

**MEMORANDUM**

**TO :** ALL DIVISION CHIEFS  
ALL REGIONAL PROGRAM COORDINATORS  
ALL PROVINCIAL TEAM LEADERS  
ALL HEAD SOCIAL WORKERS  
DSWD Field Office III

**ATTENTION :** ALL TRAINING SPECIALIST

**FROM :** THE REGIONAL DIRECTOR

**SUBJECT :** TRACKING OF LEARNING AND DEVELOPMENT  
INTERVENTIONS PROVIDED AND DISTRIBUTION OF  
TRAINING KITS

**DATE :** 28 JAN 2025

In its continued efforts to achieve PRIME-HRM Maturity Level III, the Human Resource Management and Development Division is committed to ensuring that all learning and interventions provided to the staff are properly tracked and accounted for. As part of this initiative, the office aims to ensure that all training activities are well-documented across all offices.

The support of each office's learning management team is acknowledged and greatly appreciated. It is understood that HR alone cannot manage the entire process; and the office relies on the cooperation of each office to account for all training activities conducted in their respective areas. To facilitate this, a standardized template (*refer to the attached file-TEMPLATE - Tracking of Learning and Intervention Provided*) has been created for submitting the actual participants of each training activity. Kindly ensure that the completed forms are submitted to [lds.fo3@dswd.gov.ph](mailto:lds.fo3@dswd.gov.ph) at least five (5) days after the completion of the activity. Kindly use the following filename format when submitting:

Filename: [Date of Activity: mm.dd-dd.yyyy] [Activity Title]

Example: **01.02-03.2025 Supervisory Development Course Track I**

In addition, the office is pleased to inform everyone that it will be providing training kits this year. Offices planning to conduct a training are invited to request the training kits by submitting the list of participants (*you may also use the tracking template to indicate list of participants*). Please note that each participant is entitled to only one (1) training kit for the year, which shall be reused for any subsequent training sessions they attend.

Filename: [List of Participants] [Activity Title]

Example: **List of Participants - Supervisory Development Course Track I**

*Note: To properly account the distribution of the training kit, kindly provide a scanned copy of the proof of receipt for proper monitoring.*

Thank you for the continued support as the office works toward achieving PRIME-HRM Maturity Level III. Should you have any questions or need further assistance, feel free to visit the HRMDD - Learning and Development Section or call local number 131.

**DIR. VENUS F. REBULDELA**