

Department of Social Welfare and Development  
National Capital Region

**FOR** : **ALL CENTER/RESIDENTIAL CARE FACILITIES**  
**ALL UNITS/SECTIONS**  
**ALL RPMOs ( Pantawid, SLP and RCTSU)**

**FROM** : **THE REGIONAL DIRECTOR**

**SUBJECT** : **Business Process and Requirements Analysis (BPRA) and Process Flow Chart**

**DATE** : **January 11, 2018**

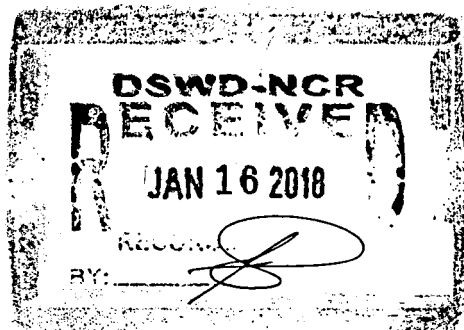
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This is to share with you the approved BPRA and Process Flow Chart of Standards Unit on the Accreditation to Child Development Center (CDC) and Child Development Workers as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

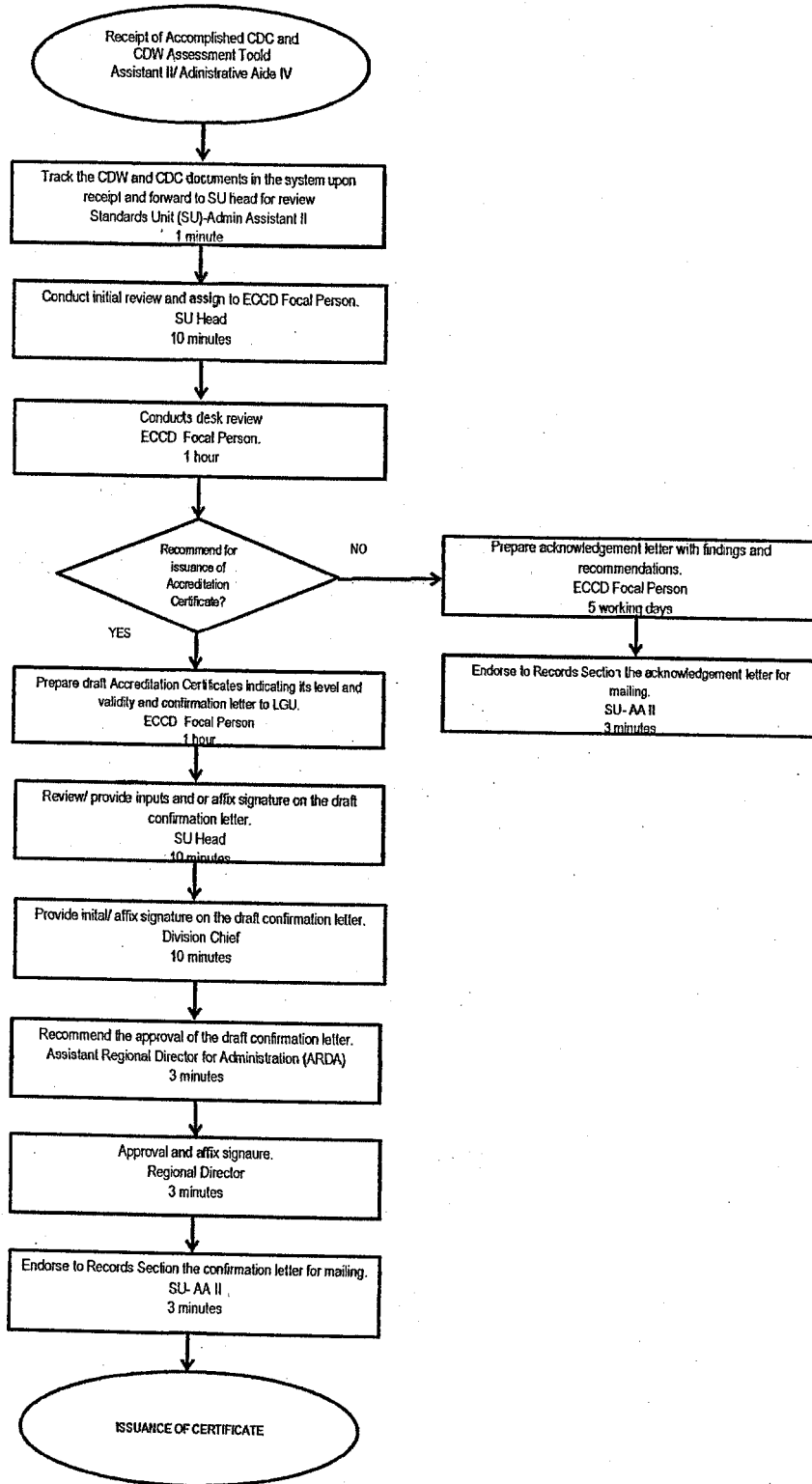
For your information and guidance.

  
VINCENT ANDREW T. LEYSON

  
MML/MMG/158



Process Flow Chart on Issuance of Accreditation Certificates to Child Development Centers (CDC) and Child Development Workers (CDW)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital region  
Legarda, Manila

**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT  
IN THE ISSUANCE OF ACCREDITATION CERTIFICATES TO CHILD DEVELOPMENT CENTERS AND CHILD DEVELOPMENT WORKERS**

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
1. Receipt of Accomplished CDC and CDW Assessment Tools by the SU- AAIV;	SU-AAII	1 minute	Tracked CDC and CDW Documents	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
2. Forward CDC and CDW documents to SU Head;	SU-AAII	1 minute	Tracked CDC and CDW Documents	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
3. Initial review of CDC and CDW documents and assign to SWO II	Head, Standards Unit	5 mins	Assigned CDC and CDW docs to SWO II for further desk review	Administrative Order No. 15 s. 2011	Assessment tools	Ball-pen, paper	Assessment
4. Forward Initially reviewed CDC and CDW docs to SU- AAII for tracking;	Head, Standards Unit	1 minute	Tracked CDC and CDW documents assigned to SWO II	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
5. Forward Initially reviewed CDC and CDW docs to SWO II;	SU- AAII	1 minute	Tracked CDC and CDW documents assigned to SWO II	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen	Organisation
6. Receipt and further desk reviewed of CDC and CDW documents;	Social Welfare Officer II	1 hour	Reviewed accomplished assessment tool	Administrative Order No. 15 s. 2011	assessment tool	Ball-pen, paper	Assessment
7. Prepare acknowledgement letter/ confirmation letter/ accreditation certificate;	Social Welfare Officer II	30 minutes	Drafted acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	Microsoft Word	Computer, paper, pen and printer	Technical Writing and Assessment
8. Forward draft acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAII for tracking;	Social Welfare Officer II	1 minute	Tracked draft acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen	Organisation
9. Forward draft acknowledgement letter/ confirmation letter/ accreditation certificate to SU Head for Inputs or initial;	SU- AAII	1 minute	Tracked draft acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen	Organisation

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
10. Review and provide inputs on the draft acknowledgement letter/ confirmation letter/ accreditation certificate; If with comments, proceed to task no. 10.1 If without comments, proceed to task no. 11	Head, Standards Unit	5 minutes	Tracked draft acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	None	Paper and Pen	Analytical Thinking
10.1 Return the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate;	Head, Standards Unit	1 minute	Tracked draft acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation
10.2 Track and forward the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate to assigned staff;	SU- AAIL	1 minute	Tracked and returned CDC and CDW documents with reviewed draft acknowledgement letter/ confirmation letter/ accreditation certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation
10.3 Enhancement of the acknowledgement letter/ confirmation letter/ accreditation certificate;	Social Welfare Officer II	5 minutes	Enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate for LGU based on comments and inputs of SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation
10.4 Forward enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAIL for tracking;	Social Welfare Officer II	1 minute	Tracked CDC and CDW documents with enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate for LGU based on comments and inputs of SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
10.5 Forward enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate to SU Head for review and initial;	SU-AAII	1 minute	Tracked CDC and CDW documents with enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate for LGU based on comments and Inputs of SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation
10.6 Review of the enhanced draft acknowledgement letter/ confirmation letter/ accreditation certificate for initial;	Head, Standards Unit	5 minutes	Reviewed draft acknowledgement letter/ confirmation letter/ accreditation certificate with Inputs/comments or initial of the SU Head	Administrative Order No. 15 s. 2011	None	Paper and Pen	Analytical Thinking
11. Forward the draft acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAII for tracking;	Head, Standards Unit	1 minute	Tracked acknowledgement letter/ confirmation letter/ accreditation certificate with initial of SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, pen	Organisation
12. Endorse signed draft acknowledgement letter/ confirmation letter/ accreditation certificate to the Division Chief's Office;	SU-AAII	1 minute	Tracked CDC and CDW documents with initial acknowledgment letter by the SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
13. Receipt and forward the draft acknowledgement letter/ confirmation letter/ accreditation certificate from SU to Division Chief;	SU-AAII	1 minute	Tracked CDC and CDW documents with Initial acknowledgment letter by the SU Head	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
14. Review the draft acknowledgement letter/ confirmation letter/ accreditation certificate; If with comments, proceed to task no. 14.1 If without comments, proceed to task no. 15	Division Chief, IDD	5 minutes	Tracked CDC and CDW documents with reviewed acknowledgment letter by the DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
14.1 Return the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked CDC and CDW documents with reviewed acknowledgment letter by the DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
14.2 Return the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAII;	DC-AAIV	1 minute	Tracked CDC and CDW documents with comments on the draft acknowledgment letter by the DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation
15. Affix Initials and forward signed acknowledgement letter/ confirmation letter/ accreditation certificate to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked acknowledgment letter with Initials by DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation
16. Endorse signed acknowledgement letter/ confirmation letter/ accreditation certificate to ARDA-AAI for tracking;	DC-AAIV	1 minute	Tracked acknowledgment letter with Initials by DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation
17. Forward the signed acknowledgement letter/ confirmation letter/ accreditation certificate to ARDA;	AAI-ARDA	1 minute	Tracked acknowledgment letter with Initials by DC	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation
18. Review the acknowledgement letter/ confirmation letter/ accreditation certificate; If with comments, proceed to task no. 18.1 If without comments, proceed to task no. 19	ARDA	5 minutes	Reviewed acknowledgment letter by the ARDA	Administrative Order No. 15 s. 2011	None	Paper and Pen	Analytical Thinking
18.1 Return the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate to ARDA-AAI for tracking;	Social Welfare Officer II	5 minutes	Draft Accreditation Certificates and confirmation letter	Administrative Order No. 15 s. 2011	Microsoft Word	Computer, paper, pen and printer	Assessment
18.2 Return the reviewed acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAII;	SU-AAII	1 minute	Tracked draft Accreditation Certificates and confirmation letter	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation
19. Forward signed acknowledgement letter/ confirmation letter/ accreditation certificate to ARDA-AAI for tracking;	ARDA	1 minute	Tracked signed assessment report by the ARDA	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organisation

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
20. Affix initials and forward signed acknowledgement letter/ confirmation letter/ accreditation certificate to SU-AAII;	RD-AAII	1 minute	Tracked signed assessment report by the ARDA	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization
23. Endorsed signed acknowledgement letter/ confirmation letter/ accreditation certificate to RD-AAII;	SU-AAII	1 minute	Tracked the signed assessment report and certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization
24. Review and approval of the acknowledgement letter/ confirmation letter/ accreditation certificate;	Regional Director	1 minute	Tracked the assessment report and certificate signed by the Regional Director	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization
25. Forward approved acknowledgement letter/ confirmation letter/ accreditation certificate to RD-AAII for tracking;	Regional Director	5 minutes	Released of Certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization
26. Forward the assessment report and certificate from RD-AAII to SU-AAII for tracking;	RD-AAII	1 minute	Tracked the assessment report and certificate signed by the Regional Director	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization
27. Coordinate with the LGU Evaluators the Issuance of the approved certificate	SWO II	5 minutes	Released of Certificate	Administrative Order No. 15 s. 2011	Microsoft Excel	Computer, Log book, ballpen, Stamp pad	Organization

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