

Student Training Program (STP)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT-CENTRAL OFFICE

OJT ATTIRE



COLOR CODING:

DAY	MALE	FEMALE
MONDAY	WHITE W/COLLAR	WHITE W/COLLAR
TUESDAY	RED W/COLLAR	WHITE W/COLLAR
WEDNESDAY	WHITE W/COLLAR	WHITE W/COLLAR
THURSDAY	BLUE W/COLLAR	BLUE W/COLLAR
FRIDAY	ANY COLOR	ANY COLOR

Dos and Don'ts



DOS:

- Always greet Officials walking around the DSWD-CO Premises.
- Always be on time (OJT-STP Schedule)
- Abide Rules and Regulations of the DSWD
- Assure Time In and Out with proper signature of the supervisor.
- Always wear your ID

DON'TS:

- No Smoking inside DSWD Premises
 - Do not wear prohibited attire
- Attire must be presentable, Smart Casual or Semi-Formal are preferred.

PROHIBITED ATTIRES:

- Leggings
- Sando
- Crop Top Shirts
- Ripped Jeans
- Shorts
- Flipflops

ADDITIONAL INFORMATION



FLAG RAISING & LOWERING:

- Monday at 8:00 AM
- Friday at 4:00 PM

TIME SCHEDULE:

- Flexitime
- Usually 8:00 AM

NOTE:

Kindly comply with the Complete Requirements for easy processing of your Certificate of Completion(COC)



REX T. GATCHALIAN
Secretary, Department of Social Welfare and Development

CORE VALUES AND DSWD BRAND

The DSWD Core Values of Respect for Human Dignity, Integrity, and Service Excellence

- Maagap at Mapagkalingang Serbisyo
- Serbiyong Walang Puwang sa Katuwain
- Patas na Pagtrato sa Komunidad

VISION

DSWD envisions an empowered and resilient society where Filipinos enjoy an improved quality of life, are free from hunger, poverty, abuse, and exploitation, have equitable access to development opportunities, enabled by a fair, just, and peaceful governance.

MISSION

As the authority in the social welfare and development sector, the DSWD shall develop and advocate policies, plans, standards and responsive programs, capacitate partners, and empower stakeholders for a more accessible, efficient, effective, and accountable service delivery.

QUALITY POLICY

We, at the Department of Social Welfare and Development(DSWD), Commit to:



Deliver, coordinate, and monitor social protection programs and services to the poor, vulnerable, and disadvantaged population towards a fair, just, and peaceful society;



Sustain a culture of excellence through continual improvement of systems, mechanisms, and procedures, in the delivery of programs and services



Work with integrity and adhere to ethical standards for customer satisfaction and quality service by complying with the DSWD mandates, and other pertinent laws; and



Demonstrate genuine concern for the poor, prompt compassionate service, and free from any form of corruption.

REX T. GATCHALIAN
DSWD Secretary

CONTACT US

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