li>4. Orientation of ALL PDPB Staff on existing administrative rules (procurement; accounting; personnel and HR)</li> <li>5. Implementation of 5S (every last Friday) There was a comment that this would mean invasion of personal space</li> </ol>	<p>App for inventory already developed</p> <p>Include reports and PowerPoint materials, and circulate PDPB-wide</p> <p>Orientation for new staff on what each division are doing; each division should provide one-page briefer on their KRAs; give them time to read; IDCB rep. per division will be the RPs</p> <p>Dir. Alday said that staff should just do some housekeeping of tables, pantry and refrigerator</p>	<p>Property Officer to take care of this</p> <p>App to be shared by M&amp;E (Paul); Provide staff a copy of equipment MR'd to him/her Admin to find out how it will be uploaded (through shared folders)</p> <p>All divisions agreed to orient new staff. Ms Nena De Veas added that she can help orient re procurement topic.</p>

## Closing

Director Rhodora G. Alday gave her closing remarks expressing her congratulations to everyone for their cooperation and active participation which made the conduct of a substantive PREW possible.




**The PDPB Team with Usec. Florita R. Villar**

## Annexes

- Annex A. List of Participants
- Annex B. PREW Programme
- Annex C. Methodology: Market Place
- Annex D. Methodology: Reverse Roadshow and Collage
- Annex E. Presentations

## Annex A. List of Participants

Annex A: List of Participants

	<b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT</b> <b>POLICY DEVELOPMENT AND PLANNING</b> <b>BUREAU</b>	
<b>List of Participants</b>		
Activity Name	<b>PDPB PREW</b>	
Venue	The Lakeshore, Mexico Pampanga	
Date	November 29, 2016 – December 2, 2016	
	<b>Name</b>	<b>Division</b>
	1. Undersecretary Florita R. Villar	PPG
	2. Alday, Rhodora G.	PDPB
	3. Tio, Annabelle B.	Administrative Unit
	4. Versoza, Benjie Teoxon	Administrative Unit
	5. Gadiano, Rosalie C.	Administrative Unit
	6. Paler, Ma. Christine K.	Administrative Unit
	7. Sanglay, Jocelyn V.	Administrative Unit
	8. Duplon, John Angelo L.	Administrative Unit
	9. Zarate, Adrian Joseph M.	Administrative Unit
	10. Jamero, Michelle	Administrative Unit
	11. Giray-Carcido, Hannah A.	External Affairs Division
	12. Dongga-as, Ma Carmella H.	External Affairs Division
	13. Escandar Shalimar Mona H.	External Affairs Division
	14. Barbia, Leah C.	External Affairs Division
	15. Consulta, Ana Dominique	External Affairs Division
	16. Victoria N. Navida	Monitoring and Evaluation Division
	17. Misa, Marianathe Kay F.	Monitoring and Evaluation Division
	18. Celeste, Raquel, O.	Monitoring and Evaluation Division
	19. Santos, Millete R	Monitoring and Evaluation Division
	20. Sebastian, Maria Danielle Francesca V.	Monitoring and Evaluation Division

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21. Paler, Paul Joseph M.	Monitoring and Evaluation Division
22. Destacamento, Louie M.	Monitoring and Evaluation Division
23. Padilla, Mike Mohen	Monitoring and Evaluation Division
24. Armeña, Felix M.	Planning Division
25. Cleofe, Teresa S.	Planning Division
26. Pedro, Evelyn, V.	Planning Division
27. Susmerano, Exxon B.	Planning Division
28. Pimentel, Maria Carissa, I.	Planning Division
29. Dumaraos, Jennifer Joy, M.	Planning Division
30. Lorenzana, Agnes Marcella C.	Planning Division
31. Rivera, Norilyn Quesada	Planning Division
32. Leaño Divine Kristine S	Planning Division
33. Cordero, Jackie C.	Planning Division
34. Teresita Cunanan	Planning Division
35. De Veas, Nena	Planning Division
36. Lagasca, Cynthia B	Policy and Research Division
37. Villanueva, Loida M.	Policy and Research Division
38. Francisco-Azucena, Rizza Jane F.	Policy and Research Division
39. Sadsad, Jomel Jhele, T.	Policy and Research Division
40. Leyda, Airabelle I.	Policy and Research Division
41. Canoza, Bonn Michael S.	Policy and Research Division
42. Manikan, Florence Y.	Policy and Research Division
43. Cunanan, Zoe Dominique R.	Policy and Research Division
44. Otic, Aila	Policy and Research Division
45. Alegre, Ma. Sylvia	Policy and Research Division
46. Arabit, Chrisiel	Policy and Research Division
47. Baclagon, Manuel R.	Policy and Research Division
48. Camu, Amelita U.	Policy and Research Division
49. Vergara, Marivic U.	Policy and Research Division



## Annex B. PREW Programme

### POLICY DEVELOPMENT AND PLANNING BUREAU

Performance Review and Evaluation Workshop  
29 November to 2 December 2016, The Lakeshore, Mexico, Pampanga

#### P R O G R A M M E

Time	Activity	Objective	Methodology	Person-in-charge
<b>Day 1 – 29 November 2016, Tuesday</b>				
6:30 – 8:30 AM – Travel Time				
8:30 – 9:00 AM	Registration			
9:00 – 9:30 AM	Opening Amenities  1. Opening Prayer 2. Welcome Remarks 3. Opening Remarks 4. House Rules 5. Activity Objective 6. Presentation of PREW Objectives and Program Flow	To officially start the workshop and inform the participants of the PREW objectives		Facilitator Director GBG (TBC) Director RGA
9:30 – 12:00	Knowledge Sharing on Featured KRA per Division	To generate deeper understanding of PDPB's KRAs	Market Place (Please see Annex 1 for detailed mechanics)	Concerned Divisions/Units
12:00 – 1:30 PM	Lunch			
2:00 – 3:00 PM	Session 1: Presentation of the PDPB Operations Manual	To share the final PDPB Operations Manual	Discussion	Facilitator
3:00 – 4:00 PM	Session 2: Presentation of PDPB Results Framework	To enhance appreciation to the PDPB RF	Discussion	MED Focal
4:00 – 5:00 PM	Session 3: Presentation of PDPB IDCB Plan	To raise awareness on the PDPB IDCB Plan	Discussion	IDCB Focal

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Time	Activity	Objective	Methodology	Person-in-charge
<b>Day 2– 30 November 2016, Wednesday</b>				
8:30 – 8:45 AM	Morning Ritual and Energizer	To excite and motivate the staff to actively participate.	SLE	Facilitator
8:45 – 9:00 AM	Recap of Day 1	To provide the highlights of the discussion during the first day of the workshop.	Discussion	Facilitator
9:00 – 10:00 AM	Session 4: PDPB M.C. No.2, 2016 Email Acceptable use Policy		Discussion	Mr. Felix Armeña
10:00 – 12:00 PM	Session 5: Discussion of Divisions': <ul style="list-style-type: none"><li>Accomplishments</li><li>Facilitating Factors</li><li>Challenges</li><li>Recommendations</li></ul>	To present and evaluate the Bureau/Divisions' performance	Reverse Roadshow and Collage (Please see Annex 2 for detailed mechanics)	Concerned Divisions/Units
12:00 -1:00 PM	Lunch			
1:00 – 1:15 PM	Energizer	To excite and motivate the staff to actively participate.	SLE	Facilitator
1:15 – 4:00 PM	Continuation of Session 5		Plenary and Human Spectrum	Facilitator
<b>Day 3 – 1 December 2016, Thursday</b>				
8:30 – 8:45 AM	Morning Ritual and Energizer	To excite and motivate the staff to actively participate.	SLE	Facilitator
8:45 – 9:00 AM	Recap of Day 1	To provide the highlights of the discussion during the first day of the workshop.	Discussion	Facilitator
9:00 – 10:00 AM	Session 6: Goal Setting for CY 2017 <ul style="list-style-type: none"><li>Presentation of PDPB Workplan/ Thrust and Priorities</li></ul>	To set goals and performance standards for CY 2017	Discussion	Director RGA
10:00 -11:00 AM	Session 7: Formulation of Division/Unit Work Plans and Performance Contract	To formulate strategies to improve the productivity and efficiency of the Bureau	Workshop	Divisions

Time	Activity	Objective	Methodology	Person-in-charge
12:00 -1:00 PM	Lunch			
1:00 – 1:15 PM	Energizer	To excite and motivate the staff to actively participate.	SLE	Facilitator
1:15 – 2:45 PM	Session 8: Presentation of Draft Work Plans and PC Reporting- 15mins/division <ul style="list-style-type: none"> <li>• PD</li> <li>• PRD</li> <li>• EAD</li> <li>• MED</li> <li>• Admin</li> </ul> Open Forum		Plenary	Focal Staff
2:45 – 3:30 PM	Interface with the Undersecretary		Discussion	Usec. FRV
3:30 – 3:45 PM	Break			
3:45 – 5:00 PM	Session 9: Team Building Exercise and Commitment Ritual	To build rapport and improve relationships among PDPB staff	SLEs	Facilitator
6:30 PM onwards	SOCIALS			
<b>Day 4 – 2 December 2016, Friday</b>				
8:30 – 9:00 AM	Energizer	To excite and motivate the staff to actively participate.	SLE	Facilitator
9:00 – 9:30 AM	Closing Programme	To officially end the workshop	Speech	Director RGA

Documenters:

Day 1 – Monitoring and Evaluation Division (MED)

Day 2 –Planning Division (PD)

Day 3 - Policy and Research Division (PRD)

Overall- EAD

## Annex C. Methodology: Market Place

### Knowledge Sharing on KRA | Methodology: Market Place

The marketplace aims to be a meeting place, where exchange can happen informally around an exhibition with technical booths, posters, demonstrations, interactive board, simulations, training sessions and more.

#### Mechanics:

- Each Division will be given a breakout area/room where they can display their gallery and present the featured KRA.
- Each Division shall designate a facilitator who will lead the discussion and open forum.
- Take note of the following:
  - ✓ 15 minutes to present the KRA
  - ✓ 10 minutes for the open forum
  - ✓ 5 minutes to walk to the next Division's breakout area.
- After the Market Place session (visit to the 4 exhibits), a quiz will be held in plenary. Prizes will be given to the participants who will score:

Score	Prize
10	TBC
8-9	TBC
7-8	TBC

## **Annex D. Methodology: Reverse Roadshow and Collage**

### **Methodology: Reverse Roadshow and Collage**

#### **Mechanics:**

- Divisions will be distributed into 4 groups: Accomplishments, Facilitating Factors, Challenges, and Recommendations.
- The group should designate a facilitator and documenter.
- The four groups will be given one (1) hour to prepare for a reverse road show that will showcase a collage highlighting the assigned theme for the group. As much as possible, highlight the 3-5 key accomplishments/ facilitating factors/challenges and recommendations in the pitch.
- After an hour, the reverse roadshow will commence, with members of the groups moving around the other themes to listen to the pitch of the designated facilitator. The facilitator's pitch will only be limited to 5 minutes. After the pitch, roadshow audience will have another 5 minutes to post/give their comments and inputs to the collage/pitch.
- This will continue for three (3) rounds (30 minutes).
- Once the members are back to their collage, they have another 10 minutes to enhance it and prepare for the plenary presentation.
- For the plenary presentation of the facilitating factors and challenges, a Human Spectrum activity will take place during the open forum.
- Take note of the following:
  - ✓ 1 hour to prepare the collage
  - ✓ 5 minutes per pitch
  - ✓ 5 minutes to comment and input
  - ✓ 10 minutes to enhance the collage
  - ✓ 5 minutes to present in plenary
  - ✓ 5-10 minutes for the open forum/theme

# PDPB OPERATIONS MANUAL



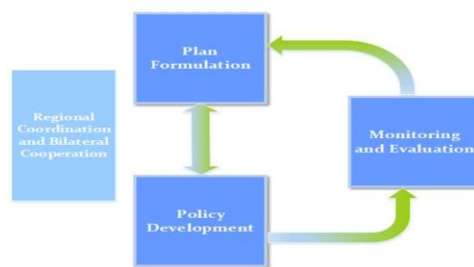
## PDPB KEY RESULTS AREA

### Plan Formulation

- Formulation of the DSWD Corporate Plan
- Formulation of the DSWD Results Frameworks
- Formulation of the DSWD Risk Treatment Plans
- Formulation of the Medium Term Expenditure Plan
- Formulation of the Sectoral Plans
- Formulation of Annual Thrusts and Priorities
- Formulation of Work and Financial Plans
- Formulation of the DSWD Policy Agenda
- Formulation of the DSWD Evaluation Agenda

PDPB OPERATIONS MANUAL

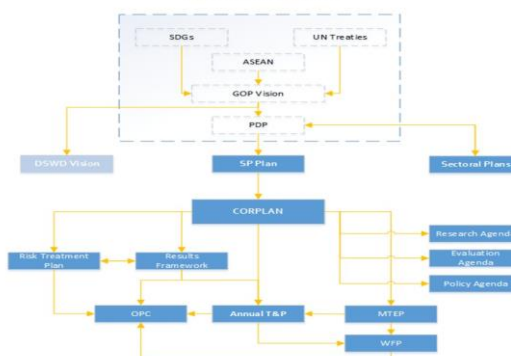
## PDPB KEY RESULTS AREA



Capacity Building and Technical Assistance

PDPB OPERATIONS MANUAL

### PLAN FORMULATION



PDPB OPERATIONS MANUAL

## PDPB KEY RESULTS AREA

### Policy Development

- Development of Social Welfare and Development Policies
- Conduct of Researches

PDPB OPERATIONS MANUAL

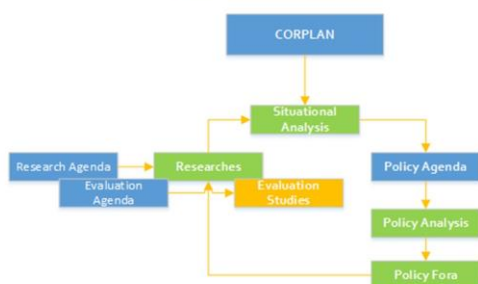
## PDPB KEY RESULTS AREA

### Monitoring & Evaluation

- Formulation of the DSWD M&E Plan
- Formulation of the DSWD Assessment Reports
- Results and Strategy Review
- Conduct of Evaluation Studies

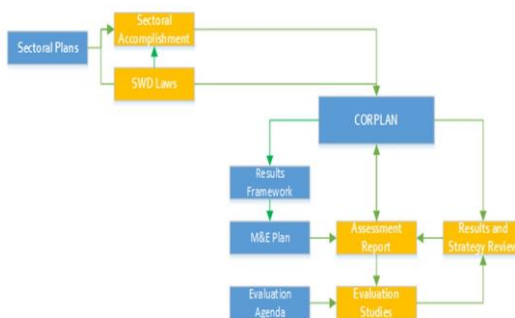
PDPB OPERATIONS MANUAL

### POLICY DEVELOPMENT



PDPB OPERATIONS MANUAL

### MONITORING AND EVALUATION



PDPB OPERATIONS MANUAL

## PDPB KEY RESULTS AREA

### Capacity Building and Provision of Technical Assistance

Development of the Capacity Building Plan

Implementation of the Capacity Building Plan

Provision of Technical Assistance

Mainstreaming of Social Protection at the Local Level

PDPB OPERATIONS MANUAL

## PDPB KEY RESULTS AREA

### Regional Coordination and Bilateral Cooperation

Strengthening of Committee on ASCC

Preparation of Position Papers

Development of Project Proposals for International Funding

Implementation of ASEAN/APEC Funded Projects

PDPB OPERATIONS MANUAL

## SUMMARY OF DISCONNECT

### Note:

The following issues may have already been identified and provided with answer, however, nothing is written (in the Division OMs).

### Preparation of Position Papers

(PRD & EAD)

### Feedbacking of Regional Commitments along SWD/SP

(EAD, PRD & PD)

PDPB OPERATIONS MANUAL

PDPB OPERATIONS MANUAL

## SUMMARY OF DISCONNECT

Complementation of the Policy, Research and Evaluation Agenda

(PRD & MED)

Conduct of Researches and Evaluation Studies

(PRD & MED)

PDPB OPERATIONS MANUAL

## SUMMARY OF DISCONNECT

Utilization of SPDR in the Mainstreaming of Social Protection

(PRD & PD)

Utilization of Sectoral Plans in Policy Development

(PRD & PD)

PDPB OPERATIONS MANUAL

## SUMMARY OF DISCONNECT

Relationship between CORPLAN and ORF

(PD & MED)

MFO Reporting and Submission of M&E Plan

(PD & MED)

PDPB OPERATIONS MANUAL

# PDPB Results Framework

## 2017-2022

*Draft for Discussion*



## REVIEW!



– Memorandum Circular No. 4,  
Series of 2014  
“Guidelines in the Operationalization  
of the URBME System”

## REVIEW!

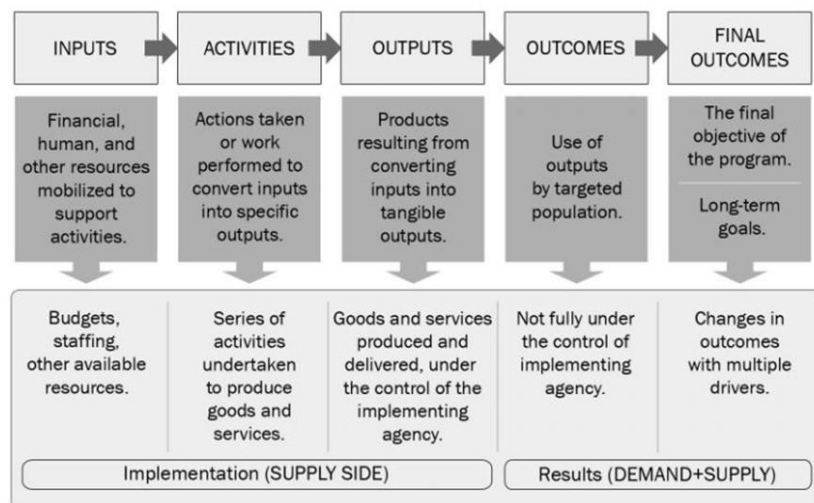
RBME is a shift from focusing on the  
inputs and activities (the resources and  
procedures)  
to focusing on the outputs, outcomes,  
impact and the need for sustainable  
benefits (**results of what you do**)

## REVIEW!

### DSWD URBME System

A system for regular monitoring and evaluation of  
the **Results Frameworks** of the Department  
including its various Offices, Bureaus and  
Services, Field Offices, Programs/Projects and  
Attached Agencies.

## Results Chain



Source: Authors, drawing from multiple sources.

## Logical Framework

Objectives (1)	Indicators (2)	Means of Verification (3)	Important Assumptions (4)
IMPACT			
OUTCOME			
OUTPUTS			
ACTIVITIES	Specification of inputs/costs		

## CLIENT-FOCUSED RESULTS

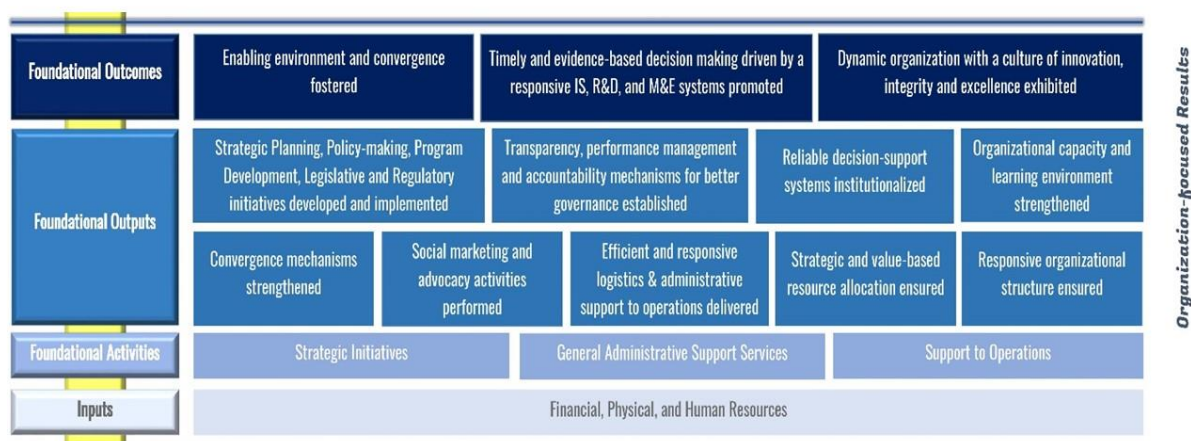
Department of Social Welfare and Development

### OVERALL RESULTS FRAMEWORK

2017-2022



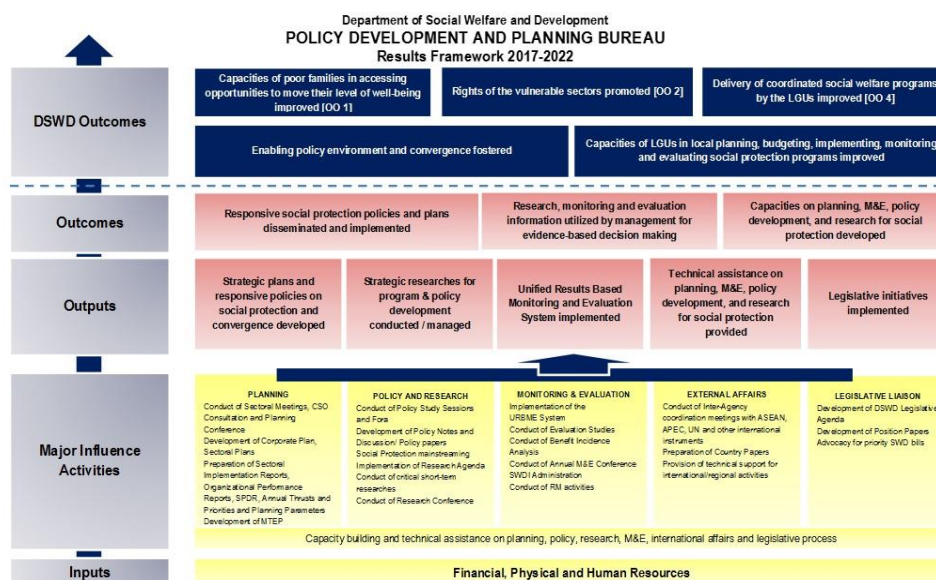
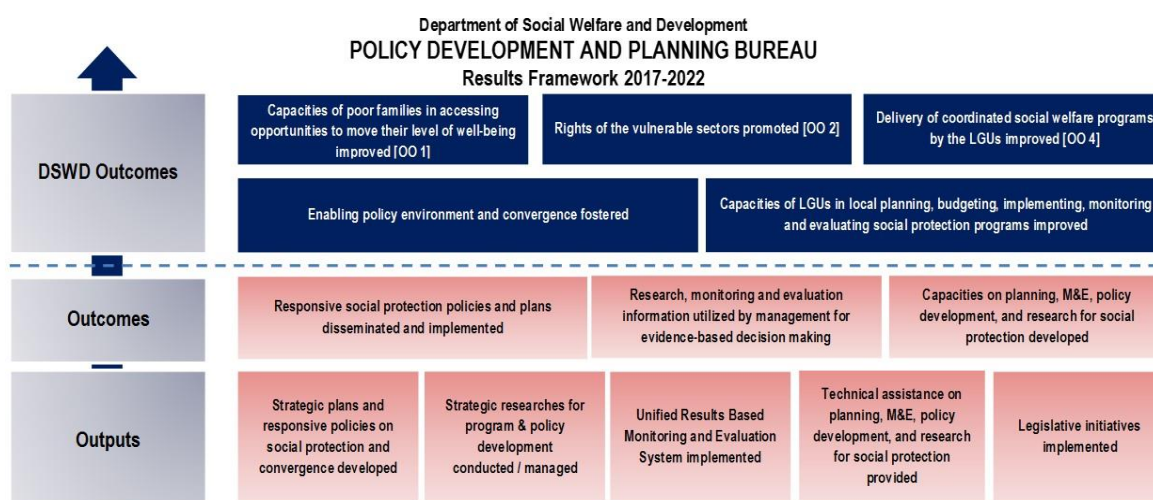
## ORGANIZATION-FOCUSED RESULTS



## Overall Results Framework (Form 1)



## OBS & FO Results Framework (Form 1A)



## PDPB OUTCOMES

Responsive social protection policies and plans disseminated and implemented

*HDPRC  
SDC-SCSP  
DSWD Management*

Research, monitoring and evaluation information utilized by management for evidence-based decision making

*DSWD Management*

Capacities on planning, M&E, policy development, and research for social protection developed

*OBSUs  
Field Offices*

## PDPB OUTCOMES

### 1. Responsive social protection policies and plans disseminated and implemented

- Number of guidelines, policies, and programs developed/enhanced/reformed based on policy, M&E and research studies conducted (**MED**, **PRD**)
- Number of social protection policies and plans approved by inter-agency committees (NEDA-SDC, HDPRC, CAS, NDRRMC, RDCs) or other pertinent bodies (NEDA-ICC, NEDA-DBCC as applicable) supporting external convergence and focused targeting (**PD**, **PRD**)
- Number of inter-agency policy guidelines issued responsive to SWD issues (**PRD**)
- Number of regional and international policies, frameworks and plans issued aligned with DSWD mission, vision and organizational outcomes (**EAD**)
- Percentage of plans assessed as effective (i.e. meeting the objectives and addressing SWD issues and concerns) (**PD**)
- Percentage of LGUs compliant to SWD laws (**PRD**)
- Number of legislative priorities enacted into laws (**DLU**)

## PDPB OUTCOMES

### 2. Research, monitoring and evaluation information utilized by management for evidence-based decision making

- Percentage of studies utilized by the Management for program/policy enhancement
  - a) M&E studies (**MED**)
  - b) Research studies (**PRD**)
  - c) Policy studies (**PRD**)
- Number of OBS/programs/services utilizing survey/assessment results in intervention planning, program targeting and implementation
  - a) SWDI
  - b) LSWDO Functionality Tool
  - c) FRVA
  - d) URBMES Overall Assessment Report



## PDPB OUTCOMES

### 3. Capacities on planning, M&E, policy development, and research for social protection developed

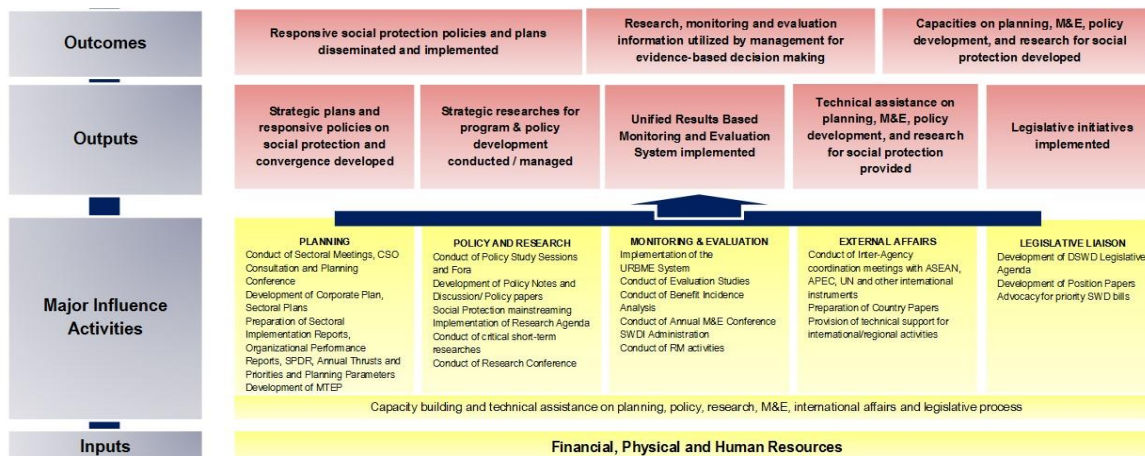
- No. of SPDR (overall and regional) enhanced/updated **(PD)**
- No. of monitoring reports on LGU SP action plans **(PRD)**
- Percentage of FOs implementing URBMES **(MED)**



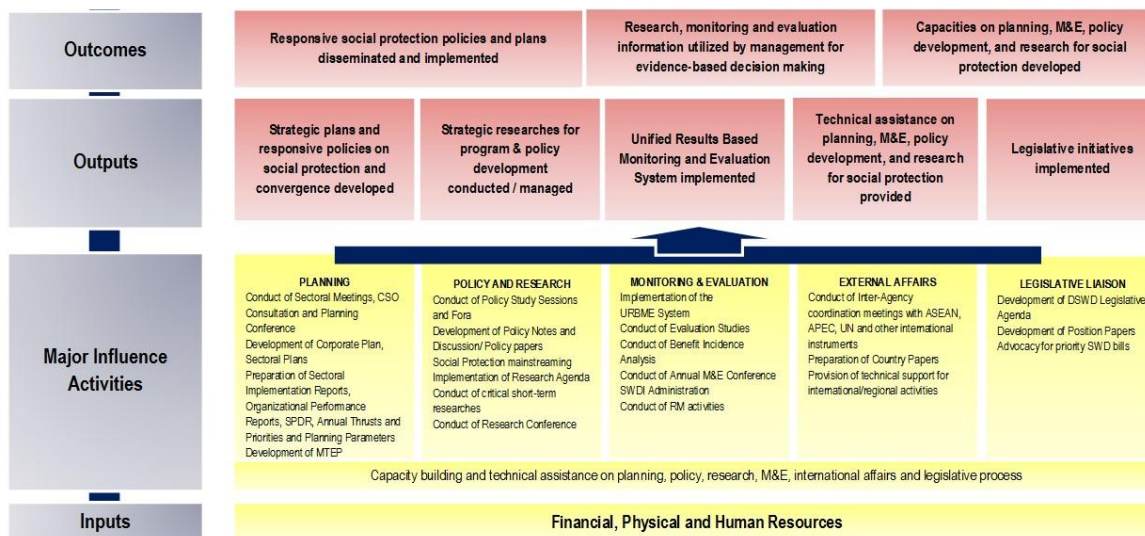
## PDPB OUTPUTS



### PDPB RESULTS FRAMEWORK 2017-2022



### PDPB RESULTS FRAMEWORK 2017-2022





# PDPB Email Acceptable Use Policy

PDPB Memorandum Circular No. 02, s. 2016

## Rationale

- Valuable resource and powerful tool for accessing and sharing information.
- Rules and regulations to ensure equitable, secure, reliable access and proper use.

## Legal Basis

- **Administrative Order No. 09, s. 2015** – “Policy on Stewardship, Acceptable Use and Security of DSWD Information and Communications Technology [ICT] Resources”;
- **Republic Act No. 8792** (Electronic Commerce Act) – “An Act Providing for the Recognition and Use of Electronic Commercial and Non-Commercial Transactions and Documents, Penalties for Unlawful Use Thereon and for Other Purposes”

## Legal Basis

- **Republic Act No. 8293** (Intellectual Property) – “An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for its Powers and Functions and for Other Purposes”
- **Republic Act No. 9239** (Optical Media Act) – “An Act Regulating Optical Media, Reorganizing for this Purpose the Videogram Regulatory Board, Providing Penalties Thereof and for Other Purposes”

## Legal Basis

- **Republic Act No. 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees) – “An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes”
- **Republic Act No. 10175** (Cyber Crime Prevention Act) – “An Act Defining Cyber Crime, Providing for the Prevention, Investigation, Suppression and the Imposition of Penalties Therefor and for Other Purposes”;

## Legal Basis

- **Republic Act No. 10173** (Data Privacy Act) – “An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission and for Other Purposes”
- **DSWD Administrative Order No. 14** (Series of 2004) – “Guidelines on the Adoption of Progressive Disciplining in the DSWD.”

## Objective

- Guide PDPB users on the proper use of the Department's email system and ensure compliance to AO No. 09, s. 2015, otherwise known as the DSWD Policy on Stewardship, Acceptable Use and Security of DSWD Information and Communications Technology (ICT) Resources.

## Coverage

- All officials and employees employed or contracted by DSWD Central Office assigned at the Policy Development and Planning Bureau (PDPB) whether regular/permanent, casual, contractual or MOA.
- All PDPB email users and the official email accounts of the Bureau, group email accounts of the Divisions and individual email accounts.

## Email Acceptable Use

### Issuance of Official Email Accounts

- All PDPB Users
- Password
  - Confidentiality – must remain secret
  - Standard – minimum of 8 alphanumeric characters
  - Maintenance – change monthly for optimum security

### Official PDPB Email Account

- [pdpb@dswd.gov.ph](mailto:pdpb@dswd.gov.ph)
  - Accessed and managed solely by the PDPB Director and/or through authorized staff;
  - Division Chiefs and Division Administrative Staff, shall be authorized to access the PDPB email.
  - PDPB Director reserves the right to authorize other qualified staff
  - Official emails intended for the Divisions, Units or Individual employees, received through the official PDPB email account shall be forwarded/referred to the division, unit or individual email addresses of the concerned officials or staff.

### For Receiving Emails

- Designated staff receives and acknowledges emails utilizing the prescribed "signature" under IV, J of this policy indicating receipt of the email, providing information on what has been done, what is being done or what will be done with the email, and the commitment that response shall be provided at the designated data and time. Request for clarification, additional information or materials that would facilitate action on the part of the PDPB, may also be included in the acknowledgement, if necessary.
- Use of email auto-responder is discouraged as it may frustrate the recipient who has taken time to craft a message but ends up relegated to a computer script. It can also diminish the personal and professional touch that the PDPB aims to convey to its partners and customers
- Designated staff, shall have the email printed and included in the incoming documents which shall be submitted to the PDPB Director for his/her action and/or instructions.

### For Sharing/Forwarding Emails to concerned Division/Staff

- Designated staff, upon instructions from the PDPB Director, forwards email to the official Division email account and/or the email account of the assigned division chief or employee for action.
- Urgent emails with clear contents and indicators that it should be referred to a particular division or employee, shall be forwarded to the concerned division chief or employee for immediate action. As such, the forwarded email shall include a notification that says: "This email is hereby forwarded as an advance copy for immediate information and appropriate action."
- Designated staff shall also be responsible of uploading to google drive all documents that contain pertinent data and/or information for purposes of sharing with PDPB staff.

### For Responding to Emails

- All emails that will be transmitted through the official PDPB email account shall be cleared with the PDPB Director or the Officer-In-Charge.
- Designated staff informs the PDPB Director/OIC of the action/s taken and the contents of the email together with the request for authority to transmit the email.
- Transmission of the email using the official PDPB email account.

### Official Division Group Email Accounts

- Each division shall have their respective group email address
- (e.g. [pdpb\\_pd@dswd.gov.ph](mailto:pdpb_pd@dswd.gov.ph)) to be used for the Division's official group email sharing and forwarding transactions.

### Official Individual Email Accounts

- The official email account of individual users (e.g. [jjdelacruz@dswd.gov.ph](mailto:jjdelacruz@dswd.gov.ph)) shall be used for their respective official/employee email transactions such as those involving communication with Division Chiefs, Technical Staff and other workers.
- If used for personal transactions, such shall be reasonable, lawful and shall not interfere with work.
- Employees are reminded that all messages distributed through the Department's email system are Agency property.

### Email Maintenance

- It is the responsibility of the PDPB email user to maintain his/her emails, i.e. to delete unwanted files, and to save those that are required for archiving.
- Email accounts shall be set to automatically empty the deleted items on closing.

### Use of Other Applications

- Use of Google talk, calendar, docs and drive and the exchange of information therein shall only be for the purpose of facilitating sharing of information on projects, events and activities and documents such as reports, official data, statistics and similar references and the execution of procedures for its production, editing and lawful utilization.

### Email Termination

- Email privileges shall be terminated upon separation, termination, or other circumstances deemed legal by the DSWD.
- The PDPB Director shall issue a notification on email termination to the IMB for appropriate disposition.

## Email Structure & Content

### Font Format

- "Sans Serif"
- "Normal"

### Addressee

- "To"
- "Cc"
- "Bcc"

### Subject

- "What"
- "When"
- "Where"
- "Who"
- "Why"

### Salutations

- Officials – Dear Secretary Taguiwalo
- Group of Officials – Dear Sirs/Mesdames
- Parallel Rank – Dear Ms. or Mr. Cruz
- Group of Recipients – Dear Colleagues



## Intro/Purpose

- *"This pertains to the Draft DSWD 2018 Thrusts and Priorities";*
- *"This refers to your email dated 01 July 2016 relative to the DSWD Corporate Plan 2016-2022"*

## Details

- details that will sufficiently provide information on the **"What"**, **"When"**, **"Where"**, **"Who"** and **"Why"** of the email subject matter.

## Ask/Action

- inform or provide instructions or procedures on action/s needed from the receiver's end, when and where it is needed and/or must be submitted, in case of documents or correspondence.

## Closing/Sign-Off

- shall include at least an anticipated acknowledgement of the favorable action expected from the recipient/s and/or an assurance of sustained communication, coordination, collaboration and partnership.  
[e.g. *"Thank you very much and rest assured that this partnership will enable us to reach more beneficiaries;"* *"Thank you very much and rest assured that our team will continue to support this partnership,"* etc.].

## Attachment/s

- Right and complete
- Include the confirmed attachment/s first

## Signatures

*"By authority of the PDPB Director"*

MR. JUAN DE LA CRUZ  
Planning Officer V  
Planning Division (PD)  
Policy Development and Planning Bureau (PDPB)  
Department of Social Welfare and Development (DSWD)  
IBP Road, Batasan Complex, Constitution Hills, Quezon City

## Disclaimer

- *Disclaimer: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the DSWD Information Management Bureau (IMB) system administrator. Recipient/s should check this email and any attachments for the presence of viruses. The Department accepts no liability for any damage caused by any virus transmitted by this email.*

## Proofreading & Sending

- The sender shall proof read the email to ensure compliance to this email structure and content requirements and the PDPB guidelines in Preparing Business Correspondence, and for propriety and completeness as to addressee/s, contents and attachment/s. Corrections or adjustments must be properly initiated and confirmed prior to sending.

## Erroneous Email

- When error is discovered or if informed about the error, prompt remedial action shall be undertaken.
- A follow-up email... expressing apology for the error and providing the appropriate corrections.

# Unacceptable & Prohibited Use

Chain Mail; Harassing or Hate Email; Sending Viruses; Spam or Email Bombing Attacks; Junk Email; Using False Identification; Using Email for Informal Communication; Accessing other Email Accounts; Copying or Forwarding Confidential Information, Messages or Attachments without Permission; Wastage of Resources; Prohibited Content.

## Good Practices

- Personalized and Professionalized.
- Know your Recipient/s and Adapt
- Keep your objectives in mind
- Keep Messages Short
- Establish the Right Tone Upfront
- Avoid Abbreviations, Exclamation Points, Emoticons or One Word Responses

## Good Practices

- Remember the Permanent Nature of Emails
- Always Check Before Clicking Send
- Check Your Email Regularly on Your Time
- Using the “Reply All” Button is Not Always Necessary
- Avoid Sending Emails if You are Burnt Out
- Avoid Mobile Email Signatures
- Reporting Instead of Responding



## Policy Dissemination

- Email
- Posting
- Discussion during Meetings
- Hardcopy on File

## Policy Enforcement Monitoring

- Division Chiefs of the PDPB shall advocate and promote compliance to the policy and act on reports of violations.
- If a PDPB official or employee witnesses email policy abuse, they are required to report the incident.
- In cases where there is evidence of serious misconduct or possible criminal activity, appropriate charges shall be filed.
- If an employee is found to be in breach of this email policy rules, this could result in disciplinary action.

## Policy Evaluation

- Annual review of the policy and its implementation
- Recommendations for amendment and/or improvement

# WORKPLAN FOR 2017

## ADMIN GROUP

MAJOR ACTIVITIES	OUTPUTS	SCHEDULE	BUDGET	ASSUMPTION
(1) Repair of PDPB Conference Room	One (1) PDPB Conference Room that caters to the need of PDPB staff for meetings and other activities	Within the year	P465,000	PDPB staff to utilize its own conference room and no need to request other space for meetings/activities
(2) Establishment of PDPB Mini Library	One (1) mini Library that display various hand books, books and general reference/reading materials from other agencies	Within the year	Space Office supplies, mini table, mini chairs	Readily available reference/reading materials for PDPB staff
(3) Updated Inventory of Property and Equipment	One (1) Inventory Matrix Updated	Twice a year	Computer Accessibility, Supplies	Reduced accountability among staff
(4) Disposal of Records/Documents	Reduced files in PDPB/working station of PDPB staff will also become more spacious	Every 1 <sup>st</sup> Q, 2 <sup>nd</sup> Q, 3 <sup>rd</sup> Q and 4Q	Supplies (Folders with hard rings, ballpen, highlighter, stapler, fastener, pencil, file boxes)	A wider space to accommodate current files
(5) Disposal/Turn-over of Unserviceable Office Equipment/s	Additional space for PDPB use  Updated list of equipment	One year before the life span of equipment expires	Capital outlay to cover the purchase of new equipment	Clear accountability for the end user

PDPB Performance Review and Planning Workshop | 19 November - 2 December 2016

MAJOR ACTIVITIES	OUTPUTS	SCHEDULE	BUDGET	ASSUMPTION	
	named to PDPB staff		Compensatory Day-off particularly if the disposal is done during weekends		
(6) Digitization of all PDPB Documents	Digitized documents	Within the year	Heavy duty scanner machine dedicated only to admin.	Budgetary constraint because no capital outlay in 2017 WFP	
(7) Orientation of all PDPB Staff on Existing Administrative Rules/Policies Pertaining to Procurement, Accounting, Personnel and Human Resource Matters	4 orientation conducted	Within the year	Food/snacks	PDPB staff to have a common understanding on the policies/rules pertaining to Procurement, Accounting, Personnel and Human Resource Matters	
(8) Monitor the Implementation of PDPB Email	Managed PDPB Email	Within the year	Internet Access	PDPB staff to adhere with PDPB policy on email protocol	
(9) Implementation of 5S	Clean/tidy working tables/areas	Every last Friday of the Month	Shredder	Reduction of unnecessary documents/things/objects  Elimination of dust/Insects	

Department of Social Welfare and Development  
Policy Development and Planning Bureau

**EXTERNAL AFFAIRS DIVISION**

**A. Accomplishments for CY 2015 vis-à-vis the Division PC**

KEY RESULTS AREA	Success Indicators (Quantity, Quality, Time)	Allotted Budget	Remarks
ASCC Planning Workshop	One (1) workshop proceedings submitted to the Undersecretary 10 working days after the training	P400,000.00	
Secretariat support to PH ASCC and PH SOMSWD	Six (6) Minutes of Meetings submitted to the Undersecretary within 5 working days after the meeting  Six (6) agreements translated to directives / follow-up of action taken on the Agreements submitted to the Undersecretary within 5 working days after receipt of inputs	P250,000.00	
Philippine ASCC Country Statements	Two (2) ASCC Country Statement submitted to the SOCA Leader by EO May and EO October	None	
Comprehensive Inputs to 28 <sup>th</sup> and 29 <sup>th</sup> ASEAN Summits	One (1) comprehensive input to 28 <sup>th</sup> and 29 <sup>th</sup> ASEAN Summits developed and submitted to SOCA Leader by EO September	None	
TOR on CSO Engagement in PH-ASEAN	One (1) draft TOR on CSO engagement in PH-ASEAN concerns submitted to the SOCA Leader by EO June	None	
TOR of the Philippine Family Network	One (1) draft TOR of the Philippine Family Network submitted to the SOCA Leader by <b><u>EO December</u></b>	None	
Guideline on DSWD Organizing Committee for ASEAN 2017	One (1) guideline on DSWD Organizing Committee for ASEAN 2017 submitted to the SOCA Leader by <b><u>EO December</u></b>	None	
Progress Report on SOMSWD Projects	One (1) progress report on the implementation of ASEAN projects submitted to the SOMSWD Leader by EO August	None	
Status Report on SOMSWD Projects	One (1) status report on newly funded ASEAN projects (FamNet	None	

PDPB Performance Review and Planning Workshop | 29 November - 2 December 2016

KEY RESULTS AREA	Success Indicators (Quantity, Quality, Time)	Allotted Budget	Remarks
	and CWD) submitted to the SOMSWD Leader by EO December		
Project Completion Report on ASEAN Active Ageing	One (1) project completion report endorsed to SOMSWD Leader by <b><u>EO December</u></b>	None	
Project Completion Report on ASEAN PWD	One (1) project completion report endorsed to SOMSWD Leader by EO July	None	
Consolidated Inputs to CEDAW Revalida	One (1) consolidated inputs to CEDAW revalida submitted to the Undersecretary by EO April	None	

### Key Accomplishments:

- Development of 2 ministerial statements for the ASCC Leader
- Development of project proposals for ASEAN 2017 (Cross Regional Meeting on VAC and HLC on Social Protection)
- Coordinated the PH ASEAN CSO meetings and drafted the TOR for CSO Engagement in PH ASEAN Concerns for endorsement to the AMTB
- Lead ASCC preparations for ASEAN2017
  - Facilitated the development of zero drafts of outcome documents thru the ASCC Planning Workshop
- Development of Country Reports for CEDAW, ICESCR, GSP+, UNCSW60 and HLM3
- Inputs to PH statement on Refugee and Migrants (66<sup>th</sup> Session)
- Drafted the TOR of the Council for the Welfare of Older Persons (for discussion of the Committee on Older Persons; served as reference of the draft EO)

### B. Facilitating Factor that helped the Division attain its Objectives

- Strong support from PH-ASEAN National Secretariat (DFA) facilitates swift coordination
- Strong administrative support helped fast-track follow-throughs particularly in the procurement of services and supplies for the activities and follow-up of confirmation of participations.
- Active involvement and participation of all members of the Division especially in major activities/tasks.
- Sustained tolerance on the different thinking and working styles and find ways to effectively work in groups to produce maximum results for the Division.
- Regular conduct of Committee on ASCC (CASCC) meeting helped enhance the coordination of key focal points and contributed in the advancement of 2017 priorities
- Process-wise, technical briefings of officials attending regional meetings equipped them with needed information and facilitated active participation in carrying out social welfare and development concerns. However, follow through must be made upon their submission of feedback reports.

### **C. Challenges that Needs to be Addressed**

- Gray areas on coordination concerns with the Technical Support Staff of the OUSPPG.
- Rush nature of documents, difficulty in securing immediate inputs from partners and OBSUs
- Additional workload due to transfer of SWO III to OUSPPG-TSS
- Uncertain support from dialogue partners to fund 2017 ASEAN-related projects (Cross Regional Meeting on VAC)
- Noisy working environment (John)
- PDPB calendar of activities not always in sync
- Tracking of docs routed to OSEC (i.e., too long, misplaced, re-routed to other office)
- No UN-documents coming in to EAD for action (re-routed to PSB or managed by OSEC)

### **Recommendations**

- Establish a working environment where mentoring, coaching and performance appraisals are nurtured.
- Regular feed backing and flow of communication from the top-down (feedback on matters for information of staff from PPG meetings)
- Conduct of regular consultation with staff on concerns that will affect them (i.e., office set-up, etc.)
- Regular capability building
- Equipment and IT concerns:
  - ✓ Availability of reliable printer
  - ✓ Immediate repair of IT hardware
  - ✓ Dedicated Division phone (Note: Globe phone of DC will be used for this purpose)
- Additional technical staff for EAD, specially on 2017 ASEAN activities

## D. Draft Work Plan for CY 2017

Activities	Outputs	Schedule	Venue	Budget	Assumptions
Assist in prep of DSWD Focal to the CSD Session	Inputs to Country Paper	January	TBC		Secured substantive inputs from OBSUs
Prep work for the UN CSW61	Inputs to Country Paper	Jan to March	New York		Secured substantive inputs from OBSUs
Participate in the preparation for the UPR	Inputs to Country Paper	Jan to Feb	Geneva		Secured substantive inputs from CWC
Participate in the Launching of 2017 ASEAN Chairship	Briefing document for ASCC/SOCA Leaders	January 15	Davao		
Spearhead the ASCC-led Launching of ASEAN Chairship		January 24	Clark	Php 350,000	Active support from CASCC
Hosting of 22 <sup>nd</sup> SOCA and 17 <sup>th</sup> ASCC Council Meeting	Chair's Statement	6-9 Mar	Iloilo	NOC	Admin prep support from ASEAN NOC
Facilitate the conduct of 1 <sup>st</sup> Sem ASCC Planning Workshop	Draft PH positions on ASCC-matters	April		Php200,000	Active support from CASCC
Participate in the 30 <sup>th</sup> ASEAN Summit	Inputs to Statements and Outcome Documents	April	Manila		Substantive inputs from CASCC
Hosting of Special SOCA Meeting (ANA)	Inputs to Statements and Outcome Documents	10-11 Jul	CDO / Metro Manila*	NOC	Admin prep support from ASEAN NOC
Spearhead conduct of Cross-Regional Meeting on Violence against Children (in cooperation with ASEC and SRSG-VAC)	List of Cross regional cooperation on VAC	July	Metro Manila	ASEAN Devt Fund	Active support from ASEC and SRSG-VAC, plus CSO partner
Spearhead conduct of ASEAN High Level Conference on Social Protection (in cooperation with PRD)	Compendium of good SP practices in ASEAN	15-17 August	Metro Manila	NOC	Admin prep support from ASEAN NOC
Assist in the conduct of the ASEAN Policy Dialogue on Children's Rights (in cooperation with Ateneo HRC)	Draft ASEAN Child's Rights Agenda	August	Metro Manila	CSO and AHRC	Active support from CSO partner
23 <sup>rd</sup> SOCA and 18 <sup>th</sup> ASCC Council Meeting	Endorsement of ASCC Outcome Documents for Leaders; Chair's Statement	11-14 Sep	Metro Manila (MOA)	NOC	Admin prep support from ASEAN NOC
Preparation of PH report for CRC Committee	Inputs to CRC Report	September			Substantive inputs from CWC



Activities	Outputs	Schedule	Venue	Budget	Assumptions
Assist in prep of DSWD Focal to the CSD Session	Inputs to Country Paper	January	TBC		Secured substantive inputs from OBSUs
Prep work for the UN CSW61	Inputs to Country Paper	Jan to March	New York		Secured substantive inputs from OBSUs
Participate in the preparation for the UPR	Inputs to Country Paper	Jan to Feb	Geneva		Secured substantive inputs from CWC
Participate in the Launching of 2017 ASEAN Chairship	Briefing document for ASCC/SOCA Leaders	January 15	Davao		
Spearhead the ASCC-led Launching of ASEAN Chairship		January 24	Clark	Php 350,000	Active support from CASCC
Multi-stakeholder's Dialogue on Older Persons	Dialogue proceedings with policy recommendations	TBC		Php200,000	Active support from CSO partner
Facilitate prep of DSWD's inputs /reports to the EU GSP+	Inputs to Country Paper	October			Substantive inputs from OBSUs
Facilitate the conduct of 2 <sup>nd</sup> Sem ASCC Planning Workshop	Draft PH positions on ASCC-matters	October	TBC	Php200,000	Active support from CASCC
Participate in the 31 <sup>st</sup> ASEAN Summit	Inputs to Statements and Outcome Documents	November	Clark	NOC	Substantive inputs from CASCC
Ensure implementation of SOMSWD Projects -Children with Disabilities -Family Network	Progress Reports/Completion reports	TBC	TBC	ASEAN Dialogue Partners	Active support from OBSUs

## E. Draft Division PC CY 2017 (using the OPC Template)

### DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR) – CONTRACTING FORM

The **EXTERNAL AFFAIRS DIVISION of the Policy Development and Planning Bureau**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the **period of January to December 2017**.

KEY RESULTS AREA/ MISSION CRITICAL OUTPUTS	Success Indicators (Quantity, Quality, Time)	Allotted Budget	Account able Division/ Individu als
<b>Program, Activity, Project / Deliverable</b>			
<b>A. CORE FUNCTION</b>			
Philippine ASCC Country Statements	Two (2) ASCC Country Statement submitted to the SOCA Leader by EO May and EO October	None	HAGiray
Comprehensive Inputs to 30 <sup>th</sup> and 31 <sup>st</sup> ASEAN Summits	One (1) comprehensive input to 30 <sup>th</sup> and 31 <sup>st</sup> ASEAN Summits developed and submitted to SOCA Leader by EO March and EO October, respectively	None	HAGiray
Progress Report on SOMSWD Projects	One (1) progress report on the implementation of ASEAN projects submitted to the SOMSWD Leader by EO August	None	SMEscandar
Status Report on SOMSWD Projects	One (1) status report on newly funded ASEAN projects (FamNet and CWD) submitted to the SOMSWD Leader by EO December	None	SMEscandar
Consolidated Inputs to CEDAW Revalida	One (1) consolidated inputs to CEDAW revalida submitted to the Undersecretary by EO April	None	LCBarbina
<b>B. CAPACITY BUILDING AND SECRETARIAT SERVICES</b>			
ASCC Planning Workshop	Two (2) workshop proceedings submitted to the Undersecretary 10 working days after the training	P400,000.00	HAGiray
ASCC-Led Launch of ASEAN 2017	One (1) activity report submitted to the Undersecretary 10 working days after the training	P350,000.00	MCHDo ngga-as
Secretariat support to PH ASCC and PH SOMSWD	Six (6) Minutes of Meetings submitted to the Undersecretary within 5 working days after the meeting	P250,000.00	SMEscandar
	Six (6) agreements translated to directives / follow-up of action taken on the Agreements		MCHDo ngga-as

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<b>KEY RESULTS AREA/ MISSION CRITICAL OUTPUTS</b>	<b>Success Indicators (Quantity, Quality, Time)</b>	<b>Allotted Budget</b>	<b>Account able Division/ Individu als</b>
<b>Program, Activity, Project / Deliverable</b>			
	submitted to the Undersecretary within 5 working days after receipt of inputs		

**Planning Division (see enclosed Excel File)**

[illegible]

## MONITORING AND EVALUATION DIVISION

Output / Deliverables	Activities	Schedule	Budget	Assumptions
<b>Along implementation of the Unified Results-Based M&amp;E System</b>				
Overall Results Frameworks (URBMES Form 1)	<ul style="list-style-type: none"> <li>Strategic Planning activities</li> </ul>	TBD	60,000 (for CMET sessions/meetings)	Overall Results Framework has been approved by DSWD management
OBS Results Frameworks (URBMES Form 1A)	<ul style="list-style-type: none"> <li>Draft Overall Results Framework cascading to FOs/OBS</li> <li>Provision of technical assistance to FOs/OBS on the development of Results Frameworks (URBMES Form 1A)</li> <li>Monitoring of submission of FOs/OBS RF</li> </ul>	1 <sup>st</sup> Semester		
PDPB Results Framework	<ul style="list-style-type: none"> <li>Provision of technical assistance on the development of Results Frameworks (URBMES Form 1A)</li> <li>Workshop on PDPB RF</li> <li>Development IDS, DCS</li> </ul>	Dec 2016 – Jan 2017  Feb 2017 March 2017		
M&E Plans (URBMES Form 2 and 2A)	<ul style="list-style-type: none"> <li>Harmonization of Reporting Forms (MFO, PREXC &amp; URBMES Form 2)</li> <li>Roll-out of harmonized forms (URBMES Form 2) to OBSUs and consolidate targets</li> <li>Disseminate URBMES Form 2A (Mother M&amp;E Plan) to FOs</li> </ul>	1 <sup>st</sup> quarter  April  June		
Assessment Reports (URBMES Form 3 and 3A)	<ul style="list-style-type: none"> <li>Collection and consolidation of FO URBMES Form 3A (2<sup>nd</sup> Semester 2016)</li> <li>Preparation of the Overall Assessment Report 2<sup>nd</sup> Semester 2016</li> </ul>	January  1 <sup>st</sup> quarter 2017		
Enhanced URBMES Information System	<ul style="list-style-type: none"> <li>Conduct of meetings and consultation sessions with key CMET members, FO representatives and consultants</li> <li>Pilot testing</li> <li>Finalization of IS</li> <li>Rollout training on the use of the enhanced URBMES-IS</li> </ul>	1 <sup>st</sup> Semester    September	Obligated in 2016	
Risk Treatment Plan 2017-2022	<ul style="list-style-type: none"> <li>Pre-work (updating of forms, policies, training manual)</li> </ul>	TBD	600,000 (DFAT Proposal)	DSWD Corporate Plan and Overall Results Framework has been

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	<ul style="list-style-type: none"> <li>Conduct of national workshop</li> <li>Draft Overall RTP 2017-2022</li> <li>ManCom ExeCom approval</li> <li>Dissemination of Overall RTP 2017-2022</li> </ul>			approved by Management
Report on URBMES Performance Review	<ul style="list-style-type: none"> <li>Pre-work: gathering of major issues and concerns from FOs, consultation meeting with key CMET focals</li> <li>Conduct of URBMES Performance Review and Evaluation Workshop</li> </ul>	April	600,000	
Report on SWDI Assessment Performance Review	<ul style="list-style-type: none"> <li><del>Conduct of SWDI PREW</del></li> </ul>		<i>Continuing</i>	
<b>Along Implementation of Evaluation Agenda</b>				
SWD Program Evaluation Report (Process Evaluation of Education Assistance)	<ul style="list-style-type: none"> <li>Preparatory activities (design, procurement of consultants, hiring of encoders, etc.)</li> <li>Conduct of the Study</li> <li>Analysis and report writing</li> </ul>	2 <sup>nd</sup> – 3 <sup>rd</sup> Quarter	600,000	
SFP Process Evaluation Report	<ul style="list-style-type: none"> <li>Preparatory activities (procurement of consultants, hiring of encoders, etc.)</li> <li>Conduct of the Study</li> <li>Analysis and report writing</li> </ul>	1 <sup>st</sup> -2 <sup>nd</sup> Quarter	3,189,500 (DFAT)	
Inventory of Evaluation Studies	<ul style="list-style-type: none"> <li>Inventory of evaluation studies</li> <li>Popularization of evaluation findings</li> </ul>	Semestral		
<b>Along Capacity Building and Technical Assistance</b>				
M&E Capacity Building Plan 2017-2022	<ul style="list-style-type: none"> <li>Development of Competency Assessment Tool</li> <li>Roll-out of the tool to baseline competencies of PDPB M&amp;E, CMET, and FO Planning Unit staff</li> <li>Development of CB Plan 2017-2022</li> <li>Consultation/validation sessions with CMET and selected FOs</li> <li>Finalization of CB Plan 2017-2022</li> </ul>	Dec 2016-Jan Jan Jan-Feb March March	None	
Capacity Building Services	<ul style="list-style-type: none"> <li>Conduct of Specialized Training on M&amp;E for Key M&amp;E Focal Persons</li> <li><del>Specialized Training Workshop for SWDI Users</del></li> </ul>	March June September	600,000 800,000 600,000	

	<ul style="list-style-type: none"> <li>Conduct of the 3<sup>rd</sup> Annual M&amp;E Conference</li> <li>PDPB Brownbag Sessions (6 for M&amp;E)</li> </ul>			
Technical Assistance Reports	<ul style="list-style-type: none"> <li>Provision of technical assistance</li> </ul>	Jan-Dec 2017	200,000	
<b>Special Assignments</b>				
ODA Portfolio of DSWD Programs	<ul style="list-style-type: none"> <li>Preparation and submission of ODA Portfolio 2017</li> </ul>	May 2017		
Quarterly Reports on Locally-Funded Programs	<ul style="list-style-type: none"> <li>Preparation and submission of ODA Portfolio 2017</li> </ul>	Quarterly		
Amended Policy on PREW	<ul style="list-style-type: none"> <li>Review of policies on OBS PREW</li> <li>Updated/amended policy on PREW</li> </ul>	1 <sup>st</sup> Quarter		

## I. Work plan cy 2017

Gantt chart of Major Activities

Major Activities*	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
SWDI PREW												
National Workshop for the Development of the Risk Treatment Plan 2018-2022												
URBMES PREW												
Specialized Training for M&E Focal Persons												
Annual M&E Conference												
Specialized Training for SWDI Users												
SWD Program Evaluation (Study)												
SFP Process Evaluation (Study)												

\*Major activities requiring participation of FOs/OBSUs

## II. Division Performance Contract cy 2017

KEY RESULT AREA/ MISSION CRITICAL OUTPUTS		Success/ Performance Indicators/Measures	Allotted Budget	Accountable Individuals
Program, Activity, Project/ Deliverable		(Quantity, Quality, Time)		
<b>Core Function</b>				
<b>Core Functions</b>				
1	Overall M&E Plan	One (1) overall M&E Plan approved by the Director EO March	None	Rachel
2	Overall Assessment Report	Two (2) overall Assessment Reports approved and endorsed by the Director within the set schedules	None	Rachel
3	Risk Treatment Plan	One (1) DSWD Risk Treatment Plan approved and endorsed by the Director by EO June	800,000 (DFAT)	Louise, Cherrica



KEY RESULT AREA/ MISSION CRITICAL OUTPUTS		Success/ Performance Indicators/Measures	Allotted Budget	Accountable Individuals
Program, Activity, Project/ Deliverable		(Quantity, Quality, Time)		
4	FO URBME Forms	90% of FOs with URBME Forms submission reviewed and commented within prescribed deadline	None	All M&E Staff
5	URBMES - Information System	One (1) URBME - IS utilization report approved by the Director by EO August	None	Paul
6	Amended MC on Risk Management Framework	One (1) Amended MC on Risk Management endorsed by the Director by EO June	None	Chesca
7	Evaluation Study of One SP Program	One (1) report endorsed by the Director by EO December	600,000	Raquel, MK
8	Evaluation Study on Supplementary Feeding Program	One (1) report endorsed by the Director by EO November	3,189,500 (DFAT)	Millete, Mike
9	M&E Capacity Building Plan	One (1) M&E Capacity Building Plan approved by the Director by EO April	None	MK
10	SWDI Assessment Report	One (1) SWDI Assessment Report endorsed by the Director by EO May	None	Millete
11	URBMES PREW Documentation Report	One (1) URBMES PREW Documentation Report endorsed by the Director by EO June 2016	600,000	MK, Raquel
<b>Capacity Building and Secretariat Services</b>				
12	Activity Proposals	Four (4) activity proposals approved/endorsed by the Director within the set timelines	None	Louie, Chesca, MK, Millete
13	M&E Training Designs/ Program of Activity	Four (4) activity designs/PoA prepared and utilized during the trainings/workshops approved by the Director within the set timeline	1,200,000 800,000 (DFAT)	Louie, Chesca, MK, Millete
14	M&E Workshop Mechanics	Three (3) workshop mechanics/agenda prepared and utilized during the activities approved by the Director within the set timeline	None	MK, Chesca, Millete
15	Presentation Materials	Five (5) presentation materials prepared for workshops/activities approved by the Director within the set deadline	None	Millete, Raquel, Chesca, Louie, MK
16	Act as Resource Person/ Speaker/	Ten (10) events/trainings/activities attended to provide technical assistance thru serving as RP/speaker on URBMES/ M&E within the prescribed schedules	200,000	All M&E Staff
17	Technical Assistance	Three (3) documentation reports prepared capturing the major issues and agreements raised during M&E activities approved by the Director within the set deadline	None	Assigned M&E Staff

KEY RESULT AREA/ MISSION CRITICAL OUTPUTS		Success/ Performance Indicators/Measures	Allotted Budget	Accountable Individuals
Program, Activity, Project/ Deliverable		(Quantity, Quality, Time)		
18	Feedback Reports	Four (4) feedback reports submitted relaying the highlights of activities attended approved by the Director within the prescribed schedules	None	Assigned M&E Staff
19	Secretariat Work/Services	Eight (8) meeting agenda prepared approved by the Director within the set timeline	60,000	Assigned M&E Staff
		Eight (8) minutes of the meeting prepared approved/concurred by the Director within the set timeline		Assigned M&E Staff
Special Reports / Assignments				
20	Official Development Assistance (ODA) Portfolio Review	One (1) packaged report approved/endorsed by the Director by EO June	None	Mike
21	Inputs to Technical Papers	Four (4) technical reports/papers relevant to M&E reviewed/provided with comments approved by the Director within set timeline	None	Assigned M&E Staff

\*M&E Conference – Chesca with Mike  
 URBMES PREW – MK with Raquel  
 Specialized Training for M&E – Louie with MK  
 Specialized Training for SWDI Users – Millete with Paul

**POLICY AND RESEARCH DIVISION**

**I. ACCOMPLISHMENTS FOR CY 2016 VIS-À-VIS THE DIVISION PC**

KRA	TARGETS	ACCOMPLISHMENTS	ALLOTTED BUDGET	REMARKS
<b>A. POLICY FORMULATION</b>				
1. Policy Agenda 2017-2020	1 draft document (working paper for Policy Agenda Consultation) approved by PDPB Director by EO April	1 draft document submitted to PDPB Director by May 18		Not yet finalized. Per new directive, a Consultant will be hired for the crafting of policy agenda. <b>In lieu, an IRR and Resolution on Republic Act 10868 was formulated, approved and published on October 16</b>
2. Sectoral Policy Agenda as input to DSWD Policy Agenda	1 draft document approved by the PDPB Director by 3rd week April	All sectoral policy agenda was included in the draft policy agenda		Served as input in the drafting of the draft Policy Agenda
3. Policy Agenda (2017-2020) Consultation	Documentation Report on the DSWD Policy Agenda consultation approved by the Director by July	-	375,200.00	No consultation was conducted, thus no documentation report was submitted. <b>In lieu, enhanced SPDR Guidelines was approved on July 20 for comment of MANCOM &amp; Field Offices</b>
4. Draft E.O. Prioritizing the Near Poor Household to be Recipients of Government Programs & Services to Sustain the Improvements on their Socio-Economic Well-Being	1 draft Executive Order approved by the Director by EO March	1 draft Executive Order approved by the Director on March 17		Approved by USEC Villar and endorsed to OSEC last May 25
5. Draft Concept Note on the Review of Social Protection (SP) Framework	1 draft concept note paper approved by the Director by EO May	1 concept note approved by the Director on April 28		Concept note and proposal was submitted to TAU for funding on July 13 and Aug. 26, respectively. Funding

				was approved under TAU SP Reforms TA 70507
6. Draft Concept Note on the Development of SP Plan (2017-2020)	1 draft concept note approved by the Director by EO April	1 concept note approved by the Director on April 28		
<b>7. Policy Notes</b>	4 policy notes by 2nd week of May, EO July, EO September, EO November	3 out of 4 policy notes or 75% of the target was accomplished.		Two (2) of these policy notes are still enhanced based on comments of Dir. Alday
<b>8. Inputs to proposed policies, guidelines and other technical papers</b>	Inputs to 30 proposed policies, guidelines and preparation of other technical papers prepared; approved by the Director within 5 days upon receipt of each assignment	47 proposed policies, guidelines and technical papers were provided inputs within due dates		
9. CY 2015 Report on LGU Compliance to SWD Laws	1 report submitted by 1st week of May	The report was approved by the Director and submitted to UFRV on May 19, 2016		
10. Report of DSWD Compliance to existing laws	1 report submitted by EO June	-		Still being updated by local staff based on report communicated with OBS concerned. <b>In lieu, communications was prepared, IAC meetings was conducted for the: National Consultation, Ceremonial Signing, publication on the IRR on RA 10868</b>
<b>B. RESEARCH</b>				
<b>1. Research Agenda 2017-2022</b>	1 draft research agenda approved by the Director by End of March	1 draft research agenda approved by the Director and was submitted to		Finalization of the research agenda is still on-going considering the new directive of UFRV to conduct a regional and national consultations of which the results are input

		UFRV on March 30		on the final research agenda
2. <b>Conduct Research Conference</b> and Call for Research Proposals	Documentation of Research Consultation approved by the Director 10 working days after the activity  Guide to Field Offices on Call for Proposals	Conducted Regional Research consultations in all regions  Documentation Reports with research topics submitted by FOs. Confirmation Reports endorsed by PDPB Director to FO.  Guide to FO on call for Proposals was approved and utilized by FOs.	5,900,000.00	
3. CO-initiated research	1 draft research proposal approved by the PDPB Director for implementation by September	-	676,212.00	No CO-initiated research was conducted. Initiated research on Cost of Disability was not pushed through because same research was conducted by NCDA & UNICEF. <b><i>In lieu, an Inter-agency workshop on the Development of Social Protection Statistics was conducted on Aug 23-24</i></b>
4. <b>Contracted Researches</b>  Pantawid Family Stimulus to Local Economies  PDPB Process Evaluation of	Monthly Feedback Report to PPG Management on status of DFAT contracted researches by deliverables approved by Director	Three updates on contracted researches submitted to Director, dated 19 May, 30 June 30, 15 August.  Comments on Consultant's	(28,659,427.00)  8,400,000.00      6,669,817.00	Completed and presented to ExeCom and Public through Forum. Final report submitted to SJMT through U/Sec for PPG in August.  Consultants completed the data collection. PDPB submitted request to extend contract from October to November to

CCT Operations	Field	Comments on Consultant's deliverables submitted to Director within 10 days upon receipt of deliverable per TOR	deliverables submitted to Director within 10 days upon receipt of deliverable per TOR	6,000,000.00	CMD. First draft report submitted on October 20
c) Assessment of the Behavioral and Social Outcomes of Pantawid Program		Final report reviewed/comm ented and submitted to Director within 10 days upon receipt of the same	Final report reviewed/comm ented and submitted to Director within 10 days upon receipt of the same	7,589,610.00	Findings presented to DSWD-CO in July and in Region XI through Learning Forum in August. Final report submitted in July but Consultants subjected the write-up to peer review.  Contract was extended to August. Final draft already reviewed and finalized. Integrated Report and 10 country reports went through several revisions that caused delay in submission by Consultant.
d) Active Ageing					
5. Research Colloquium		Documentation of highlights approved by the Director 10 working days after the conduct of colloquium in November	-	50,000.00	No research colloquium was conducted, thus no documentation report was submitted. <b><i>In lieu, draft TOR was approved by the Director by EO August.</i></b>
6. Review of AO 19 s. 2011 or the Policy Guidelines on the Conduct of Researches in Offices, Centers and Institutions		1 draft guideline amending some provisions of AO 19 (Research Protocol) approved by the Director by EO October	In lieu of amendment to AO 19, draft guideline for the implementation of the research agenda was drafted on		The proposed changes is in consideration to the comments during regional consultations to have implementation mechanisms for research agenda
7. SWD Journal		1 SWD Journal coordinated and produced by 1st week of Dec	-	100,000.00	SWD Journal was not pursued, instead a draft AO on the Institutionalization of SWD Journal is being prepared
8. Subscription to National Survey with		4 survey reports coordinated with DSWD rider	Four (4) survey reports were coordinated	800,000.00	



DSWD Rider Questions	questions drafted and endorsed/approved by the Director within 10 days upon receipt of notice	with rider questions approved by the Director and submitted to UFRV		
9. Research Proposals Reviewed/Commented	Student/FO research proposals acted upon on the average of 7 days upon receipt of proposal	100% of students requests for secondary data and interviews were responded to and endorsed to concerned OBS within 15 days upon receipt		
10. Inventory of DSWD and Student Researches	1 report submitted by EO November	-		On-going; report is expected to be submitted by 1st qtr of 2017; Prioritized the PDPB Personnel Selection Committee Secretariat work by October onwards

### C. SECRETARIAT FUNCTIONS

1 - National RD-TWG Meeting 29 November Planning Workshop	7 Minutes of meeting submitted to PDPB Director within 7 working days after the meeting; Agreements acted upon as per timeline	6 Minutes of meeting was approved by the Director within 7 days after the meeting	22,000.00	
2 - NCFF Sub Committee on Policy, Legislation and Research Performance Review	4 Minutes of meeting submitted to PDPB Director within 7 working days after the meeting; Agreements acted upon as per timeline	3 Minutes of meeting was approved by the Director within 7 days after the meeting		
3 - TOR on Inter-Agency Secretariat	Draft TOR submitted to PDPB	TOR was approved by the Director		

	Director/Chairperson by EO April	and endorsed to UFRV on April 29		
4. ManCom Meeting	Summary of Agreements submitted to PDPB Director/Mancom Chairperson within 5 days after Mancom Meeting	Summary of agreements was approved by the Director and endorsed to MANCOM Chairperson within 5 days	100,000.00	
5. HDPRC Meeting	Feedback Reports to the Secretary on HDPRC meetings submitted and approved by the Director Actions taken on DSWD related agreements concerns at HDPRC meeting endorsed to OBS concern	1 Feedback report was approved by the Director and submitted to the Secretary. Issues/Concerns needing actions were endorsed to OBS concern		
6. Finalization of CCT Conference Proceedings  <b>*Conduct of CCT conference (as PDPB accomplishment)</b>	1 conference report enhanced and submitted by EO April	Proceedings was approved by the Director and submitted to UFRV  National CCT conference was conducted on January 2016		

Planning Workshop | 29 November - 2 December 2016

#### D. TECHNICAL ASSISTANCE AND CAPACITY BUILDINGS

1. Training on writing policy briefs, policy research and technical report writing	Documentation of highlights of training approved by the Director 10 working days after the activity	-	500,000.00	Training was not conducted, thus no documentation report was submitted, however, project proposal was approved by USEC for PPG. In lieu, public forum on "Pantawid Pamilyang Pilipino Program:
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Review  
of  
Project  
Proposal  
and  
Performance  
Report

				Stimulus to Local Economic Growth" was conducted in June
2. Technical assistance to stakeholders/Senior Citizens relative to RA 9994 implementation	Response letters accomplished within 5 working days upon receipt of request; Feedback of TA provided on RA 9994 within 5 days upon return to office	All letter queries were responded within 5 days upon receipt. Feedback reports on TA was submitted within 5 days upon return to the office		
3. TA to FOs, LGUs on monitoring the LGUs action plan on SP including the Pilot-testing of the Family Risk and Vulnerability Assessment	Confirmation report on TA provided, Tool on monitoring LGUs action plan relative SP developed approved by the Director by 2nd week of April	Monitoring tool was developed and disseminated to all FOs on April 4. Confirmation report on TA to FO concerned was approved by the Director		
4. TA to FOs, LGUs on research related activities in the field Planning Workshop	Confirmation report on field visits, observations, TA provided, on research submitted to Director 5 working days upon return from the field	Confirmation report on TA to FO concerned was submitted and approved by the Director 5 working days upon return from the field		
<b>5. Roll-Out of SP Handbook and SP VAM for LGUs</b> PDPB Performance R	Confirmation report on TA provided as required; feedback to PPG management on status; completion of roll-out by EO October	Confirmation report on TA re SP roll-out training to concerned FOs was approved by the Director. Four (4) status report/updates were submitted to UFRV on	5,050,000.00	<b>For CY 2016 (as of Oct.), 285 cities/mun. in 32 provinces were covered by the roll-out (259% of 110 targets)</b>  <b>As of October, 64 provinces, 82 cities and 537 municipalities were covered. Total LGUs expected to be trained by</b>

		July 1, Aug. 22, Sept. 28 and Oct. 4		EO Dec. 2016 is 1,204 or 74%.
6. Conduct of pre-testing of FRVA-IS	Confirmation report on TA provided as required; feedback to PPG management on status; completion of roll-out by EO October	Confirmation report on TA re pre-testing of FRVA-IS to FO III and XI was approved by the Director on March 22 and May 25, respectively		
<b>E. INSTITUTIONAL STRENGTHENING</b>				
<b>1. Inputs to the PDPB Operations Manual</b>	PRD OM including Business Process submitted as per timeline	a) PRD inputs to the PDPB OM including Business Process submitted as per timeline (1st sem plan) b) PRD OM was submitted and approved by the Director on September 2		

## **POLICY AND RESEARCH DIVISION**

### **I. ACCOMPLISHMENTS FOR CY 2016 VIS-À-VIS THE DIVISION PC**

**Fund Utilization as of November 4 – 76%**

### **II. FACILITATING FACTORS THAT HELPED THE DIVISION ATTAIN ITS OBJECTIVES**

1. Teamwork
2. Patience and tolerance towards coworkers and workload
3. Functional computers
4. Openness to criticisms
5. Appreciative manager (CBL) because of STICKERS :D – affirmation/motivating
6. Active participation of Inter-Bureau TWGs

### **III. CHALLENGES THAT NEEDS TO BE ADDRESSED**

#### **A. Work-related**

1. Lack of Policy agenda to guide the conduct of Policy Study Sessions and Policy Fora  
    >Draft Policy agenda was not finalized to explore the hiring of consultant to capacitate Policy Unit
2. Unmet targets for Policy Notes in PDPB level  
    CICL: Delayed approval of position paper by the Secretary re the lowering of Minimum Age of Criminal Responsibility  
    Homelessness: Not a priority of the Department based on President Duterte's plan
3. Additional activities prior to approval of Research Agenda (Conduct of Regional Research Consultation and National Research Conference)
4. Updating and revision of SWD Journal Guidelines prioritized over the publication of SWD Journal
5. Distribution of tasks and assignments

- Manny's involvement to SWEAP activities
  - Transfer of Trittle to Procurement Service
6. Uncertainty of directive from management regarding SP related activities (SP roll out, SCSP meeting, SP Summit, SP Plan, Family Risks and Vulnerability Assessment 's Information System), in the face of review of SP framework and new administration
7. Lack of understanding on LGBT issues of GAD focal persons
8. Untimely submission of consultants' deliverables

**B. Structure-related**

1. Onboarding of newly hired staff to be completed by January
2. Unallocated fiduciary positions to PRD

#### **IV. RECOMMENDATIONS**

1. Development of policy agenda through hiring of consultant
2. Conduct of policy study sessions and policy fora prior to the approval of policy agenda (for 2017)
3. Reduce 2017 target to 2 policy notes (1 per semester), pending approval of policy agenda
4. Staff complementation: 2 PO II positions to remain with PRD in lieu of Manny's other tasks
5. Provide clear/concrete directions along SP related activities. PRD recommends continuation (especially of activities that are likely not to undergo much change) and settle concept of SP of Central Office.
6. GAD focals to be capacitated/trained on LGBT (recommend to GAD-TWG to add in the agenda)
7. Regular (Quarterly) PRD meetings



## V. DRAFT WORKPLAN FOR CY 2017

Activities	Outputs	Budget	Schedule	Assumptions
<b>A. POLICY FORMULATION</b>				
1. Conduct of National Consultation Workshop for the Development of Policy Agenda (2017-2022)	1 National Consultation Workshop Conducted DSWD Policy Agenda	1,986,425.00	1 <sup>st</sup> Quarter	Hired Consultant or Consultant on Board
2. Printing of DSWD Policy Agenda (2017-2022)	350 copies of DSWD Policy Agenda Printed	129,500.00	2 <sup>nd</sup> Quarter	Final copy of DSWD Policy Agenda ready for printing
3. Development Policy Review Activities e.g. Policy Study Sessions, Policy For	1 Policy Study Session and 2 Policy Fora conducted	388,950.00	1 <sup>st</sup> to 3 <sup>rd</sup> Quarters	Availability of resource persons and discussion papers for the Policy Study Session and Policy Fora
4. Review of SP Operational Framework	Enhanced SP Operational Framework	1,187,800 (DFAT) 328,300.00 (UNICEF)	2nd Sem 2017	Hired Consultant or Consultant on Board
5. Development of SP Plan	SP Plan	1,997,400.00	2nd Sem 2017	Hired Consultant or Consultant on Board
6. Policy Notes	Two (2) policy notes submitted	-	Semestral	Approved by the Undersecretary for PPG
7. Monitoring of LGU Compliance to SWD Laws	Report of LGUs compliance to SWD Laws	-	2 <sup>nd</sup> Quarter	All FOs submitted report
8. Inventory/Updating of SWD Laws and corresponding	Report of Inventory of SWD Laws	-	1st Semester	

Activities	Outputs	Budget	Schedule	Assumptions
executive issuances/policies				
9. Monitoring of DSWD Policy Issuances	Report of DSWD Policy Issuances	-	Semestral	
10. Inputs to proposed policies, guidelines and other technical papers	Inputs to 30 proposed policies, guidelines and preparation of other technical papers prepared	-	ANA	Approved by the Director
<b>B. RESEARCH</b>				
1. Conduct of National Research Conference	Documentation report	861,940.00	1 <sup>st</sup> Quarter	
2. Finalization of DSWD Research Agenda	Approved Research Agenda	-	1 <sup>st</sup> Quarter	Approved by EXECOM
3. Publication of DSWD Research Agenda 2017-2022	1,500 Copies @ 250 / copy of DSWD Research Agenda 2017-2022 Printed	129,500.00 375,000.00	2 <sup>nd</sup> Quarter	Approval of the Research Agenda by the ManCom and ExeCom
4. Conduct of Central Office initiated research studies	1 CO research initiated study conducted	1,000,000.00	3 <sup>rd</sup> Quarter	Approved research proposal
5. Subscription to national survey with DSWD Rider Questions	Four (4) National Survey Subscription	800,000.00	Quarterly	Approved questions by EXECOM
6. Research Augmentation to Field Offices	Regional Research Reports	6,000,000.00 (DFAT)	3rd-4th Quarter	Field Offices initiated research proposals submitted and approved for augmentation of funds

Activities	Outputs	Budget	Schedule	Assumptions
7. Inventory of DSWD and Student Researches for CY 2016	1 report prepared	-	Annually (1st Quarter)	All FOs/OBs submitted report
8. Conduct of quarterly Research Colloquium	Quarterly Research Colloquium Conducted	680,000.00	Quarterly	Availability of completed research studies
9. Publication of SWD Journal	One (1) SWD Journal issued in a year	150,000.00	3rd Quarter	Approval of the enhanced guidelines for SWD Journal by 2 <sup>nd</sup> quarter
10. Research publication of completed researches	One (1) research publication	250,000.00	Annually (3rd Quarter)	
11. Research proposals reviewed/ commented	Student/FO research proposals acted upon	-	ANA	
<b>C. SECRETARIAT FUNCTIONS</b>				
1. MANCOM Meetings	MANCOM Meeting conducted	100,000.00	Every 2nd and 4th Tuesday of the Month	Availability of MANCO
2. Conduct of National Management and Development Conference (NMDC)	2 NMDC conducted	1,000,000.00	1 <sup>st</sup> and 3 <sup>rd</sup> Quarter	c/o OUPPG
3. Inter-Agency and Technical Secretariat Support (NCFF-Sub Committee on Legislation and Policy Research, NCMB, SCSP))	Inter-Agency Meetings Conducted	300,000.00	Quarterly	c/o OUPPG

Activities	Outputs	Budget	Schedule	Assumptions
4. National Research and Development Technical Working Group (NRD-TWG) meetings	Four (4) meetings conducted	22,000.00	Quarterly	Availability of NRD-TWG members and Agenda
<b>D. CAPACITY BUILDING</b>				
1. Users Training for the Family Risk and Vulnerability Assessment Information System	1 Users Training for the FRVA-IS Conducted	473,200.00 (IMB)	1st Quarter	Availability of FRVA IS for both offline and online use.
2. Monitoring on the Conduct of roll-out training/orientation in the use of SP Handbook in the remaining LGUs	Conducted roll-out training/orientation in the use of SP Handbook for remaining LGUs by the FOs	9,283,900.00	CY 2017	Availability of funds and inclusion of the activity in FOs WFP
3. Policy and Research related training (e.g. Statistical software, research management and development, etc.)	Training conducted for DSWD RD-TWG	500,000.00	2nd Quarter	Availability of training needs assessment and possible resource persons
4. Provision of TA to DSWD Field Offices along policy and research	Number of TA needs of FOs that were addressed	100,000.00	Quarterly	
<b>E. MOA</b>				
Payment for 1 MOA worker (Cost of Service- SG 18)		405,972.00	Annual	