



POLICY DEVELOPMENT AND PLANNING BUREAU

**Performance Review and Evaluation Workshop
cum Planning Session**

03-05 February 2016



Executive Summary

The *Policy Development and Planning Bureau Performance Review and Evaluation Workshop cum Planning Session* was conducted on February 03-05, 2016 at the Sunrise Holiday Mansion Hotel, Alfonso, Cavite for the purpose of 1) assessing the performance of PDPB collectively and of each division/unit for CY 2015; 2) formulating strategies to improve the productivity and efficiency of the Bureau; 3) developing PDPB's CY 2016 Work Plan and each Division's/Unit's Performance Contract; and 4) building rapport and improve relationships among PDPB staff. The activity was participated by 56 staff from the Policy Development and Planning Bureau.

- I. Day 1 was dedicated in reviewing and assessing the performance of PDPB Divisions and Units in 2015. The session involved a creative gallery viewing of accomplishments as well as challenges encountered last year which was followed by an open forum for clarifications and comments on the presentations of each Division/Unit. Major concerns raised are summarized below:
 1. **Draft Memorandum Circular on Research Grants** - Per Legal Service, the Department is not mandated to provide research grants to outsiders. Hence, the MC was not approved and the administrative order pertaining to the conduct of researches will be amended such that research grants will not be provided by the DSWD.
 2. **Monitoring of Social Protection Plans** - This activity is pending because monitoring of Local Government Units (LGUs) is Field Offices'(FOs') mandate and not of the Central Office. It will be included in the Breakthrough Goal for 2016, but instead of direct monitoring of LGUs, only technical assistance to FO on monitoring will be conducted. Policy and Research Division awaits go signal to engage other divisions in monitoring of SP Plans.
 3. **Status of PrExC** - Per Department of Budget and Management, PrExC will be implemented starting 2018. Furthermore, for 2017 budget preparation, the budget of Offices could be determined through the PrExC. There will be organizational change that is required to reconcile with the budget line items. Close coordination between M&E Division and Planning Division with respect to the PrExC is given that the focus of PrExC is on the Department's Organizational Outcomes (OOs). It was recommended that the M&E Division also attend meetings related to PrExC and that M&E and Planning Division work together in developing performance indicators for the PrExC. *Next steps of Management on this to be determined.*
 4. **Management Guidance** - Feedback mechanism would need to be improved so that the staff will know how s/he could improve job performance. Also, next steps and outcomes of his/her tasks should be feedback to the staff (to see the bigger picture). Absence of a full-pledged Division Chief for M&E is also challenge. *For ManCom discussion.*
 5. **Administrative Staff for External Affairs Division** - A dedicated administrative staff should be assigned to the EAD for the Division to deliver its tasks smoothly. *For ManCom decision.*
 6. **Office Performance Contract** - Where should the OPC secretariat services, as a function, belong? *For further discussion.*
 7. **Deliverables on TARA** - PDPB/OSM could consider remaining as secretariat to Strategic Goal 3 but ultimately management of TARA (TARA fund) will be transferred to OPG.



- II. Day 2 involved discussion of the following presentations which served as inputs to the formulation of work plans for 2016:
- Contribution of Divisions and Units in PDPB OPC
 - Secretary's and Management's Directives
 - Strategic Goals Updates and Pushworks
 - Presentation of proposed PDPB Breakthrough Goal for 2016
 - 2016 Thrusts and Priorities (PDPB) and CorPlan Milestones (PDPB)
 - CY 2016 Budget

Responses to the concerns and clarifications raised during the session are as follows:

1. **Fiduciary Positions** - These are the positions requested to the DBM, as needed by the Department. There are 27 fiduciary positions for PDPB and they are already open (posted as of 06 February 2016). Applicants must submit the requirements within 10 days.
2. **Project Management Training** - This is for the project of Asec. Noel Macalalad. Some identified staff will be trained on Project Management, which can then be utilized in the harmonization project.
3. **Concrete Plans for Data Management Program and Integrated Planning Conference** - to be discussed by the PDPB ManCom.
4. **Delayed development/ finalization of the CorPlan** - There is no issue in the delayed finalization of the CorPlan as the Department and its OBSUs would still operate under their fixed mandates. Aside from that, we already have our WFP for CY 2016 and we can just continue with that. The CorPlan is set to be finalized in March 2016.
5. **Deadline for the DSWD CorPlan and Research Agenda should be moved to 2017-2022** - For consideration. But the deadline for the CorPlan is on March 30, 2016.
6. **How the OSM functions be integrated in PDPB** - There have been consultations for this since late last year (with Dir. Gerelyn Balneg and the PDPB Divisions). The on-going discussions and development of the Operations Manual should help in clarifying OSM's functions.
7. **Roles of the Divisions in developing the PDPB breakthrough goals** - It is up to the Divisions to gauge, based on their mandates, what would be their contribution in developing (and attaining) the breakthrough goals.
8. **Divisions' contributions to SP initiatives** - Since it is a Department initiative, it could go beyond PRD and be a Bureau output, with PRD as the focal but all the Divisions shall act as secretariat/shall contribute to the SP activities. That is something to consider and is still up for the Divisions to discuss and decide on. Until then, the PRD will continue to be the lead for this. The SP initiatives are not limited to ToT's and Roll-Outs. The other Divisions could contribute or provide technical assistance in the other initiatives/activities (e.g. Planning could help out in the SP Plan development; crafting policies for the near-poor, etc.) There may be a need for a reorientation/revisiting of the SP Framework for the staff to level off.
9. **SP Course** - PDPB staff will only serve as participants (priority would be the SP focal persons). The modules are already being prepared, with the proposed list of topics conceptualized by Dir. Alday.
10. **Timeline and coverage of SP Roll-out** - With only a budget of Php 5M, there is a proposal to monitor/check first with the previous batches of ToT's and roll-outs, the status of their action plans and if they used the handbook. The Planning Division can then provide technical assistance to the LGUs on how to plan for SP. Already requested for some local representatives who are requesting for a conduct



of roll-out in their respective provinces, to ask for funding from the LGUs should we push through with the roll-out.

11. **Rationale for SP framework review** - Further discussions on the framework to take place in consideration of the comments raised by the academe (e.g. difference of SP and Social Welfare). Will also review vis-à-vis SP definition used in other agencies such as DOLE, NEDA, etc.
 12. **PDPB's role in SP fund provision to LGUs** - While there is a \$4M grant from DFAT for social protection, planning on how to utilize this grant has yet to be finalized. Meanwhile, there is a proposal to conduct pilot-testing of SP programs in LGUs. The concept paper is already drafted but nothing is final yet. The involvement of the STB in this initiative is also being explored. The Social Laboratory could also be part of the \$4M funds.
 13. **SWDI spot-check for baseline or for 2016 SWDI?** - The spot-checks would be for the 2015 baseline results. If needed, the spot-checks would include both the process and results. Otherwise, the focus is on the results.
 14. **Transfer of PMS request to Planning Division** - Retention of positions handling work outside the mandate of PDPB (e.g. OP-PMS, SWDRP, OPC, etc) with MOA status to be confirmed with Usec. Florita R. Villar. PMS-related work will be transferred to Planning but as of now, there is not staff holding this particular position.
- III. Draft Operations Manuals of each Division were also presented in Day 2. Participants' inputs/issues/comments to the draft documents were solicited through an Open Forum. Provided below are the major points raised during the discussion:
1. **Format of the Operations Manual** - As instructed to the pool of writers, the Divisions should follow the template that has been provided and come up first with their respective OMs (using their SIPOC documents). Once the OMs of all units/divisions are completed, the pool of writers would initiate the drafting of the Bureau's manual. The highlight of the OM should be on the key result areas.
 2. **Development of the Business Process Maps** - The Divisions are expected to include in their OMs the business process which illustrates how the Divisions were able to deliver their outputs and perform their functions. This will be necessary in order for everyone to understand the relationship of the Divisions with each other. In line with this, OSM staff will provide technical assistance to the Divisions on the development of the business process maps.
 3. **Specific Issues and Recommendations**
 - EAD - To be the "lead in developing SP initiatives for the support of relevant ASEAN and APEC bodies" is more of an output and not a core function. For purposes of uniformity, specific outputs/assignments shall not be included in the OMs.
 - For PRD and M&E to clarify the relationship of research studies vs. evaluation studies.
 - Explore whether the assessments included in the PD's work plan will feed on the Evaluation Agenda of M&E.
 - Since there is still no available staff in the PD to take on the GNR and ODA Portfolio, M&E to still prepare the reports during the first semester of this year (transition period).



IV. Day 3 focused on the presentation of work plans for 2016 (*see Annex B*) of each Division/Unit. Following this, Director Rhodora G. Alday put forward the next steps to be undertaken by PDPB:

ACTIVITIES	DIVISION/ UNIT IN CHARGE	TIMELINE
<i>New Initiatives</i>		
Project Management Training	DCTRD	
Data Management Program	Felix Armenia	1 March
<i>PDPB Priorities</i>		
CorPlan & MTEP	All Div/ Units with PD	EO March
Social Protection	PRD	
Operations Manual	All Div/Units with MED as Lead	EO April
Integrated Planning Conference	MANCOM	Next Mancom Meeting
<i>Organizational Development</i>		
IDCB Plan	All Divs/Units with the IDCB as Focal person	EO March
Hiring of Regular Positions	PDPB PSC Secretariat	EO Feb
Performance Management System	MANCOM and PMS Focal Person	
R&R and Team Building Plan	Personnel focal person and TWG	EO Feb
5S Implementation and Orientation <i>*possibility of Admin Unit to become a Division (with head, with targets)</i>	All Divs/ Units with Admin	EO March



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Documentation Report

Activity Objectives

1. Assess the performance of PDPB collectively and of each division/unit for CY 2015;
2. Formulate strategies to improve the productivity and efficiency of the Bureau;
3. Develop PDPB's CY 2016 Work Plan and each Division's/Unit's Performance Contract; and
4. Build rapport and improve relationships among PDPB staff

Program Overview

DAY 1: 03 February 2016	
Registration of Participants	PDPB Staff
Opening Amenities <ol style="list-style-type: none"> 1. Prayer, National Anthem 2. Presentation of Activity Objectives and Program Flow 	Emcees: Airabelle I. Leyda, Ana Dominique M. Consulta Dir. Christian Thomas Deloria
Review and Assessment of PDPB Divisions'/ Units' Accomplishments <i>Gallery Viewing</i> <i>Open Forum</i>	Facilitators: Dr. Editha Maslang and Mr. Emmanuel Ilagan and All PDPB Staff
Synthesis of Day 1	Facilitators and Host Team- PD
DAY 2: 04 February 2016	
Recap of Day 1's Activities and Energizer	Facilitator and Host Team- PRD
Presentation of inputs for the PDPB's and Division's/Unit's CY 2016 Work Plans and Performance Contracts <ol style="list-style-type: none"> 1. Contribution of Divisions and Units in PDPB OPC 2. Secretary's and Management's Directives 3. SGs Updates and Pushworks 4. Presentation of PDPB BG for 2016 5. 2016 Thrusts and Priorities (PDPB) and CorPlan Milestones (PDPB) 6. CY 2016 Budget 	ABD Rhodora Alday Dir. Deloria Ms. Kristine Leaño Ms. Loida Villanueva Ms. Cynthia Lagasca and Ms. Agnes Marcella Lorenzana Ms. Norilyn Quesada-Rivera
Open Forum	Facilitator
Energizer	Host Team-M&E Division
Presentation of the PDPB Operations Manual	



Formulation of Division/Unit Work Plans	ALL
Synthesis of Day 2's Activities	Facilitator
DAY 3: 05 February 2016	
Recap of Day 1's Activities and Energizer	Facilitator and Host Team: DLLU and EAD
Presentation of Work Plans for CY 2016	
Check Out: What are you most grateful for as a result of this activity?	Assigned Division/Unit Representative
Team Building Exercise	Ms. Millete R. Santos
Next Steps and Closing Remarks	ABD Alday

Day 1: 03 February 2016

The activity proper officially commenced with welcoming remarks of Director Christian Thomas R. Deloria, Officer-in-Charge of the Policy Development and Planning Bureau. The Director emphasized the importance of the Performance Review and Evaluation Workshop cum Planning Session on planning for the Bureau activities for the year. The activity is a good start for the Bureau this year, he added. Following this, the Director presented to the participants the program flow of the three-day activity.



Subsequently, the emcees, Ms. Ana Dominique Consulta and Ms. Airabelle Leyda, introduced the external facilitators of the activity: Dr. Editha Maslang and Mr. Emmanuel Ilagan. Thereafter, the facilitators started the activity with the first session - *Review and Assessment of PDPB Divisions'/ Units' Accomplishments*.

Review and Assessment of PDPB Divisions'/ Units' Accomplishments

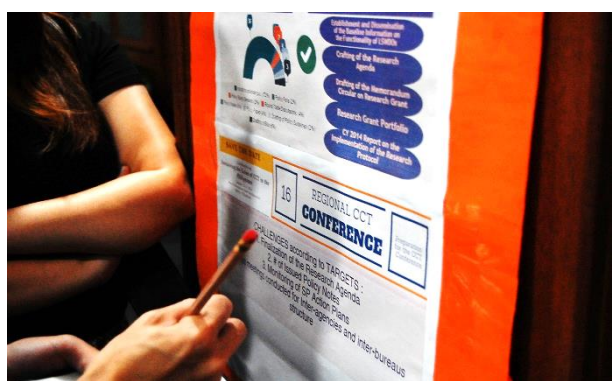
In order to inform the participants of each PDPB Division's/Unit's accomplishments as well as the challenges encountered in CY 2015, a creative gallery viewing of accomplishments was done in the session.

The mechanics of the gallery viewing as explained by Dr. Maslang were as follows:

1. Creative infographic materials on CY 2015 accomplishments shall be ported/displayed by Divisions and Units
2. Each participant will view each material and note down any comments/question or clarifications to be raised during the open forum
3. Open forum will be held to clarify points regarding the accomplishments and challenges of each Division/Unit



Gallery Viewing





After the gallery viewing, comments and clarifications on the presentations provided in the following table were raised by the participants.

COMMENTS/ CLARIFICATIONS	RESPONSE/AGREEMENT
POLICY AND RESEARCH DIVISION	
<p><i>Draft Memorandum Circular on Research Grants</i></p> <p>Ms. Cynthia Lagasca clarified if the MC on research grants drafted by the PRD is just an amendment given that there is already an existing policy (administrative order) on this.</p>	<p>Ms. Florence Manikan responded that the Memorandum Circular drafted by PRD was supposed to provide research grants for different institutions and external researchers. There is an existing document on research grants but it turned out that legal basis for this is lacking and that provision of research grants to external researchers is not a mandate of the Department. Ms. Marivic Vergara added that last year, the Legal Service said that the Department is not mandated to provide research grants to outsiders. Hence, the MC was not approved and the administrative order pertaining to the conduct of researches will be amended such that research grants will not be provided by the DSWD.</p>
<p><i>Finalization of Research Agenda</i></p> <p>Mr. Aljo Quintans asked about the specific challenges encountered in the finalization of the research agenda.</p>	<p>Ms. Manikan responded that the challenge was the change in directives on the Research Agenda, that is, to wait for the approval of the Corporate Plan to finalize document.</p>
<p><i>Monitoring of Social Protection Plan</i></p> <p>Mr. Quintans also sought further clarification on the PRD's challenge re: Monitoring of SP Plan for the Divisions to be informed on how to contribute to this given that monitoring of SP Plans is one of the activities related to the Bureau breakthrough goal.</p>	<p>In response, Ms. Vergara said this activity is pending because monitoring of Local Government Units (LGUs) is Field Offices' (FOs') mandate and not of the Central Office. She added that it will be included in the Breakthrough Goal for 2016, but instead of direct monitoring of LGUs, only technical assistance to FO on monitoring will be conducted. With regard to the clarification on how other divisions could contribute to this activity, she said that the PRD will wait for go signal to engage other divisions in monitoring of SP Plans.</p>
PLANNING DIVISION	
<p><i>Challenges encountered</i></p> <p>Assistant Bureau Director Rhodora Alday asked the challenges encountered by the Planning Division.</p>	<p>Ms. Lagasca said that given the bulk of work and tight deadlines, lack of staff and of Planning Officer IV seemed to be a challenge to the Division. In addition to this, Ms. Annette Asinas mentioned data gathering from OBS/FOs was one of the difficulties faced.</p>



COMMENTS/ CLARIFICATIONS	RESPONSE/AGREEMENT
<p>Status of PrExC</p> <p>Mr. Quintans inquired about the status of the <i>Program Expenditure Classification (PrExC)</i></p>	<p>Ms. Lagasca responded that as per Department of Budget and Management, PrExC will be implemented starting 2018. Furthermore, for 2017 budget preparation, the budget of Offices could be determined through the PrExC. There will be organizational change that is required to reconcile with the budget line items. <i>Next steps of Management on this to be determined.</i></p> <p>In addition, Ms. Lagasca emphasized the importance of close coordination between M&E Division and Planning Division given that the focus of PrExC is on the Department's Organizational Outcomes (OOs). She recommended that the M&E Division should also attend meetings related to PrExC and that M&E and Planning Division work together in developing performance indicators for the PrExC.</p>
MONITORING & EVALUATION DIVISION	
<p>Management guidance</p> <p>The facilitator asked to expound the challenges pertaining to management guidance.</p>	<p>Ms. Raquel Celeste explained that feedback mechanism would need to be improved so that the staff will know how s/he could improve job performance. She added that next steps and outcomes of his/her tasks should be feedback to the staff (to see the bigger picture). Absence of a full-pledged Division Chief for M&E is also challenge.</p> <p><i>For MANCOM discussion.</i></p>
EXTERNAL AFFAIRS DIVISION	
<p>Administrative Staff for EAD</p> <p>Ms. Carmella Dongga-as said that the EAD needs a dedicated administrative staff for the division.</p>	<p>Ms. Dongga-as requested that a dedicated administrative staff be assigned to the EAD for the Division to deliver its tasks smoothly.</p> <p><i>For MANCOM decision.</i></p>
SPECIAL CONCERNS UNIT	
<p>Identity Crisis</p> <p>Ms. Manikan sought clarification on the issue of "identity crisis" faced by the unit</p>	<p>Ms. Danielle Francesca Sebastian clarified that their "identity crisis" resulted to the fact that the tasks they perform used to belong to other divisions.</p>
<p>Mainstreaming of SCU</p> <p>Ms. Asinas asked where should the SCU belong given their functions.</p>	<p>Ms. Sebastian explained that their functions will soon be mainstreamed to other divisions.</p>



COMMENTS/ CLARIFICATIONS	RESPONSE/AGREEMENT
DEPARTMENT LEGISLATIVE LIAISON UNIT	
Challenges	<p>Ms. Pia Charmaine De Jesus enumerated the following challenges:</p> <ul style="list-style-type: none"> ▪ Difficulty in gathering timely/valuable inputs from Offices, Bureaus and Services (OBS) which they need to consolidate to prepare DSWD position paper; ▪ Monthly distribution of Legislators' Folders ▪ Mobilization of officials/technical staff to attend hearings; ▪ Timeliness of receiving invites; and ▪ Lack of service vehicle
<p>Impact of Legislators' Folders</p> <p>Ms. Asinas asked about the impact of legislative folders we give to the legislators</p>	<p>Ms. De Jesus said that not all, but there are users who appreciate and in fact acknowledge the document (mostly from the Senate).</p>
<p>Ensuring consistency of FO and CO data</p> <p>Mr. Quintans asked how we ensure that the legislators folders provided by the FO and that of CO; Is this not a redundancy?</p>	<p>Admittedly, data sets from CO and FO are not monitored/checked if they are consistent. If there is discrepancy, this may be due to the differences in dates the data were gathered.</p>
<p>Result on the survey re: Legislators Folder</p> <p>Mr. Quintans inquired about the results of the survey about the format and form of submission of Legislators Folder.</p>	<p>Only 40 out of 240 respondents answered and most prefer both hard copy and CD.</p>
ADMINISTRATIVE UNIT	
<p>Office Performance Contract (OPC)</p> <p>Mr. Quintans asked where should the OPC secretariat services, as a function, belong?</p>	<p><i>For further discussion.</i></p>
OFFICE OF STRATEGY MANAGEMENT	
<p>Most Significant Accomplishment and Challenge</p>	<p>Ms. Divine Kristine Leano said that the challenge is understanding the vision vis-à-vis the organization's priority. Adding to this challenge was different interpretation and understanding on the Strategic</p>

COMMENTS/ CLARIFICATIONS	RESPONSE/AGREEMENT
	Goals. On the other hand, the significant accomplishment of OSM was steering the DSWD as a strategic-focused organization.
<i>Deliverables on TARA</i> Mr. Quintans asked what should be delivered in line with tasks on Technical Assistance and Resource Augmentation (TARA) fund?	Ms. Leano said that the PDPB/OSM could consider remaining as secretariat to Strategic Goal 3 but ultimately management of TARA (TARA fund) will be transferred to OPG.

Following this, Dr. Maslang requested Director Deloria to announce the winner for the Best Presentation Material. To further excite the staff, the Director first announced the top three Divisions, namely: OSM, M&E and PD. Finally, he declared the ***M&E Division as the winner for the Best Presentation Material.***



Day 2: 04 February 2016

To start the session, the host team-Policy and Research Division led a quick energizer. Following this, the PRD instructed the participants to introduce themselves and share with the plenary the following: 1) number of years working in the Department; 2) what they think about every night; and 3) what they do before going to sleep.

After the energizer and introduction of participants, Dr. Maslang provided a short recapitulation of Day 1's activities. Summarized in the table below are the common concerns raised in the previous session.

- ✓ *Fostering and applying a "Bureau-wide mindset" while planning and performing own division/unit functions; avoiding compartmentalized work planning and implementation*
- ✓ *Need for continuing management guidance and feedback to enhance work effectiveness*
- ✓ *Obtaining timely inputs from other organizational groups, e.g., from the field, concerned partners*
- ✓ *Difficulty of mobilizing agency partners/stakeholders (legislators/focal points)*
- ✓ *Lack of human resource lack, unfilled vacant positions*
- ✓ *Compliance to data requirements/info needs*
- ✓ *DSWD's mandate disallows certain practices*

Following the short recap, the activity progressed with *Presentation of Inputs for the PDPB's and Division's/Unit's CY 2016 Work Plan and Performance Contracts* in order to provide additional guidance to the PDPB staff in formulating their work plans.

Presentation of Inputs for the PDPB's and Division's/Unit's CY 2016 Work Plan and Performance Contracts

1. Contributions of Divisions and Units in PDPB OPC

Dir. Rhodora Alday, Assistant Bureau Director of the PDPB, discussed the following contributions of Divisions and Units on Bureau's Performance based on the Office Performance Contract for 2015.

	No. of OPC Indicators		
	Done	Pending	Conflict
Planning Division	6	3	0
Policy and Research Division	2	2	1
External Affairs Division	1	1	0
M&E Division	6	1	0
DLLU	0	2	0
SCU	1	0	0
ALL Divisions	4	0	0

ABD Alday explained that some of the Bureau deliverables were not achieved/pending in 2015 because certain assumptions pertaining to the PDPB outputs were not satisfied; there are some things the Bureau has no control of. On the other hand, conflict pertaining to one of the Bureau's deliverables- *the conduct of monitoring to train LGUs regarding the utilization of the SP handbook in 30 LGUs based in their re-entry plan*- was experienced because of the change in directives. According to Ms.



Loida Villanueva this activity is no longer the role of Central Office but of the Regional Offices. Another reason it did not push through was due to the delay of conducting the Training of Trainers in Mindanao regions. Finally, the Director stressed and reminded everyone that the Bureau shall conduct regular performance checkpoint to be able to achieve its goals.

2. Secretary's and Management's Directives

Director Christian Thomas R. Deloria, OIC-Director IV of PDPB presented the Secretary's and Management's directives for the Bureau with the introductory quote "*The period after*



a success can become a dangerous time. Sometimes we feel tempted toward complacency, especially if we lack another goal.”, in order reflect on the achievements of the Bureau and set new goals and challenges for 2016.

Subsequently, one by one, the Secretary’s and Management’s (Policy and Plans Group) directives were presented by Dir. Deloria. In addition to these, the Director discussed the Bureau major actions for 2016 that need to be taken into account by each Division and Unit.

3. Strategic Goals Updates and Pushworks

Updates on the Strategic Goals and Pushworks were discussed by Ms. Divine Kristine Leaño, Organizational Development Specialist of OSM. First, she shared the journey of the OSM and the history of the crafting of the Department’s vision, mission, and values. Secondly, Ms. Leaño provided the participants with a brief background on the Performance Governance System (PGS). Following this, she discussed the following summary of OSM functions:

- ✓ Architect – implementer
- ✓ Integrator – ensures that others do their job
- ✓ Manager – oversight

In line with mainstreaming of OSM functions to PDPB, she clarified the concern on whether the OSM will carry out the tasks/functions of PDPB. She said that the OSM will just integrate the tools and processes to the Bureau activities.

Finally, Ms. Leaño presented the following updates on the Strategic Goals:

Strategic Goal 1

- *Rearticulation was made: from “improved well-being” to “improved capacities”*
- *Awaiting SWDI Baseline Results*

Strategic Goal 2

- *NHTS-PR finished and subject for audit: Regions IV-A and VIII*
- *System development per region was made and then each output was shared to each other since the data warehouse project of IMB is not yet finished*
- *Challenges: Data retrieval, two different systems being developed by CO and FOs*
- *Issues: Budget and who will execute the tasks at the FO level*

Strategic Goal 3

- *Challenge: Can we reach the 80 fully functional LSWDOs given the small baseline?*
- *742 provinces are provided by TARA*
- *Issues: Budget and who will execute the tasks at the FO level*



4. Presentation of PDPB Breakthrough Goal for 2016

Ms. Loida Villanueva, Planning Officer III of Policy and Research Division presented the proposed PDPB Breakthrough Goal (BG) for 2016. To provide the participants with background on the proposed BG, she first discussed the past BGs for 2014 and 2015 as well as their status.

2014 Breakthrough Goal	2015 Breakthrough Goal
<i>Capacitate 11 Provinces and 66 LGUs (P/MSWDOs, P/MPDOs and DILG Officers) of Regions III and XI on the Use of Social Protection (SP) Handbook</i>	<i>Mainstreamed social protection in the Bureaucracy by 2016</i>
<ul style="list-style-type: none"> ✓ Conducted satisfactory Training of Trainers covering 61 provinces ✓ Completed the conduct of satisfactory roll out trainings in the provinces of Bataan and Aurora 	<ul style="list-style-type: none"> ✓ Issued thirty (30) Executive Orders for the creation of SP Team and adoption of SP Handbook (46%) ✓ Conducted roll out trainings in 12 regions; 35 Provinces; 32 cities; 225 municipalities ✓ However, only one (1) LGU, i.e. Pilar, Bataan, was able to conduct FRVA last April 2015 which covers 10% of the HH population or 900 HHs in 19 barangays.

Ultimately, Ms. Villanueva presented the proposed breakthrough goal for 2016 and its lead measures provided in the table below.

2016 Breakthrough Goal		
<i>Mainstreamed social protection in the Bureaucracy by 2016</i>		
Ensure and monitor the organization of SP teams in 65 LGUs by EO December 2015	Ensure the conduct of roll-out trainings on the use of SP handbook to 145 target LGUs by November 2015	Ensure the conduct of family risk and vulnerability assessment (FRVA) in 40 target LGUs by EO December 2015

5. PDPB Thrusts and Priorities for 2016

Ms. Cynthia Lagasca, Division Chief of Planning Division, discussed the PDPB's Thrusts and Priorities (T&P) for CY 2016 which were culled out from the Department's T&P. Enumerated below are PDPB T&P for 2016:

- Implement and monitor the Corporate Plan 2016-2020 and Medium-Term Expenditure Program (MTEP)
- Formulate and roll-out the 2016-2020 Strategy Map and 2020 DSWD SGs



- Formulate the successor plans for the Philippine Plan of Action for Senior Citizens (PPASC) 2012-2016 and the National Decade Plan for Filipino Family 2006-2015
- Operationalize the Unified Results-Based Monitoring and Evaluation – Information System (URBMES-IS) of the Department
- Implement the 2015 – 2019 Research Agenda
- Mainstream social protection handbook in planning, implementing, monitoring and evaluating responsive and innovative social protection interventions in the identified priority provinces
- Advocate for the immediate passage of Public Solicitation and Social Welfare and Development Agency (SWDA) Act and other priority legislative measures of the Department
- Institutionalize and mainstream Risk Management in the Department’s management processes
- Enhance and maintain the management of Information and Communication Technology (ICT) systems in support of social protection and social welfare and institutionalize the use of the Early Childhood Care and Development Information System (ECCD-IS)
- Institutionalize the Social Welfare and Development Indicators (SWDI) Tool and Convergence Tool Kit
- Adoption of the Harmonized Gender and Development (GAD) Guidelines tool (HGDG) to assess the gender-responsiveness of the DSWD programs and services.

6. DSWD Corporate Plan Milestones

Afterwards, Ms. Agnes Marcella C. Lorenzana, Planning Officer III of Planning Division, presented the DSWD CorPlan milestones. She explained that, essentially, the CorPlan shall contain “Who We Are” - the DSWD’s twin mandate as ENABLERS of LGUs, NGAs and CSOs, and ROWERS/MODEL BUILDERS - as well as our long-term and medium term directions which guide us to “Where We Want to Go.”

Ms. Lorenzana said that the Department envisions itself as “the established national knowledge and resource/ learning center for good practices on social protection recognized in the ASEAN level” by 2028, “the hub for best practices, exchange learning and growth programs on social protection in the Asia Pacific Region” by 2034, and finally, “the world’s standard for the delivery of coordinated social services and social protection for poverty reduction” by 2040.

Meanwhile, the next six years (2016-2022) shall be the preparation period during which the Department will firm up processes (expressed through the Organizational Outcomes) in order to achieve strategic alignment to its long-term directions, she added.

Lastly, she said that given the Secretary's directive for the clusters to set milestones for each of the OOs, the PDPB shall then be working towards the following:

Year 2016 OO1: Capacities of Poor Families in Accessing Opportunities to Move their Level of Well-being Improved

Policy Formulation

- Approved CCT Law
- Approved DSWD Research Agenda
- Issued DSWD Legislative Agenda, 17th Congress
- Integrated the IMP within existing management system

**Year 2016 001: Capacities of Poor Families in Accessing Opportunities to Move their Level of Well-being Improved**

Planning	<ul style="list-style-type: none"> Implemented DSPMS
Monitoring and Evaluation	<ul style="list-style-type: none"> Institutionalized SWDI monitoring system for tracking levels of well-being Installed M & E system in all OBS thru URBMES

Year 2016 002: Rights of the Vulnerable Sectors Promoted

Policy Formulation	<ul style="list-style-type: none"> Conducted research on the Referral Process and Assessment by the Social Worker Crafted bill creating the National Commission on the Filipino Family / Commission on Family Network Issued DSWD Legislative Agenda (17th Congress) outlining DSWD's priorities for the vulnerable sectors Crafted 5-Yr Social Protection Plan
Planning	<ul style="list-style-type: none"> Formulated Successor plans for Philippine Plan of Action for Senior Citizens and the National Decade Plan for Filipino Family

Year 2016 004: Delivery of coordinated Social Welfare Programs by the LGUs Improved

Policy Formulation	<ul style="list-style-type: none"> Developed policy on the Incentive System for fully functioning LSWDOs Capacitated Regional and Provincial PPDOs, SWDOs & DILG of 19 provinces on the use of the SP Handbook Capacitated all Mindanao LGUs on the use of the SP Handbook Mainstreamed SP in the identified priority provinces
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7. 2015 PDPB Budget Utilization and 2016 Approved Budget

Following Ms. Lorenzana's presentation on CorPlan Milestones, Ms. Norilyn Rivera, Planning Officer III of Planning Division, talked about the 2015 PDPB Budget Utilization and 2016 Approved Budget. As shown below, for CY 2015 there was a 3.5M balance caused by postponed/cancelled activities due to unforeseen/external factors.

Approved Budget (MOOE)	Utilized per Obligation Incurred	Balance
PhP 30,294,000.00	PhP 26,696,161.79	PhP 3,597,838.21

Next, she said that the budget for MOA workers is in the MOOE while "Personnel Service" refers to the amount allocated for permanent staff. However, the line item for the MOA workers may be unutilized in 2016 once the fiduciary positions are filled up. In that case, the initial budget shall be realigned, she added.



Budget Line Item	Approved Amount
Personnel Service	PhP 18,451,000.00
MOOE	Php 39,205,000.00
Total PS and MOOE	Php 57,656,000.00

Finally, she presented the following 2016 budget allocation for each division:

Allocation per Division	Approved Budget per GAA	% Allocation
Planning	7,342,000.00	19%
Policy and Research	9,698,412.00	25%
External Affairs	1,000,000.00	2.5%
Monitoring and Evaluation	1,656,000.00	4.2%
Office of Strategy Management	5,091,000.00	13%
Administrative Support	1,717,792.00	4.3%
Cost of Service for MOA Workers	9,543,896.00	24%
8% Mandatory Savings	3,155,900.00	8%
TOTAL	39,205,000.00	100%

She said that the mandatory savings is only at 8% instead of the recommended 10%; activities shall be carried over to the MOOE budget but will just be taken from the vacant MOA positions. Given the mainstreaming of the OSM into the PDPB, their budget was included in the Php 32.9M.

Shortly after the presentations, Dr. Maslang announced the groupings for the next activity. She instructed each group to discuss among themselves and write on the metacards their answers to the following questions:

1. Which among the presentation contents do you wish to clarify?
2. What specific suggestions do you have in terms of:
 - PDPB priorities for 2016?
 - Strategies to achieve these priorities?

PM Session

After the lunchbreak, the workshop resumed with an energizer led by the host team, M&E Division. Afterwards, the facilitator presented consolidated clarifications and suggestions of the groups. Director Deloria, ABD Alday and other concerned staff provided responses to the groups' concerns thereafter. Highlights of the discussion are provided in the table below:



CLARIFICATIONS/ SUGGESTIONS	RESPONSE/AGREEMENT
<p><i>PDPB Thrusts and Priorities</i></p> <p>The process behind the development of the PDPB T&P</p>	<p>Consultation for this happened in 2014 to early 2015 (with PD as lead unit). The T&P is already signed by the Secretary yet still has to be explored if revisions can be done given new directives. The consultation and conceptualization process for the 2016 PDPD T&P will be emailed to the staff by the focal person, Ms. Jennifer Dumaraos. (CTRD)</p>
<p><i>Fiduciary Positions</i></p> <p>The nature of the fiduciary positions</p>	<p>These are the positions requested to the DBM, as needed by the Department. There are 27 fiduciary positions for PDPB and they are already open (posted as of Feb. 4). Applicants must submit the requirements within 10 days. (CTRD)</p>
<p><i>Project Management Training</i></p> <p>Concrete plans for the PM Training</p>	<p>This is for the project of Asec. Noel Macalalad. Some identified staff will be trained on Project Management, which can then be utilized in the harmonization project. (CTRD)</p>
<p><i>Vision Base Camp (2030)</i></p> <p>Explain the changes in the Vision Base Camp timelines (from 2030 to 2040)</p>	<p>Per consultations with Asec. Macalalad, it might be difficult to meet the initial 2030 target plus the need to be concurrent with presidential timelines. The 2040 target, however, is still up for discussion. (CTRD)</p>
<p><i>Data Management Program</i></p> <p>Concrete plans for the data management program</p>	<p>Has yet to be discussed by the PDPB Mancom (CTRD)</p>
<p><i>Integrated Planning Conference</i></p> <p>Concrete plans for the integrated planning conference</p>	<p>Has yet to be discussed by the PDPB Mancom (CTRD)</p>
<p><i>Secretary's Directives</i></p> <p>Effect of the Secretary's directives on the absorptive capacity of the bureau</p>	<p>The opening of fiduciary positions will help address the issue of the Bureau's absorptive capacity to carry out the Secretary's directives. (CTRD)</p>
<p><i>CorPlan</i></p> <p>Delayed development/finalization of the CorPlan</p>	<p>There is no issue in the delayed finalization of the CorPlan as the Department and its OBSUs would still operate under their fixed mandates. Aside from that, we already have our WFP for CY 2016 and we can just continue with that. The CorPlan is set to be finalized in March. (CTRD)</p>
<p><i>CorPlan</i></p> <p>Should be moved to 2017-2022</p>	<p>For consideration. But the deadline for the CorPlan is on March 30. (RGA)</p>



CLARIFICATIONS/ SUGGESTIONS	RESPONSE/AGREEMENT
<p>Research Agenda</p> <p>Should be moved to 2017-2022</p>	
<p>OSM's Integration into PDPB</p> <p>How will the OSM functions be integrated in PDPB</p>	<p>There have been consultations for this since late last year (with Dir. Balneg and the PDPB divisions). The ongoing discussions and development of the Operations Manual should help in clarifying OSM's functions (CTRD).</p>
<p>PDPB Outputs</p> <p>How to connect & reconcile Division outputs to Bureau's outputs</p>	<p>It will be answered in the Operations Manual as we continue developing it.</p>
<p>Breakthrough Goals</p> <p>Roles of the Divisions in developing the PDPB breakthrough goals</p>	<p>It is up to the Divisions to gauge, based on their mandates, what would be their contribution in developing (and attaining) the breakthrough goals (CTRD).</p>
<p>Social Laboratory</p> <p>Role of PDPB in Social Lab project</p>	<p>As this is Asec. Macalalad's initiative, he would know the details of the project. No final plans yet given that this was just presented in the NMDC and there were still some questions/clarifications about it. (CTRD)</p>
<p>CCT Bill</p> <p>PDPB as lead bureau</p>	<p>DLLU will be on top of this. (CTRD)</p>
<p>Social Protection Initiatives</p> <p>Illustrate Divisions' contributions to SP initiatives</p>	<p>Since it is a Department initiative, it could go beyond PRD and be a Bureau output, with PRD as the focal but all the Divisions shall act as secretariat/shall contribute to the SP activities. That is something to consider and is still up for the divisions to discuss and decide on. Until then, the PRD will continue to be the lead for this.</p> <p>The SP initiatives are not limited to ToT's and Roll-Outs. The other divisions could contribute or provide technical assistance in the other initiatives/activities (e.g. Planning could help out in the SP Plan development; crafting policies for the near-poor, etc.). There may be a need for a reorientation/revisiting of the SP Framework for the staff to level off. (RGA)</p>
<p>Monitoring SP Plans & Implementation at LGU Level</p> <p>Extent of monitoring of SP plan implementation at LGU level</p>	<p>This could be assigned to the Field Offices. If ever, we would need to develop a system to guide the Field Offices in monitoring the SP plans.(RGA)</p>
<p>SP Course</p>	<p>PDPB staff will only serve as participants (priority would be the SP focal persons). The modules are already</p>



CLARIFICATIONS/ SUGGESTIONS	RESPONSE/AGREEMENT
SP course (funding, pax, timeline, objective)	being prepared, with the proposed list of topics conceptualized by Dir. Alday. (RGA)
<p>SP Roll-Out</p> <p>Timeline and coverage of the SP roll-out</p>	<p>With only a budget of Php 5M, there is a proposal to monitor/check first with the previous batches of ToT's and roll-outs, the status of their action plans and if they used the handbook. The Planning Division can then provide technical assistance to the LGUs on how to plan for SP. (Ms. Rivera)</p> <p>Already requested for some local representatives who are requesting for a conduct of roll-out in their respective provinces; to ask for funding from the LGUs should we push through with the roll-outs. (Ms. Villanueva)</p>
<p>SP and Listahanan connection</p> <p>How would Listahanan fit in SP mainstreaming</p>	Instead of doing the FRVA, they can use the Listahanan results. They can, however, use FRVA in areas not covered by the Listahanan. (RGA)
<p>SP Framework</p> <p>Rationale for SP framework review</p>	Further discussions on the framework to take place in consideration of the comments raised by the academe (e.g. difference of SP and Social Welfare). Will also review vis-à-vis SP definition used in other agencies such as DOLE, NEDA, etc. (RGA)
<p>SP Programs in the LGUs</p> <p>PDPB's role in SP fund provision to LGUs</p>	While there is a \$4M grant from DFAT for social protection, planning on how to utilize this grant has yet to be finalized (no official document of this as of late). Meanwhile, there is a proposal to conduct pilot-testing of SP programs in LGUs. The concept paper is already drafted but nothing is final yet. The involvement of the STB in this initiative is also being explored. The Social Laboratory could also be part of the \$4M funds. (RGA)
<p>SWDI</p> <p>SWDI spot-check for baseline or for 2016 SWDI?</p>	The spot-checks would be for the 2015 baseline results. If needed, the spot-checks would include both the process and results. Otherwise, the focus is on the results. (RGA)
<p>Staff Concerns</p> <p>Transfer of PMS request to Planning Division</p>	Retention of positions handling work outside the mandate of PDPB (e.g. OP-PMS, SWDRP, OPC, etc) with MOA status to be confirmed with Usec. Villar. PMS-related work will be transferred to Planning but as of now, there is no staff holding this particular position (CTRD)
<p>Status of fiduciary positions</p>	Already posted on the website. Target to be filled up before election ban. (RGA)

Legend: CTRD- clarifications responded by Dir. Christian Thomas Deloria

RGA- clarifications responded by Dir. Rhodora Alday

Following the above discussion, the facilitators presented their suggested priorities and strategies for the PDPB. The session progressed with the presentation of the Divisions/Units' draft OM for the PDPB Operations Manual.



Presentation of the PDPB Operations Manual

The discussion for the afternoon session focused on each Division's/Unit's presentation of their respective Operations Manuals (OMs). These will serve as inputs or bases for the drafting of a holistic manual for the Bureau. The following staff were the representatives of each Division/Unit in discussing the OMs (in order of presentation):

Division/Unit	Staff
External Affairs Division (EAD)	Ms. Twinkle Dongga-as
Policy and Research Division (PRD)	Ms. Mariquit Vergara-Uy
Department Legislative Liaison Office (DLLO)	Ms. Pia Obtinario-De Jesus
Planning Division (PD)	Ms. Norilyn Quesada-Rivera
Monitoring and Evaluation Division (M&E)	Mr. Aljo Quintans
Administrative Unit (Admin)	Ms. Anna Tio

The presentations were divided into two batches (Batch 1: EAD, PRD and DLLO; Batch 2: PD, M&E and Admin); intersected and ended by open fora facilitated to solicit further inputs and entertain questions from the body. Provided below are the highlights of discussion:

ISSUE/DISCUSSION	RESPONSE/AGREEMENT
<p><i>Format of the Operations Manual</i></p> <p>Given that the presented OMs would form part of a bigger picture (i.e., Bureau OM), Mr. Iligan opined that the Divisions should follow a uniform format for easier appreciation of the cohesiveness of the materials. It was further emphasized that the use of a common vocabulary is important.</p> <p>Also, Dr. Maslang suggested to combine the techniques presented by the PD and M&E when coming up with the Bureau's OM. That is, draft the manual in the sense that it will be a balance mixture of flowcharts and texts.</p>	<p>It was clarified that the Divisions were provided with a template/outline with which to base their OMs. However, due to the time constraints, PRD explained that they have instead opted to customize their presentation.</p> <p>ABD Alday clarified that as have been instructed to the pool of writers, the Divisions should follow the template that has been provided and come up first with their respective OMs (using their SIPOC documents). Once the OMs of all units/divisions were completed, the pool of writers would initiate the drafting of the Bureau's manual. The highlight of the OM should be on the key result areas.</p>
<p><i>Development of the Business Process Maps</i></p> <p>It was raised by ABD Alday that the Divisions were expected to showcase in the presentations and include in their OMs the business process which illustrates how the Divisions were able to deliver their outputs and perform their functions. This will be necessary in</p>	<p>Mr. Descatamento offered the former OSM staff to provide technical assistance to the Divisions on the development of the business process maps.</p>



ISSUE/DISCUSSION	RESPONSE/AGREEMENT
order for everyone to understand the relationship of the Divisions with each other.	
<p><i>Inclusion of Vision Statements</i></p> <p>Ms. Manikan asked for the insights of Dr. Maslang on the crafting and inclusion of each Division's/Unit's vision statements in the OMs.</p>	As per Dr. Maslang, there should only be one vision for the organization. Given this, the different Offices should be adapting this vision.
<i>Specific Issues and Recommendations</i>	
<p>EAD</p> <p>To be the “lead in developing SP initiatives in support of relevant ASEAN and APEC bodies” is more of an output and not a core function. For purposes of uniformity, do not include specific outputs/assignments in the OMs.</p>	
<p>PRD</p> <p>For PRD and M&E to clarify the relationship of research studies vs. evaluation studies.</p>	
<p>PD</p> <p>The preparation of the Good News Report (GNR) and ODA Portfolio to be transferred from M&E Division to Planning.</p> <p>Explore whether the assessments included in the PD's workplan will feed into the Evaluation Agenda of M&E.</p>	<p>Since there is still no available staff in the PD to take on the GNR and ODA Portfolio, M&E to still prepare the reports during the first semester of this year (transition period).</p>
<i>Other Burning Questions</i>	
<ul style="list-style-type: none"> ▪ How are the priority thrusts and directions of the Department linked to the operations manual? How will they be translated as specific contributions/advocacies of the Bureau? ▪ Will it be necessary to differentiate the descriptions of position levels, i.e., Planning Officer III vs. Planning Officer IV? ▪ How will inputs to technical papers be incorporated in the Bureau's OM? This task was not included in any of the OMs of the Divisions but is part of the deliverables of most staff. ▪ How will the different information systems managed by the Divisions be harmonized? ▪ When does planning end and M&E begin? 	

Dr. Maslang emphasized that first and foremost, the pool of writers should be able to level off on their understanding of an Operations Manual—defines what/who the Bureau is and what do the Bureau. While the format is essential for easier understanding of the manual, the content is more important.

Afterwards, the groups proceeded with formulation of Division/Unit work plans for 2016. Subsequently, Dr. Maslang finished off the session and invited everyone to a socialization night thereafter.



Day 3: 05 February 2016

The last day of the activity started with the energizer prepared by the host team, DLLU. Dr. Maslang then gave a short recap of the discussions in Day 1. She also provided detailed recommendations on the PDPB Operations Manual as shown below.

- ✓ *Incorporate business process*
- ✓ *Use of a common template; uniform format*
- ✓ *Should also present how the Department priorities are translated into Bureau/ Division/Unit work plans*
- ✓ *Combine M&E and Planning divisions' outputs as possible OM model*
- ✓ *PDPB to define its niche & desired societal impact; clarify bureau-wide organizational and program framework before division/ unit framework*
- ✓ *Identify major stakeholders; business process mapping*
- ✓ *Linkages between/ among divisions and units towards achieving the bureau goals*
- ✓ *Include historical development of the Bureau*

Presentation of Work Plans for CY 2016

The session then proceeded with the discussion of 2016 work plans of the Divisions/Units. Provided below are the representatives from each Division/Unit assigned to present their workplans.

Division/Unit	Staff
External Affairs Division (EAD)	Ms. Hannah Giray
Monitoring and Evaluation Division (M&E)	Ms. Ma. Danielle Francesca Sebastian
Department Legislative Liaison Unit (DLLU)	Ms. Lealyn Adora
Policy and Research Division (PRD)	Ms. Florence Manikan
Planning Division (PD)	Ms. Evelyn Pedro
Administrative Unit (Admin)	Ms. Ma. Kristine Paler

CLARIFICATIONS/COMMENTS /SUGGESTIONS	RESPONSE/ AGREEMENT
EXTERNAL AFFAIRS DIVISION	
Refresher session on 5S Make the 5S bureau-wide	EAD will help the management lead the 5S. A refresher session on 5S will be conducted.
EAD Library Incorporate EAD Library to PDPB Library.	
SP on ASEAN Level International commitments must also align with Planning, Policy and M&E.	
Liquidation and IEC for Active Ageing	



CLARIFICATIONS/COMMENTS /SUGGESTIONS	RESPONSE/ AGREEMENT
<p>This was raised by the PRD since they also handle the Active Ageing Project. Project Completion reports were usually done by the consultants. Based on the timeline, the liquidation report should be completed within this year.</p>	
<p>Multi-Stakeholders Dialogue</p>	
<p>The agenda for the allotted budget of Php200,000.00 is still undecided.</p>	
<p>7 Conventions</p> <p>The EAD is still furthering its efforts to mainstream DSWD in terms of top-level/ international initiative.</p>	<p>Provisions should be mainstreamed to the work of DSWD. Venue for disseminating relevant information to the divisions concerned</p>
<p>MONITORING & EVALUATION</p>	
<p>Good News Report and ODA Submission</p> <p>Would M & E be still the one responsible in the production of the reports?</p>	<p>As per Director Deloria, there will be status quo on the assignments since the Bureau is currently in the process of hiring for the fiduciary positions. Transition of work is projected to start during the 2nd Quarter.</p>
<p>Subscription to M & E Journals worth Php 40,000.00</p>	
<p>Mr. Quintans to re-align the allotment to other activities.</p>	
<p>SWDI Year 2</p> <p>The assessment of SWDI Year should be completed and released prior to the beginning of Year 2.</p>	<p>M&E Division to facilitate conduct of SWDI PREW and crafting of the SWDI Operations Manual to ensure better administration for Year 2.</p>
<p>POLICY AND RESEARCH DIVISION</p>	
<p>Conceptualization of the Near-poor Policy</p> <p>Mr. Quintans mentioned that this was conducted by NHTO with the help of the consultant. However, he observed that policy only seems a declaration and does not give clear and proper directions.</p>	<p>The “near-poor policy” to be further discussed by the PRD. On SP roll-outs, MANCOM to discuss final targets in the remaining provinces and to be raised in - SG 3 TWG.</p>
<p>ADMINISTRATIVE UNIT</p>	
<p>Recruitment System (Internal)</p>	<p>To facilitate the recruitment process in the Bureau.</p>

What are you most grateful for as a result of the activity?

After the presentation of work plans of PDPB Divisions and Units, Dr. Maslang were asked to write down their thoughts on what they are most grateful for. Participants shared the following:



Team building and Socialization

- Socialization
- Bonding with OSM
- Getting to know new staff of the Bureau
- More bonding with Bureau people
- Quality time with my PDPB family
- Bonding with other staff
- Be able to reconnect with old colleagues and friends
- Opportunity to bond with co-workers
- Time together
- Opportunity to be with PDPB
- Building relationship with others
- Bonn and John for the drinks!
- Nakakuwentuhan ko uli 'yong mga dating kasamahan sa PDPB
- Friendship
- Bonding with co-workers in other divisions
- My support system (friends & teammates)
- Opportunity to meet the other staff of the Bureau
- Team building

Rest and Relaxation

- Cool weather
- Break from the work routine
- Change of environment
- Break from the usual daily grind at work
- Break from the regular work
- Chance for relieving stress
- Away from the Office
- More energy for work
- Grateful for the “change of scenery”

Active Participation of PDPB Staff

- People are more open-minded and understanding
- People are triggered to ask questions
- Honesty and active involvement of everyone in the discussion of issues and concerns
- Optimism of administrative staff
- Cooperation and active participation of everyone
- Full cooperation of each member of the PDPB family

Enlightenment

- Enlightened
- Informed
- Clarified issues and came up with recommendations
- Being part of the organization (there's still so much to learn and to explore ☺)
- Learnings
- I got to know where PDPB is!



- The concerns/issues were expressed for solutions and further discussions
- Grateful that things are clarified
- Realization of the group of the need for feedbacking
- “Some” clarity
- The activity challenged me to be as good or better employees as my officemates

Familiarity with other Divisions’ Tasks

- Got to know/grasp the background of each division and their tasks
- Became more familiar with outputs/tasks of other divisions
- Familiarity of each division’s accomplishments

Next Steps and Closing Remarks

In support to the agreements and discussions in the previous sessions, the following next steps were presented by Dir. Alday to the plenary.

ACTIVITIES	DIVISION/ UNIT IN CHARGE	TIMELINE
<i>New Initiatives</i>		
Project Management Training	DCTRD	
Data Management Program	Felix Armenia	1 March
<i>PDPB Priorities</i>		
CorPlan & MTEP	All Div/ Units with PD	EO March
Social Protection	PRD	
Operations Manual	All Div/Units with MED as Lead	EO April
Integrated Planning Conference	MANCOM	Next Mancom Meeting
<i>Organizational Development</i>		
IDCB Plan	All Divs/Units with the IDCB as Focal person	EO March
Hiring of Regular Positions	PDPB PSC Secretariat	EO Feb
Performance Management System	MANCOM and PMS Focal Person	
R&R and Team Building Plan	Personnel focal person and TWG	EO Feb
5S Implementation and Orientation <i>*possibility of Admin Unit to become a Division (with head, with targets)</i>	All Divs/ Units with Admin	EO March

Following the presentation of next steps, the Director gave her closing message and ended her speech with the quotation by Robert Collier, “*You may only succeed if you desire succeeding, you may only fail if you do not mind failing.*”



Team-Building Exercise

After the presentation of Next Steps, Ms. Millete Santos engaged the participants into a quick team building exercise. The participants were provided with an envelope containing colourful papers cut into various shapes which represent different connotations. Ms. Millete Santos instructed the participants to give the cut-outs to whom they think are represented by these shapes.



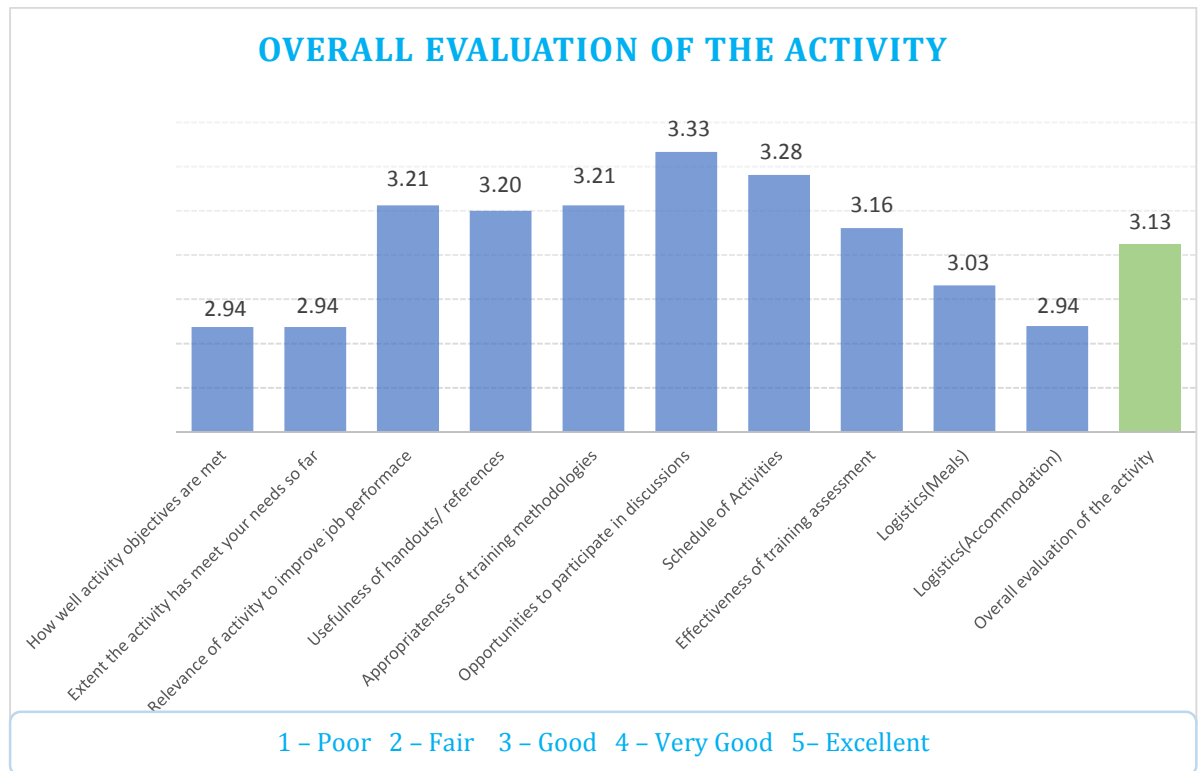
Commitment Reaffirmation

As a final close to the workshop, Ms. Cheryl Muñoz requested the participants to make paper airplanes with their commitments for 2016 written on them. She then instructed the participants to throw the airplanes they made into the air. Finally, she asked the participants to pick-up the paper planes thrown at them and monitor if the commitments written on each plane are done by the end of the year. #



Feedback from the Workshop

Based on the participants' feedback, the workshop was rated as *Good*. The rating on "opportunities to participate in discussions" was highest on the average, while "how well activity objectives are met, extent the activity has met your needs so far, and logistics (accommodation) were the lowest.



Facilitating factors:

- (1) Active participation of workshop participants;
- (2) Clear and achievable objectives;
- (3) Opportunity to discuss concerns and substantive question from staffs.

Hindering factors:

- (1) Some pre-work instructions are not followed;
- (2) Not enough time to maximize discussion and sharing of views;
- (3) Unresolved issues and management was not able to provide clear response to some issues.

Suggestions:

- (1) Longer time particularly on discussions of salient topics;
- (2) Participatory approach in handling the workshop;
- (3) Pre-work needs to be done.



Prepared by:

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Airabelle I. Leyda, PRD

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Noted by:

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CHRISTIAN THOMAS R. DELORIA
OIC-Director III, IMB

RHODORA G. ALDAY
OIC-Director IV, PDPB



PHOTO DOCUMENTATION



Day 1: 03 February 2016





Day 2: 04 February 2016





Day 3: 05 February 2016





ANNEX



A. Participants

Name	Designation
Christian Thomas R. Deloria	PDPB,OIC-Director IV
Rhodora G. Alday	PPPB, Assistant Bureau Director
Cynthia B. Lagasca	PD, Division Chief
Annette L. Asinas	Executive Assistant IV
Agnes Marcella C. Lorenzana	Planning Officer III
Norilyn Q. Rivera	Planning Officer III
Edna C. Bayuga	Planning Officer III
Rosalinda S. Gesmundo	Planning Officer III
Jennifer Joy M. Dumaraos	Planning Officer III
Evelyn V. Pedro	Planning Officer II
Teresita N. Cunanan	Planning Officer II
Aljo R. Quintans	MED, Division Chief
Divine Kristine S. Leaño	Organizational Development Specialist IV
Marivic Uy-Vergara	Planning Officer IV
Germaine Trittle P. Leonin	Planning Officer IV
Rizza Jane F. Azucena	Social Work Officer III
Manuel R. Baclagon	Planning Officer III
Rowena D. Layugan	Social Work Officer III
Loida M. Villanueva	Planning Officer III
Amelita U. Camu	Planning Officer III
Bonn Michael S. Canoza	Planning Officer III
Hannah A. Giray	EAD, Division Chief
Ma. Carmela H. Dongga-as	Planning Officer III
Leah C. Barbia	Planning Officer III
Pia Obtinario-De Jesus	Legislative Liaison Specialist IV
Belma M. Villanueva	Legislative Liaison Specialist IV
Cheryl Rose L. Muñoz	Legislative Liaison Specialist III
Gina L. Bardillon	Planning Officer III
Ma. Dannielle Francesca V. Sebastian	Planning Officer III
Annabelle B. Tio	Administrative Assistant III
Rosalie C. Gadiano	Administrative Assistant I
Ma. Christine K. Paler	Administrative Assistant I
Jocelyn V. Sanglay	Administrative Assistant I
Athaniel G. Rebosura	Administrative Aide VI
Felix M. Armeña	Information Technology Officer III
Teresa S. Cleofe	Planning Officer III
Edwin E. Calubag,	Organizational Development Specialist IV
Maria Carissa I. Pimentel	Organizational Development Specialist IV



Name	Designation
Ronrick A. Da-ano	Statistician III
Paul Joseph M. Paler	Computer Operator III
Millete R. Santos	Statistician III
Raquel O. Celeste	Statistician III
Louie M. Destacamento	Organizational Development Specialist III
Airabelle I. Leyda	Planning Officer III
Florence Y. Manikan	Research Officer IV
Hasmin Cecilia S. dela Peña	Project Development Officer III
Jomel Jhele T. Sadsad	Research Officer III
Zoe Dominique S. Cunanan	Research Officer III
Anna Dominique M. Consulta	Project Development Officer III
Shalimar Mona H. Escander	Planning Officer III
Lealyn B. Adora	Administrative Aide III
Mike Mohen Padilla	Project Development Officer IV
Michelle H. Camara	Administrative Officer IV
John Angelo L. Duplon	Administrative Assistant V
Adrian Joseph Zarate	Administrative Assistant III
Jay G. Santerva	Administrative Aide IV



B. Work Plans for 2016

B.1 External Affairs Division

Priority	Major Activities	Outputs	Schedule	Budget	Assumptions
	Conduct of Training / Capacity Building Activities on International Affairs and Policies	Improved awareness of FO focal points on ASEAN in preparation for 2017 hosting	3rd Q	Php 350,000.00	Salient Information on ASEAN hosting will be disseminated by DFA
(UFRV directive)	Monitoring of recommendations of Senior Official to foreign travels	Monitoring matrix, Feedback report to UFRV on actions made to recommendations	Year-round		Senior officials' submission of feedback reports with recommendations
SOMSWD/AMMSWD					
Completion of SOMSWD Projects	Conduct of ASEAN Program Evaluation for PWDS: Phase 3	Project Completion Report endorsed to ASEAN Secretariat	1-3 March	(US\$80,102.00 or Php3,604,590.00)	No natural disaster during meeting Timely procurement
	Coordination with the PRD in the finalization of the ASEAN Active Ageing (ACT)	Project Completion Report endorsed to the ASEAN Secretariat Liquidation reports endorsed to the ASEAN Secretariat	EO June		Active participation of ASEAN Member States Timely submission of consultant's outputs Timely liquidation of FMS
	Convene PH-SOMSWD OBS/Agencies to discuss compliance to ASEAN Declarations on SWD	Summary of Accomplishment and Recommendations	2 nd Q		Active participation of concerned OBS/Agencies
	Provide technical support in the SOMSWD Meeting and Its Related Meetings	Travel endorsement; Country Paper and Presentation for the SOMSWD and GO-NGO Forum	September 2016		Country paper guide and theme circulated on schedule



Priority	Major Activities	Outputs	Schedule	Budget	Assumptions
Implementation of newly funded ASEAN projects	Socialization of Project proposal to Target Implementing Offices/Bureaus	Feedback report to SOMSWD Leader	February		Cluster Head and Head of implementing office is supportive of the project
	Finalize the TOR of the PH Family Network, in coordination with FamNet	TOR of the PH Fam Network	March		
	Provision of technical support in the conduct of: 1. Establishment of the ASEAN Family Network	Terms of Reference and Work Plan of the ASEAN Family Network	September		No natural disaster during meeting
	2. Workshop on Pre-school Systems for Children with Disabilities	Outcome document endorsed to the ASEAN Secretariat	November		Timely procurement
	Provide liaising support to concerned offices on ASWC, ACF and ACWC concerns	PH Commitments to ASWC, ACF and ACWC are properly coordinated	Year-round		Timely responses of the ASEAN Secretariat and other partners
ASCC/SOCA					
Preparatory activities for the PH Hosting and Chairmanship of ASEAN in 2017	Development of Guideline for DSWD / PH ASCC Organizing Committee on ASEAN	Approved Guideline	2 nd Q		Drafting and approval of the Guideline
	Creation of Working Groups	Special Order and Terms of Reference; Progress Reports; Monitoring Matrix of Working Groups and Deliverables; Working Group Meetings;	2 nd Q		Active participation of concerned OBS/Agencies
	Identify Host Regions for the ASEAN Substantive Meetings and related ASCC meetings	Summary of recommendations and list of proposed meetings	3 rd Q		Procurement processes / methods, Readiness of the Region



Priority	Major Activities	Outputs	Schedule	Budget	Assumptions
	Provide technical support in the SOCA and ASCC Council Meetings	Travel endorsement; Country Statement for the ASCC Council Meeting; Meeting Guide for the SOCA Leader and ASCC Leader; Inputs to pertinent ASCC Documents			Country statement guide, agenda and priorities circulated on schedule
	ASEAN Summit	Travel endorsement; Input to Country Statement, Leaders Statement			Country statement guide, agenda and priorities circulated on schedule
	Committee on ASEAN Socio-Cultural Community Planning Workshop	List of CASCC commitments relative to the ASCC Vision 2025; Monitoring matrix of CASCC priority programs/activities; Progress reports of CASCC	2nd Q and 4th Q	Php 400,000.00	No natural disaster during meeting Timely procurement Active participation of CASCC
United Nations					
	Provide technical support in the attendance of UFRV and UMGM in the CSW60	Travel endorsement; Input to Country Statement	14-24 March 2016		Timely receipt of invitations; Draft country statement circulated on schedule
	Attend meetings and provide technical inputs for the preparatory meetings with regard to the revalida of the Philippine Reports to CAT, ICESCR, CEDAW, & ICERD	Inputs to the responses to the list of issues and updated inputs to the Philippine Reports to CAT, ICESCR, CEDAW, & ICERD	Year-round		Timely submission of inputs from concerned OBSUs/Attached Agency
APEC					
	Develop concept note for APEC funding	Concept note endorsed to the APEC Focal	2 nd Q		Active support of APEC Focal
	Attendance to TBAM and HRDWG Meetings	Feedback report to UFRV as APEC HRDWG Focal	Year-round		
Committee on Older Persons					
	Facilitation of preparatory meetings; administrative	Follow-up activity of the Multistakeholders' Dialogue on the	2 nd Quarter	Php 200,000.00	Active involvement of committee members



Priority	Major Activities	Outputs	Schedule	Budget	Assumptions
	and technical preparations; conduct of activity proper re follow-up activity of Multistakeholders ' Dialogue on the Promotion and Protection of the Rights of the Older Persons	Promotion and Protection of the Rights of the Older Persons Outcome documents that could inform projects, programs and policy recommendations on the rights of the older persons			Timely procurement
Institutional Strengthening					
	Conduct of monthly division meetings	Minutes of Meetings	Monthly		
Capacity building of staff	Attendance to at least one (1) capacity building activity	Improved KSA of EAD staff; Feedback report of staff	EO December		Availability of funds
Implement 5S	Refresher session on 5S Turnover docs for filing; and discarding unnecessary clutter in the work space Updating of EAD Library Full scale implementation of 5S		March April May EO June		Personal dedication of staff Support from management and admin staff



B.2 Monitoring & Evaluation Division

ACTIVITY	OUTPUT	SCHEDULE	BUDGET	ASSUMPTION
<i>Along Implementation of the Unified RBME System</i>				
Formulation of the successor Results Framework/Matrices - Drafting by the Division - Conduct of CMET meetings	Overall Results Framework (Form 1) (2016-2022)	1 st Quarter 2016	8,000.00	CORPLAN milestones finalized by February
Preparation of the Overall Assessment Report - 2 nd Sem 2015 Report - 1 st Sem 2016 Report	Overall Assessment Reports (Form 3)	February 2016 July 2016	None required	TA provided to OBS and FOs needing support; Complete submission from FOs/OBS
Formulation of the Overall M&E Plan for CY 2016	Overall M&E Plan (Form 2)	1 st Quarter 2016	None required	OBS able to submit their annual targets
Enhancement of the URBME-IS	Updated URBME –IS	1 st Semester 2016	None available	Funds sourced out; Support and cooperation from IMB
Preparation of Risk Treatment Plan - Conduct of technical sessions	Risk Treatment Plan (2016-2022)	1 st Semester 2016	8,000.00	TA provided to OBS and FOs; FOs/OBS with BPMs
Formulation of the PDPB Results Framework - Conduct of internal meetings	PDPB RF (2016-2022)	1 st Semester 2016	-	Support from PDPB ManCom and Staff
<i>Along Development and Implementation of Evaluation Agenda</i>				
Formulation of the 2016-2021 Evaluation Agenda	1 st DSWD Evaluation Agenda	1 st Quarter 2016	None required	Approval and support from Management
Conduct of one in-house evaluation study	Evaluation Report on SWD Program	2 nd to 3 rd Quarter 2016	-	Funds sourced out
Management of SLP IE in partnership with 3iE	Final Evaluation Design and Tools	January to December 2016	c/o 3iE	PIDS implements activities on time
Preparation of SWDI Baseline Report	SWDI Baseline Report	February 2016	None required	Administration & encoding completed by EO January
Conduct of SWDI Administration Year 2 - Development of SWDI Manual - Preparatory Activities	SWDI Full Report SWDI Spot Check Report*	December 2016	-	Funds provided; Commitment of MATs and support from NPMOs ensured



ACTIVITY	OUTPUT	SCHEDULE	BUDGET	ASSUMPTION
- Refresher/Trainings - Spot Checks		March to October 2016		
Third-Party Validation Study of SWDI Assessment	Validation Study Report	2 nd to 4 th Quarter	-	Funds provided; cooperation of NPMOs
<i>Along Capacity Building and Technical Assistance</i>				
Conduct of Specialized Training on RBME (Advance Course)	Trained M&E Officers (Central Office)	April 2016	600,000.00	Highly technical consultant engaged
Conduct of 2 nd Annual M&E Conference (and Governance Summit)	Documented Good practices showcased and knowledge on M&E shared	June 2016	500,000.00	Development partners, and NGAs to serve as RPs engaged
Conduct of M&E Training for DSWD M&E Personnel	Trained M&E Officers (CO and FO)	August 2016	500,000.00	Partner NGAs and academe engaged
Conduct of SWDI PREW cum Planning Session	Work Plan for Year 2 Administration of SWDI; Documentation of Issues, Concerns, and Good Practices	April 2016	-	Funds sourced out; Availability of concerned parties involved
Provision of technical assistance along (among others) URBMES, Risk Management, SWDI	Technical Assistance Reports	All year round	-	Availability of funds
<i>Along Special Assignments</i>				
Development of the PDPB Operations Manual	PDPB OM	End of March 2016	-	Divisions able to prepare their own OMs
Conduct of Implementation support missions - SWDRP, SPSP	Mission documents, inputs to aide memoire	1 st Semester 2016	c/o Pantawid	Participation of concerned OBS
Preparation of Implementation Completion Report - SWDRP	SWDRP – ICR	1 st Semester 2016	c/o Pantawid	Cooperation of concerned OBS
Finalization of the mainstreaming study	Mainstreaming Study Report	1 st Quarter 2016	-	Collection of all data needed

**Highlighted in green are priorities based on a) Secretary and Management's Directives, b) 2016 DSWD Thrusts and Priorities, and c) CORPLAN milestones.*



B.3 Department Legislative Liaison Unit

Priority	Activity	Output	Schedule	Budget	Assumption
<ul style="list-style-type: none"> DSWD Legislative Agenda for the 17th Congress 	<ul style="list-style-type: none"> Coordination with the NCFF Sub-Committee on Legislations regarding the inclusion of the Bill on NCFF Establishment Convening of the LBRC to present the revised draft Legislative Agenda for the 17th Congress Finalization of the DSWD Legislative Agenda for the 17th Congress 	<ul style="list-style-type: none"> Approved DSWD Legislative Agenda for the 17th Congress 	June 2016	- P36,300.00	<ul style="list-style-type: none"> Final list of SWD enacted laws is available for cross-checking with the agenda items NCFF Sub-Committee on Legislations has ready policy brief or notes
<ul style="list-style-type: none"> Advocacy Action Plans for the DSWD Priority Legislations 	<p>Conduct of Annual Conference of the DSWD Legislative Liaison System</p> <p><i>* Presentation of the approved legislative agenda</i></p> <p><i>* Review of previous advocacy action plans</i></p>	<ul style="list-style-type: none"> Approved Advocacy Action Plans for the DSWD Priority Legislations Conference Documentation Report 	12 – 15 July 2016	Php200,420.00	<ul style="list-style-type: none"> DSWD Legislative Agenda has been approved by this time Good advocacy practices from the previous Congress have been identified for possible adoption OBSUs/FOs are willing to lead the advocacy (part of OPC with corresponding budget)



Priority	Activity	Output	Schedule	Budget	Assumption
<ul style="list-style-type: none"> Compilation of Legislators' Profiles 	<ul style="list-style-type: none"> Search information about the Legislators online or thru coordination with their HOR offices Coordination with FO-LLCs regarding the profile of their District Representatives Compilation of the 17th Congress Legislators Profiles 	<ul style="list-style-type: none"> Compilation of Legislators' Profiles 	July – September 2016	-	<ul style="list-style-type: none"> Winners have been officially declared Information about the legislators are available online or are freely given by their offices
<ul style="list-style-type: none"> DSWD Priority Legislations filed as Senate / House Bills 	<ul style="list-style-type: none"> Cross checking if the priority legislations are part of the legislators' legislative agenda Coordination with Concerned Legislators who can Champion the DSWD Priority Legislations <p><i>* Write formal letters</i> <i>* Mobilize DSWD Officials to brief the Legislators on the priorities</i> <i>* Follow through on the coordination done</i></p>	<ul style="list-style-type: none"> DSWD Priority Legislations filed as Senate / House Bills 	July to December 2016	-	<ul style="list-style-type: none"> Legislators' Profiles in place to aid in the selection of champions Lead OBSU/Official actively participates in the coordination activities Identified legislators agree to become authors of the DSWD Priority Legislations
Legislative Briefings	<ul style="list-style-type: none"> Remind OSEC to issue Memo for Composite Team Write letters to priority 	<ul style="list-style-type: none"> Actual Briefings Briefing Documentation Report 	House of Representatives: August to September 2016	c/o Financial Management Service	<ul style="list-style-type: none"> DSWD Composite Team has been convened by the Office of the Secretary



Priority	Activity	Output	Schedule	Budget	Assumption
	<p>committees and legislators</p> <ul style="list-style-type: none">▪ Request FMS to prepare proposal for food and venue expenses▪ Follow-up with priority committees and legislators on final schedule of briefings (if necessary PLLO's assistance may be requested) <p><i>* If schedule is set, alert composite team, secure copy of the presentation and briefing kits, alert finance on food and venue requirements, confirm attendance of officials including documenter</i></p>	<p>(endorsed to HEA)</p> <ul style="list-style-type: none">▪ Information or reports requested are provided to the Committees or Legislators	Senate of the Philippines: October to November 2016		<ul style="list-style-type: none">▪ Concerned Committees and Legislators are receptive to the Department's invitation



B.4 Planning Division

Activities	Output	Schedule	Budget	Assumption
Annual Thrust and Priorities	Final draft for 2017 1 st draft for 2018	1 st Quarter 4 th Quarter		
Inputs to Policies, Guidelines and Technical Papers	Approved comments/ inputs	January to December		
Six (6) CY 2016 Sectoral Plans on Family, Senior Citizens, Children, Youth, PWDs and, GAD Plan and Budget 2017	5 Sectors plan and 1 GAD Plan and Budget	1 st Quarter		
Six (6) CY 2015 Sectoral Accomplishment on Family, Senior Citizens, Children, Youth, PWDs and, GAD Plan and Budget 2016	5 Sectors Plan Implementation Report and 1 GAD Accomplishment	1 st Quarter		
Formulate the successor plans for the Philippine Plan of Action for Senior Citizens (PPASC) 2017-2021	1 Cluster Consultation, Layouting, Printing, and Publication of the PPASC Successor Plan	3 rd and 4 th Quarter	P800,000	PSB will fund the assessment of PPASC at the Field Office level amounting to P50,000/FOs . Fund Source: Social Pension fund.
Formulate the successor plans for the National Decade Plan for Filipino Family (NDPFF) 2016-2025	1 Cluster Consultation Layouting, Printing, and Publication of the NDPFF Successor Plan	3 rd and 4 th Quarter	P800,000	PSB will fund the consultation dialogue at the Field Office level amounting to P50,000/Field Offices.
Publication of 2015 DSWD Annual Report and TWG Meetings for the preparation of 2016 Annual Report	TWG Meetings conducted Publication of 2015 Annual Report (3000 copies)	1 st , 2 nd , Quarter	P750,000	SMS shall prepare project proposal, PDPB to review/ coordinate
Preparation of 2016 DSWD Performance Report	1 st , 2 nd , and 3 rd Quarter Reports	EO Apr, Jul, and Oct Dec		



Activities	Output	Schedule	Budget	Assumption
	Draft Annual Performance Report			
Roll-out of the Corporate Plan 2016-2020 and Medium-Term Expenditure Program (MTEP)	2 Roll-out Training conducted	3 rd and 4 th Quarter	P800,000	Cluster Roll-out to be conducted on the 1st Quarter of 2016
Monitoring of the Corporate Plan 2016-2020 and Medium-Term Expenditure Program (MTEP) - ANNUAL	1 Annual Monitoring Report		P42,000	Desk Review
Conduct of Sectoral Meetings for Children, Youth, PWDs, Family, Senior Citizen, GAD, MFOs, and Budget Preparation	Quarterly TWG Meetings Conducted	Quarterly	P150,000	
Conduct of PDPB Performance Review and Evaluation Workshop (PREW)	Performance Review Conducted	4 th Quarter	P700,000	Per rotation schedule
Monitoring of the Gender Mainstreaming in the Department thru Gender Monitoring and Evaluation Framework (GMEF)	Monitoring conducted	1 st , 2 nd , 3 rd , 4 th Quarters	P200,000	
Monitoring of the Social Protection Plan for the 2015 Focus LGUs (Province, Cities, and Municipalities)	Monitoring conducted	3 rd and 4 th Quarters	P500,000	LGU SP plan are already submitted at the regional level
Draft DSWD FY 2017 Budget Proposal Presentation	FY 2017 Budget Presentation	2 nd , 3 rd and 4 th Quarter		Upon receipt of completed budget proposal from FMS
Publish DSWD Statistical Bulletin	2 Statistical Bulletins (CY 2015 and 1st Sem 2016)	1 st Quarter 3 rd Quarter		
Compendium of DSWD and SWD Statistics CY 2015	1 Compendium	2 nd Quarter		
Legislator's Folders	Monthly report for Congress and Senate	Monthly		



Activities	Output	Schedule	Budget	Assumption
Reports requested by DBM, DOLE, NEDA, PSA, Attached Agencies, Legislators, IACTF on PBIS etc.	BAR, APM, CBEP, PBB, PIP, Locally Funded projects, SWD Statistics	Quarterly, Annual		
Reports requested by researches and other stakeholders	SWD statistics/reports	Jan to Dec		
Capacity building for planning officers and program implementers on Gender and Conflict-Sensitivity Training for programs/ services implementing in conflict-affected regions identified by the Office of the Presidential Adviser on the Peace Process (OPAPP)	Capacity building conducted	3 rd Quarter	P1,000,000	
National CSO Consultation on FY 2017 DSWD Budget Preparation	Consultation conducted	February	P126,000	
Conduct of Planning Officers and Statisticians Conference for FOs Planning Officers	1 PO Conference conducted	2 nd Quarter (May)	P1,000,000	
Conduct Consultation Dialogue with the concerned Central Office OBS	1 PO Conference with OBS	4 th Quarter	P250,000	
Conduct Consultation Dialogue with Attached/Oversight Agencies	1 PO Conference AAs conducted	4 th Quarter	P250,000	
Provide TA to Field Offices	TA conducted, TA Feedback reports Quarterly MFO reports, Annual Sectoral reports, SPDR, WFP reviewed	As requested Quarterly Annual		
Secretariat Function	GAD TWG, CSO,PREXC, PPASC, Annual Report	Quarterly		
Prepare PDPB Annual Accomplishment Report	1 st , 2 nd and 3 rd Quarter Reports			
Prepare PDPB 2017 Budget Proposal	PDPB 2017 Budget Proposal	April		
Attendance to internal and external meetings	Feedback reports	Jan to Dec		



B.5 Policy and Research Division

Activities	Output	Schedule	Budget	Assumption
Roll-Out of SP Handbook and SP VAM for LGUs	114 municipalities roll-out conducted in 22 provinces in 5 regions	2nd & 3rd Quarter	₱5,000,000	LGUs will implement the roll-out after the proclamation of the elected LCEs
Consultation Meetings with Sub Com on SP	4 meetings conducted	Every Quarter	₱11,000	
Priority: Review of SP Framework (consultation workshop)	1 Position paper		None	No Budget Allotted
Revisiting the draft SP Plan (2017-2020)	1 draft SP Plan integrating NGAs targets	3rd Quarter	None	NGAs already updated their targets and approved their SP Floor
Priority: Conceptualization of Near Poor Policy (1.5 M HH)* -conduct of policy forum	1 policy fora conducted	March '16	None	
Piloting of SP Programs and Projects	1 Draft concept paper with proposal (\$4M) on piloting of SP programs and projects	August '16	None	
Priority: CCT Conference - Finalization of conference proceedings, integrating the conclusions, etc.	Copy of proceedings for turn-over to Pantawid for ebook publishing	EO Feb '16	None	
Policy Note	Finalized policy brief	March '16	Already Funded	Will be finalized by the hired consultant



Activities	Output	Schedule	Budget	Assumption
- Review of policy note submitted by consultant, Coordination with consultant				
Priority: National Consultation for the crafting of DSWD Policy Agenda (2017-2020)	1 draft policy agenda	EO April '16	No Budget Allotted	
Policy Study Sessions * Region 7, IX & NCR	3 policy study sessions conducted/ 3 proceedings	2nd & 3rd Quarter	₱333,200	
Policy Fora	2 policy fora conducted/ 2 proceedings	1st & 4th Quarter	₱42,000	
ManCom Meetings	24 minutes of the meeting	1st to 4th Quarter	₱100,000	Availability of ManCom members and Agenda
Conduct of NMDC	2 NMDC conducted/2 proceedings/ NMDC directives	1st & 3rd Quarter	₱1,000,000	
Inter-Agency and Technical Secretariat Support (NCFF, NCMB, NCDA-SCASS, SRC & SCSP)	Minutes of the Meeting (ANA)	2nd, 3rd & 4th Quarter	₱225,000	Meetings conducted
Monitoring of SWD Compliance	CY 2015 Report on LGU compliance on SWD laws	EO Q1	No budget	All FO submitted report
Priority: Finalization of 6-year Research Agenda -Integration of submitted comments -submission to Execom	1 Research Agenda Approved	April '16	None	CorPlan is approved by March '16



Activities	Output	Schedule	Budget	Assumption
Promotion of 6-year Research Agenda -Conduct of stakeholders' consultation	4 Stakeholders consultation conducted/ 6 FOs lead University hopping	EO May 2016	₱1.4M (under DFAT TA 70507)	Approval of the Research Agenda by the ManCom and ExeCom
Subscription to National Survey with DSWD Rider Questions	4 survey reports	Quarterly	P 800,000	
Assessment of the Behavioral and Social Outcomes of Pantawid Program	1 research report	EO June 2016	₱6M (under DFAT TA 70507)	No delays on data gathering due to election ban (Data gathering activities will be conducted from Feb to March)
Active Ageing Research	1 research report	EO February 2016	₱7,589,610 (under ASEAN-ROK Special Cooperation Fund)	Revised timelines are followed by the consultants
Pantawid Pamilya as a Stimulus to Local Economies	1 research report	EO May 2016	₱8,400,000 (under DFAT TA 70507)	No delays on data gathering due to election ban
Process Evaluation of CCT Field Operations (Agency-to-Agency agreement between DSWD and UP CSWCD)	1 research report	EO June 2016	₱6,669,817 (under DFAT TA 70507)	No delays on data gathering due to election ban
NRD-TWG meeting	4 meetings conducted	Quarterly	₱22,000	
Conduct of Research Colloquium	1 Research Colloquium conducted	4th Quarter	₱50,000	Availability of completed research studies



Activities	Output	Schedule	Budget	Assumption
Publication of SWD Journal	1 SWD Journal	4th Quarter	₱100,000	Availability of completed research studies
Training in writing policy briefs, policy research and technical report writing	1 Documentation/Feed back Report	2nd Quarter	₱500,000	
Baseline data on the remaining (41) provinces	1 updated baseline report	Within the year	No Budget Allotted	

B.6 Administrative Unit

Activities	Outputs	Schedule	Budget	Assumption
Improvement of the Data Tracking System (DTS) of the Bureau	More efficient data tracking system for less paper transaction	Within the year	Desktop with printer/ scanner	Conduct another round of orientation on DTS; PDPB management to provide the needed equipment
Digitization of PDPB Documents	Digitized documents	Within the year	Heavy duty scanner machine dedicated only to admin.	Budgetary constraint because no capital outlay in 2016 WFP
Improvement of the Filing System in the Bureau	Improved PDPB Filing	Within the year	Supplies (Folders with hard rings, ballpen, highlighter, stapler, fastener, pencil)	Records officer to systematize the PDPB records; attends training to enhance skills
Quarterly Disposal of Records as scheduled	Reduced files in PDPB/working station of PDPB staff will also be more spacious	Every 1 st Q, 2 nd Q, 3 rd Q and 4Q	Supplies (Folders with hard rings, ballpen, highlighter, stapler, fastener, pencil, file boxes)	PDPB staff to forward the records in their work station to PDPB records officer for assessment/proper disposal



Activities	Outputs	Schedule	Budget	Assumption
Orientation on 7S	More spacious PDPB Office	Within the year	Meetings, time, snacks	Orientation on the system is set during one of PDPB General Staff Meetings
Regular conduct of meetings among PDPB admin staff	Admin. issues/concerns fixed	As need arises	Meetings, food	PDPB head to schedule meetings with admin. staff as need arises
Internal Policy and Employee Development	Well informed employees on PDPB do's and don'ts	Weekly task	No budget	Healthier environment for PDPB
Enhanced recruitment system	Better selection of PDPB employees	As need arises	No budget	Pinpoint fit employees for the job.
Capability Building Trainings <ul style="list-style-type: none">• Computer Literacy Training• Skills Enhancement• Office/Data Management• Records Management• Ethics Training/Speech/Tact Training	Admin. staff to perform better in their assigned tasks	Within the year	With budget but will depend on the amount to be set by the training institution	An alternate admin. staff will do the tasks in the absence of staff attending the SAID training