

## Accreditation of Local Government Unit’s Senior Citizens Center

Refers to the process of assessing the Senior Citizen Center if they are compliant to set standards.

<b>Office or Division:</b>	Standards Compliance Monitoring Division (SCMD) – Standards Bureau, DSWD Central Office	
	Standards Section – DSWD Field Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	ALL Public Senior Citizens Center	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>One (1) Duly Accomplished and Notarized Application Form</li> </ul>	<ul style="list-style-type: none"> <li><b>STANDARDS SECTION (Room 204)</b> DSWD- Field Office NCR  389 San Rafael cor. Legarda St. Sampaloc Manila</li> <li><a href="https://www.dswd.gov.ph/downloads-2/Annex%203.%20DSWD-RLA-F003%20Application%20Form%20for%20Accreditation">https://www.dswd.gov.ph/downloads-2/Annex 3. DSWD-RLA-F003 Application Form for Accreditation</a></li> </ul>	
<ul style="list-style-type: none"> <li>Constitution and By-Laws/Local Ordinance or Resolution</li> </ul>	<ul style="list-style-type: none"> <li>City/Municipal Sangguniang Bayan Office or at the City/Municipal Social Welfare and Development Office of Local Government Unit of Local Government Unit</li> </ul>	
<ul style="list-style-type: none"> <li><b>One (1) Copy of the following Documents Establishing Track Record and Good Standing</b></li> </ul> <ol style="list-style-type: none"> <li>Duly signed Work and Financial Plan for the two (2) succeeding years/ Local Government Unit Approved Budget for the year</li> <li>Annual Accomplishment</li> </ol>	<ul style="list-style-type: none"> <li><a href="https://www.dswd.gov.ph/downloads-2/Annex%209.%20DSWD-RLA-F009%20Work%20and%20Financial%20Plan">https://www.dswd.gov.ph/downloads-2/Annex 9. DSWD-RLA-F009 Work and Financial Plan</a></li> </ul>	

<p>Report of the previous year</p> <p>3. Financial Report of the previous year signed by the Provincial/City/Municipal Accountant or the DSWD Regional Accountant.</p> <p>In the absence of the Certified Public Accountant from the LGU or DSWD, financial report from the Commission on Audit (COA) Representatives</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.dswd.gov.ph/downloads-2/Annex%206.%20DSWD-RLA-F006%20Accomplishment%20Report">https://www.dswd.gov.ph/downloads-2/Annex 6. DSWD-RLA-F006 Accomplishment Report</a></li> <li>• <a href="https://www.dswd.gov.ph/downloads-2/Annex%208.%20DSWD-RLA-F008%20Audited%20Financial%20Statement">https://www.dswd.gov.ph/downloads-2/Annex 8. DSWD-RLA-F008 Audited Financial Statement</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>One (1) Copy of the following Documents Establishing Corporate Existence and Regulatory Compliance</b></li> </ul> <p>For Center Based (Residential and Non-Residential Based)</p> <p>a. Copy of the valid safety certificates namely:</p> <ol style="list-style-type: none"> <li>1. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings)</li> <li>2. Fire Safety Inspection Certificate</li> <li>3. Water Potability Certificate or Sanitary Permit</li> </ol>	<ul style="list-style-type: none"> <li>• City/Municipal Engineering Office of Local Government Unit covering the SWDAs area of operation or Private Engineer</li> <li>• Office of the Bureau of Fire Protection in the City/Municipal Local Government Unit covering the SWDAs area of operation</li> <li>• City/Municipal Health Office of Local Government Unit covering the SWDAs</li> </ul>

	area of operation or Private Service Provider			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstances)	PERSON RESPONSIBLE  PERSON
<b>A. Assessment Procedures for Walk-in Applicants</b>				
<b>STEP 1:</b> Secures application form thru the DSWD Website/ Standards Section	Provides client application form, and checklist of requirements	None	*30 minutes	<i>Support Staff in charge of all incoming documents- Standards Section</i>
<b>STEP 2:</b> Submit/ file application and supporting documents	<p>2.1 Officer of the day initially review completeness of documents and provide Technical Assistance if necessary</p> <p>2.2 Assign the application document to one of the technical staff</p> <p><b>2.3 If complete documents.</b></p> <p>2.3.1 Receive application documents and log the receipt of application documents into the Document Tracking System (DTS) for Standards Section</p> <p><b>2.4 If incomplete</b></p> <p>2.4.1 Return all documents submitted</p>	None	1 day	<i>Support Staff in charge of all incoming documents/ Section Head (Standards Section)</i>

	accompanied by a checklist of requirements for applicant Organization's compliance.			
<p><b>Note: The DSWD will implement 4:00pm cut-off on the submitted complete documents which includes the payment of processing fees. Applications received after 4:00pm shall be considered as a next working day transaction.</b></p>				
<p><b>STEP 3:</b> Wait for the result of the documents review and notice of validation assessment.</p>	<p>2.1 Review the submitted documents as to completeness and compliance, both in form and substance.</p> <p><b>2.2 If complete and compliant</b></p> <p>2.2.1 Acknowledgment Letter and Notification on the proposed schedule on the conduct of Validation Visit shall be prepared.</p> <p><b>2.3 If found with for compliance,</b></p> <p>2.3.1 Acknowledgement Letter prepared shall contain the checklist of requirements to be secured and complied. This will be sent to the applicant SWDA together with all the application documents submitted.</p>	None	2 working days	<p><i>Technical Staff</i> (Standards Section- Field Office)</p>
	<b>3.4</b> Review and approval of the	None	2 working	

	Acknowledgement Letter including its attachments. (Both complete and incomplete documents)		days	<i>Section Head/Division Chief/Regional Director</i>  (Standards Section- Field Office)
<b>STEP 5:</b> Assist the Assessor during the conduct of Validation visit.	Conduct of Accreditation visit	None	Minimum of 2 working days per agreed schedule	<i>Technical Staff</i>  Standards Section- Field Office
<b>STEP 6:</b> Awaits the result of the licensing assessment	<p><b>6.1</b> Prepare Confirmation Report</p> <p><b>6.1.1 If favourable</b>, the Technical Staff shall draft Confirmation Report and Draft Certificate of License to Operate.</p> <p><b>6.1.2 If not favourable</b>, the Technical Staff shall detail the Assessors Findings and the agreed compliance date of the Action Plan.</p>	None	5 working days	<i>Technical Staff / Standards Section- Field Office</i>
	<p><b>6.2</b> If favourable, review and approval of the Confirmation Report and the Draft Certificate of License to Operate.</p> <p><b>6.3</b> If unfavourable, review and approval of the Confirmation Report.</p>	None	5 working days	<i>Section Head/Division Chief/ Regional Director</i>  (Standards Section- Field Office)
	6.4. If favourable, for approval and signature of the Certificate of		1 working days	<i>Regional Director</i> (Standards

	<p>License to Operate.</p> <p>6.5 If unfavourable, the Support Staff shall send the Confirmation Report to the SWDA through email and via courier.</p> <p>6.6 Send the Confirmation Report and notify the availability of the Certificate of License to Operate for release through various means per preference indicated in the application form. (direct pick-up or courier)</p>		<p>1 working day (depending on the choice of the applicant)</p>	<p>Section- Field Office)</p> <p><i>Support Staff</i> Standards Section- Field Office</p>
<b>TOTAL</b>				
For Complete and Compliant:		None	19 working days	
For Complete Requirements with Areas for Compliance:		None	15 working days	
<b>B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier:</b>				
<p><b>STEP 1:</b> Send the Application Form together with the prescribed documentary requirements for Licensing through Mail or Courier to:</p> <p><b>STANDARDS SECTION (Room 204)</b></p>	<p>1.1 Log receipt into the Document Tracking System (DTS) for Standards Bureau.</p> <p>1.2 Assign the application document to one of the technical staff</p>	None	*10 minutes	<p><i>Support Staff in-charge of incoming documents</i></p> <p>Standards Section- Field Office)</p>



	None		
For Complete Requirements with Areas for Compliance:	None	14 working days	
For Incomplete Submission:	None	5 working days	

***\*The number of minutes shall be included on the total working days***