

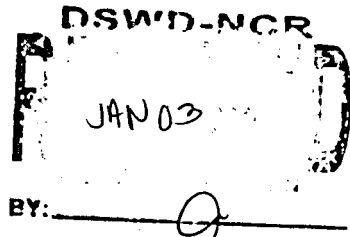
Department of Social Welfare and Development
National Capital Region

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

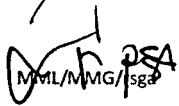
DATE : December 28, 2017



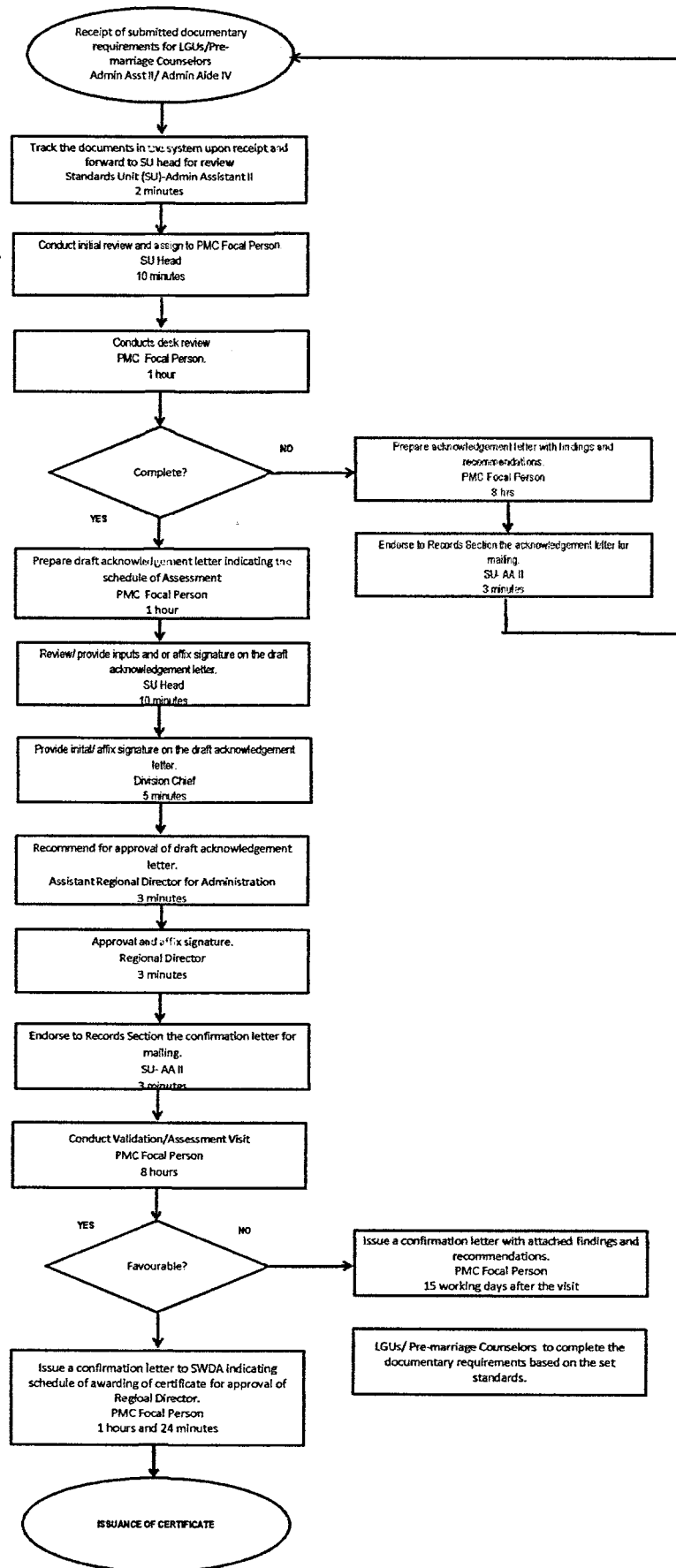
This is to share with you the approved BPRA and Process Flow Chart of Standards Unit on the Application for Accreditation of Pre-Marriage Counselors as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

For your information and guidance.


VINCENT ANDREW T. LEYSON


MML/MMG/SGA

Process Flow Chart on Application for Accreditation of Pre- Marriage Counselors



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

National Capital Region

Legarda, Manila

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT

FOR PRE MARRIAGE-COUNSELING (PMC) ACCREDITATION

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|---|---------------------------|------------|--|----------------------|---------------------------|---|--------------|
| 1. Receipt of PMC application / documents; | SU- AAIL | 1 minute | Tracked application Documents | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 2. Forward receipt of the application /documents to SU Head; | SU- AAIL | 1 minute | Tracked application Documents | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 3. Initial review of application/documents and assign the application to SWO II; | Head, Standards Unit | 5 minutes | Assigned PMC application/ documents for Initial desk review | AO 14 series of 2009 | None | Ball-pen, paper | Assessment |
| 4. Forward initially reviewed documents to SU- AAIL for tracking; | SU- AAIL | 1 minute | Tracked documents with inputs/ directives | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 5. Forward initially reviewed document to SWO II; | SU- AAIL | 1 minute | Tracked documents assigned to SWO II | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 6. Receipt and initial desk review of documents; | Social Welfare Officer II | 30 minutes | Filled-out checklist of requirements with or without lacking docs for compliance | AO 14 series of 2009 | Checklist of Requirements | Ball-pen, paper | Organization |
| 7. Prepare draft acknowledgement letter indicating the findings on the submitted documents and schedule of visit; | Social Welfare Officer II | 30 minutes | Draft acknowledgement letter | AO 14 series of 2009 | Microsoft Word | Computer, paper, pen and printer | Organization |
| 8. Forward draft acknowledgement letter to SU-AAIL for tracking; | Social Welfare Officer II | 1 minute | Tracked the draft acknowledgement letter | AO 14 series of 2009 | Microsoft Excel | Computer, paper, pen and printer | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|---------------------------|------------|---|----------------------|-----------------|---|---------------------|
| 9. Forward draft acknowledgement letter to SU Head for comments/ Inputs and initial; | SU- AAll | 1 minute | Tracked the draft acknowledgement letter | AO 14 series of 2009 | Microsoft Excel | Computer, paper, pen and printer | assessment |
| 10. Review and provide inputs on the draft acknowledgement letter; if with comments, proceed to task no. 10.1 If without comments, proceed to task no. 11 | Head, Standards Unit | 10 minutes | Reviewed the draft acknowledgement letter with comments/ inputs or initial | AO 14 series of 2009 | Microsoft Excel | Computer, paper, pen and printer | assessment |
| 10.1 Return the reviewed acknowledgment letter to SU- AAll for tracking; | Head, Standards Unit | 1 minute | Tracked the draft acknowledgement letter with comments/Inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 10.2 Return the reviewed acknowledgement letter to assigned staff; | SU- AAll | 1 minute | Tracked the draft acknowledgement letter with comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 10.3 Enhancement of the acknowledgement letter; | Social Welfare Officer II | 5 minutes | Enhanced the draft acknowledgement letter based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 10.4 Forward enhanced draft acknowledgement letter to SU-AAll for tracking; | Social Welfare Officer II | 1 minute | Tracked the enhanced draft acknowledgement letter based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 10.5 Forward enhanced draft acknowledgement letter to SU Head for review and initial; | SU- AAll | 1 minute | Tracked the enhanced draft acknowledgement letter based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 10.6 Review of the enhanced draft acknowledgement letter for initial; | Head, Standards Unit | 5 minutes | Reviewed draft acknowledgement letter for Inputs/ comments or Initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|---|----------------------|------------|---|----------------------|-----------------|---|---------------------|
| 11. Forward the signed draft acknowledgement letter to SU-AAII for tracking; | Head, Standards Unit | 1 minute | Tracked the draft acknowledgement letter with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 12. Endorse signed draft acknowledgement letter to the Division Chief's Office; | SU- AAIL | 1 minute | Tracked the draft acknowledgement letter with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 13. Receipt and forward the draft acknowledgement letter from SU to Division Chief; | DC-AAIV | 1 minute | Tracked the draft acknowledgement letter with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 14. Review and affix initials on the draft acknowledgement letter; If with comments, proceed to task no. 14.1 If without comments, proceed to task no. 15 | Division Chief, IDD | 10 minutes | Reviewed draft acknowledgement letter for inputs/ comments or Initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 14.1 Return the reviewed acknowledgement letter to DC-AAIV for tracking; | Division Chief, IDD | 1 minute | Tracked the draft acknowledgement letter with inputs/comments of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 14.2 Return the reviewed acknowledgement letter to SU-AAII; | DC-AAIV | 1 minute | Tracked the draft acknowledgement letter with inputs/comments of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 15. Forward signed acknowledgement letter to DC-AAIV for tracking; | Division Chief, IDD | 1 minute | Tracked the draft acknowledgement letter with initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 16. Endorse signed acknowledgement letter to ARDA-AAI for tracking; | DC-AAIV | 1 minute | Tracked the draft acknowledgement letter with initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 17. Forward the signed acknowledgement letter to ARDA; | ARDA-AAI | 1 minute | Tracked the draft acknowledgement letter with initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|--------------------|------------|--|----------------------|-----------------|---|---------------------|
| 18. Review and affix signature on the acknowledgement letter; If with comments, proceed to task no. 18.1 If without comments, proceed to task no. 19 | ARDA | 5 minutes | Reviewed draft acknowledgement letter for inputs/ comments or initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 18.1 Return the reviewed acknowledgment letter to ARDA-AAI for tracking; | ARDA | 1 minute | Tracked the draft acknowledgement letter with Inputs/comments of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 18.2 Return the reviewed acknowledgement letter to SU-AAII; | ARDA-AAI | 1 minute | Tracked the draft acknowledgement letter with inputs/comments of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 19. Forward signed acknowledgement letter to ARDA-AAI for tracking; | ARDA | 1 minute | Tracked the draft acknowledgement letter with Initial of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 20. Forward signed acknowledgement letter to SU-AAII; | ARDA-AAI | 1 minute | Tracked the draft acknowledgement letter with Initial of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 23. Endorsed signed acknowledgement letter to RD-AAII; | SU- AAII | 1 minute | Tracked the final acknowledgement letter with Initial of ARDA for logo | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 24. Review and approval of the acknowledgement letter; | Regional Director | 5 minutes | Tracked the final acknowledgement letter to SWDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 25. Forward approved acknowledgement letter to RD-AAII for tracking; | Regional Director | 1 minute | Tracked the acknowledgement letter to SWDA signed by RD | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 26. Endorsed approved acknowledgement letter to SU-AAII; | RD-AAII | 1 minute | Tracked the acknowledgement letter to SWDA signed by RD | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 27. Forward of acknowledgement letter to Records Section; | SU-AA II | 1 minute | Tracked the acknowledgement letter to SWDA signed by RD | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| VALIDATION AND OCULAR INSPECTION | | | | | | | |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|---------------------------|------------|--|----------------------|-----------------|---|----------------------------------|
| 28. Conduct of ocular inspection and validation visit; | Social Welfare Officer II | 1 day | Visited area as basis of assessment report for issuance of Accreditation Certificate | AO 14 series of 2009 | none | Ball-pen, paper | Analytical Thinking |
| 29. Preparation of assessment report,confirmation letter and Accreditation Certificate; | Social Welfare Officer II | 1 day | Draft assessment report,confirmation letter and Accreditation Certificate | AO 14 series of 2009 | Microsoft Word | Computer, ball-pen, paper | Technical Writing and Assessment |
| 30. Forward draft assessment report,confirmation letter and Accreditation Certificate to SU-AAII for tracking; | SU- AAIL | 1 minute | Tracked the assessment report,confirmation letter and Accreditation Certificate | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 31. Forward draft assessment report,confirmation letter and Accreditation Certificate to SU Head; | SU- AAIL | 1 minute | Tracked the assessment report,confirmation letter and Accreditation Certificate for review and Inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 32. Review and affix signature on the draft assessment report,confirmation letter and Accreditation Certificate; If with comments, proceed to task no.32.1 If without comments, proceed to task no. 33 | Head, Standards Unit | 5 minutes | Reviewed the draft assessment report,confirmation letter and Accreditation Certificate with comments/inputs or initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 32.1 Return the reviewed assessment report,confirmation letter and Accreditation Certificate to SU- AAIL for tracking; | Head, Standards Unit | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 32.2 Return the reviewed assessment/ validation report and confirmation letter to assigned SWO II; | SU- AAIL | 1 minute | Tracked the draft assessment/ validation report and confirmation letter with comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|---------------------------|------------|--|----------------------|-----------------|---|---------------------|
| 32.3 Enhancement of the assessment report,confirmation letter and Accreditation Certificate; | Social Welfare Officer II | 30 minutes | Enhanced the draft assessment report,confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 32.4 Forward enhanced draft assessment report,confirmation letter and Accreditation Certificate report to SU-AAII for tracking; | SWO II | 1 minute | Tracked the enhanced draft assessment report,confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 32.5 Forward enhanced draft assessment report,confirmation letter and Accreditation Certificate from SU-AAII to SU Head for review and intial; | SU- AAIL | 1 minute | Tracked the enhanced draft assessment report,confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 32.6 Review and affix signature on the enhanced draft assessment report,confirmation letter and Accreditation Certificate; | Head, Standards Unit | 10 minutes | Reviewed draft assessment report,confirmation letter and Accreditation Certificate for inputs/ comments or initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 33. Forward the signed assessment report,confirmation letter and Accreditation Certificate to SU-AAII for tracking; | Head, Standards Unit | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 34. Endorse the signed assessment report,confirmation letter and Accreditation Certificate to the Division Chief's Office; | SU- AAIL | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|---------------------|------------|--|----------------------|-----------------|---|---------------------|
| 35. Forward the signed assessment report,confirmation letter and Accreditation Certificate to Division Chief; | DC-AAIV | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of SU Head | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 36. Review and affix signature on the assessment report,confirmation letter and Accreditation Certificate; If with comments, proceed to task no.36.1 If without comments, proceed to task no. 37 | Division Chief, IDD | 5 minutes | Reviewed draft assessment report,confirmation letter and Accreditation Certificate for inputs/ comments or initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 36.1 Return the reviewed assessment report,confirmation letter and Accreditation Certificate to DC-AAIV; | Division Chief, IDD | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with inputs/comments of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 36.2 Return the reviewed assessment report,confirmation letter and Accreditation Certificate to SU-AAII; | DC-AAII | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with inputs/comments of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 37. Forward the signed assessment report,confirmation letter and Accreditation Certificate to DC-AAII for tracking; | Division Chief, IDD | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 38. Endorse signed assessment report,confirmation letter and Accreditation Certificate to ARDA-AAI for tracking; | DC-AAIV | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with Initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|---|--------------------|------------|--|----------------------|-----------------|---|---------------------|
| 39. Forward the signed assessment report,confirmation letter and Accreditation Certificate to ARDA; | ARDA-AAI | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of DC | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 40. Review and affix signature on the assessment report,confirmation letter and Accreditation Certificate; If with comments, proceed to task no. 40.1 If without comments, proceed to task no. 41 | ARDA | 5 minutes | Reviewed draft assessment report,confirmation letter and Accreditation Certificate for Inputs/ comments or Initial | AO 14 series of 2009 | None | Paper and Pen | Analytical Thinking |
| 40.1 Return the reviewed assessment report,confirmation letter and Accreditation Certificate to the ARDA-AAI for tracking; | ARDA | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with inputs/comments of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 40.2 Return the reviewed assessment report,confirmation letter and Accreditation Certificate to SU-AAI; | ARDA-AAI | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with inputs/comments of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 41. Endorse the signed assessment report,confirmation letter and Accreditation Certificate to ARDA-AAI for tracking; | ARDA | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 42. Forward the signed assessment report,confirmation letter and Accreditation Certificate to SU-AAI for tracking; | ARDA-AAI | 1 minute | Tracked the draft assessment report,confirmation letter and Accreditation Certificate with initial of ARDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |

| TASK | RESPONSIBLE PERSON | TIME FRAME | OUTPUT | POLICY | APPLICATION | MATERIAL/INFRA | COMPETENCY |
|--|---------------------------|------------|---|----------------------|-----------------|---|--------------|
| 43. Forward the signed assessment report,confirmation letter and Accreditation Certificate from ARDA to SWO II for logo; | SU- AAll | 1 minute | Tracked the final assessment report,confirmation letter and Accreditation Certificate with initial of ARDA for logo | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 44. Forward the assessment report,confirmation letter and Accreditation Certificate to SU-AAII for tracking; | SU- AAll | 1 minute | Tracked the final assessment report,confirmation letter and Accreditation Certificate to SWDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 45. Forward the assessment report,confirmation letter and Accreditation Certificate to the Regional Director's office; | SU- AAll | 1 minute | Tracked the final assessment report,confirmation letter and Accreditation Certificate to SWDA | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 46. Forward the assessment report,confirmation letter and Accreditation Certificate from RD-AAII to RD for approval and signature; | RD-AAII | 1 minute | Tracked the assessment report,confirmation letter and Accreditation Certificate | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 47. Forward the signed assessment report,confirmation letter and Accreditation Certificate to RD-AAII for tracking; | RD | 1 minute | Tracked the signed assessment report,confirmation letter and Accreditation Certificate | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 48. Forward the signed assessment report,confirmation letter and Accreditation Certificate to SU-AAII for tracking; | RD-AAII | 1 minute | Tracked the assessment report,confirmation letter and Accreditation Certificate signed by the Regional Director | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 49. Forward the signed assessment report,confirmation letter to LGUs through Records Section; | SU AA II | 5 minutes | Tracked the signed assessment report,confirmation letter | AO 14 series of 2009 | Microsoft Excel | Computer, Log book, ball-pen, Stamp pad | Organization |
| 50. Endorsement of Accreditation Certificate to the Pre-Marriage Counselors. | Social Welfare Officer II | 20 minutes | Issued the Accreditation Certificate | AO 14 series of 2009 | none | | |