

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

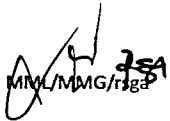
DATE : January 3, 2018


This is to share with you the approved BPRA and Process Flow Chart of Standards Unit 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 as follows:

- ✓ Application for Accreditation of Social Work managing Court Cases (SWMCC)
- ✓ Application for Issuance of Registration/RL Certificate
- ✓ Application for Public Solicitation

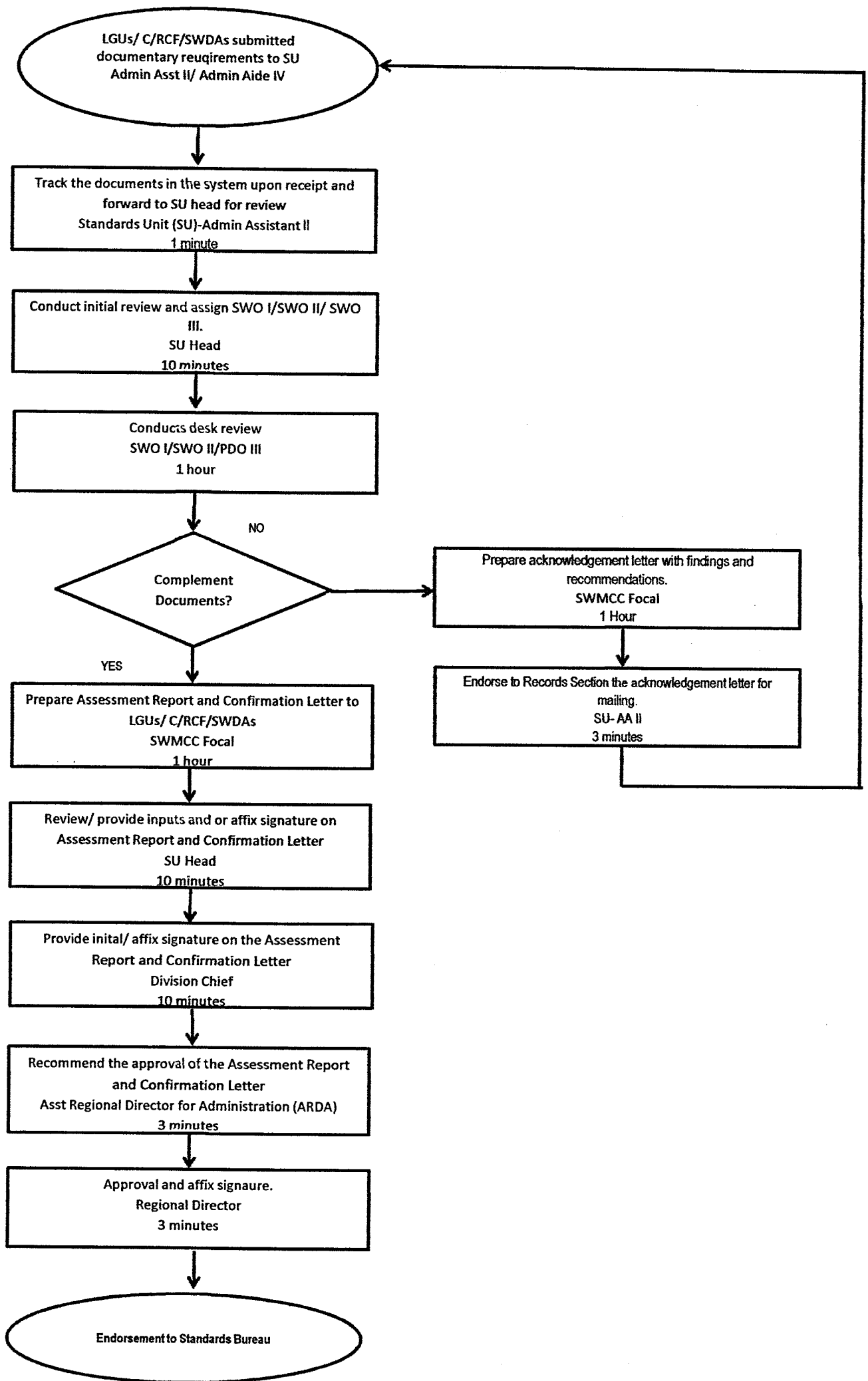
For your information and guidance.


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MML/MMG/rsp

DSWD-NCR
JAN 05 2018
BY: 
RTO

Process Flow Chart on Application for Accreditation of Social Work Managing Court Cases (SWMCC)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT							
National Capital region							
Legarda, Manila							
BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT							
SOCIAL WORKER MANAGING COURT CASES							
A. LETTER OF APPLICATION/DOCUMENTS							
TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
1. Receipt of PMC application / documents;	SU- AAll	1 minute	Tracked application Documents	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
2. Forward receipt of the application /documents to SU Head;	SU- AAll	1 minute	Tracked application Documents	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organisation
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 1 series of 2008	Checklist of Requirements	Ball-pen, paper	Assessment
4. Forward Initially reviewed documents to SU- AAll for tracking;	SU- AAll	1 minute	Tracked documents with Inputs/ directives	AO 1 series of 2008	Microsoft Excell	Computer, Log book, ball-pen, Stamp pad	Organisation
5. Forward Initially reviewed document to SWO II;	SU- AAll	1 minute	Tracked documents assigned to SWO II	AO 1 series of 2008	Microsoft Excell	Computer, Log book, ball-pen, Stamp pad	Organisation
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 1 series of 2008	Checklist of Requirements	Ball-pen, paper	Organisation
7. Prepare draft acknowledgement/ endorsement letter;	Social Welfare Officer II	30 minutes	Draft acknowledgement/ endorsement letter	AO 1 series of 2008	Microsoft Word	Computer, paper, pen and printer	Technical Writing and Assessment
8. Forward draft acknowledgement/ endorsement letter to SU-AAll for tracking;	Social Welfare Officer II	1 minute	Tracked the draft acknowledgement/ endorsement letter	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
9. Forward draftacknowledgement/ endorsement letter to SU Head for comments/ inputs and initial;	SU- AAll	1 minute	Tracked the draft acknowledgement/ endorsement letter	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
10. Review and provide inputs on the draft acknowledgement/ endorsement 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/ endorsement letter with comments/ Inputs or Initial	AO 1 series of 2008	None	Paper and Pen	Analytical Thinking
10.1 Return the reviewed acknowledgement/ endorsement letter to SU- AAll for tracking;	Head, Standards Unit	1 minute	Tracked the draft acknowledgement/ endorsement letter with comments/inputs of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.2 Return the reviewed acknowledgement/ endorsement letter to assigned staff;	SU- AAll	1 minute	Tracked the draft acknowledgement/ endorsement letter with comments/inputs of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.3 Enhancement of the acknowledgement/ endorsement letter;	Social Welfare Officer II	5 minutes	Enhanced the draft acknowledgement/ endorsement letter based on the comments/inputs of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.4 Forward enhanced draft acknowledgement/ endorsement letter to SU-AAll for tracking;	Social Welfare Officer II	1 minute	Tracked the enhanced draft acknowledgement/ endorsement letter based on the comments/inputs of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.5 Forward enhanced draft acknowledgement/ endorsement letter to SU Head for review and initial;	SU- AAll	1 minute	Tracked the enhanced draft acknowledgement/ endorsement letter based on the comments/inputs of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.6 Review of the enhanced draft acknowledgement/ endorsement letter for initial;	Head, Standards Unit	5 minutes	Reviewed draft acknowledgement/ endorsement letter for inputs/ comments or initial	AO 1 series of 2008	None	Paper and Pen	Analytical Thinking

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
11. Forward the signed draft acknowledgement/ endorsement letter to SU-AAII for tracking;	Head, Standards Unit	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12. Endorse signed draft acknowledgement/ endorsement letter to the Division Chief's Office;	SU- AAIL	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
13. Receipt and forward the draft acknowledgement/ endorsement letter from SU to Division Chief;	DC-AAIV	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of SU Head	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14. Review and affix initials on the draft acknowledgement/ endorsement 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/ endorsement letter for inputs/ comments or initial	AO 1 series of 2008	None	Paper and Pen	Analytical Thinking
14.1 Return the reviewed acknowledgement/ endorsement letter to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement/ endorsement letter with inputs/comments of DC	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14.2 Return the reviewed acknowledgement/ endorsement letter to SU-AAII;	DC-AAIV	1 minute	Tracked the draft acknowledgement/ endorsement letter with inputs/comments of DC	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
15. Forward signed acknowledgement/ endorsement letter to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of DC	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
16. Endorse signed acknowledgement/ endorsement letter to ARDA-AAI for tracking;	DC-AAIV	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of DC	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
17. Forward the signed acknowledgement/ endorsement letter to ARDA;	ARDA-AAI	1 minute	Tracked the draft acknowledgement/ endorsement letter with Initial of DC	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
18. Review and affix signature on the acknowledgement/ endorsement letter; If with comments, proceed to task no. 18.1 If without comments, proceed to task no. 19	ARDA	5 minutes	Reviewed draft acknowledgement/ endorsement letter for Inputs/ comments or Initial	AO 1 series of 2008	None	Paper and Pen	Analytical Thinking
18.1 Return the reviewed acknowledgement/ endorsement letter to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement/ endorsement letter with inputs/comments of ARDA	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
18.2 Return the reviewed acknowledgement/ endorsement letter to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement/ endorsement letter with Inputs/comments of ARDA	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
19. Forward signed acknowledgement/ endorsement letter to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of ARDA	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20. Forward signed acknowledgement/ endorsement letter to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement/ endorsement letter with initial of ARDA	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
23. Endorsed signed acknowledgement/ endorsement letter to RD-AAII;	SU- AAIL	1 minute	Tracked the final acknowledgement/ endorsement letter with initial of ARDA for logo	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
24. Review and approval of the acknowledgement/ endorsement letter;	Regional Director	5 minutes	Tracked the final acknowledgement/ endorsement letter	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
25. Forward approved acknowledgement/ endorsement letter to RD-AAII for tracking;	Regional Director	1 minute	Tracked the acknowledgement/ endorsement letter signed by RD	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
26. Endorsed approved acknowledgement/ endorsement letter to SU-AAII;	RD-AAII	1 minute	Tracked the acknowledgement/ endorsement letter signed by RD	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
27. Forward endorsement letter with attached supporting documents to Standards Bureau thru Records Section	SU-AA II	1 minute	Tracked the acknowledgement/ endorsement lettersigned by RD	AO 1 series of 2008	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization