

Accreditation of Private Social Welfare and Development Programs and Services

Refers to the process of assessing the Licensed Social Work Agency (SWA) if their Programs and Services are compliant to set standards.

Office or Division:	Standards Compliance Monitoring Division (SCMD) – Standards Bureau, DSWD Central Office
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C)
Who may avail:	ALL Private Licensed SWA with Social Welfare and Development Programs and Services (with Regional Operation only)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. One (1) Duly Accomplished and Notarized Application Form	<p>STANDARDS SECTION (Room 204)</p> <p>DSWD- Field Office NCR</p> <p style="padding-left: 40px;">389 San Rafael cor. Legarda St. Sampaloc Manila</p> <ul style="list-style-type: none"> https://www.dswd.gov.ph/downloads-2/Annex 3. DSWD-RLA-F003 Application Form for Accreditation
B. Self-assessment	<ul style="list-style-type: none"> https://www.dswd.gov.ph/issuances/#MCs <i>For Residential</i> Amended Administrative Order No. 11, s.2007 Entitled Revised Standards on Residential Care Service <i>For Community Based</i> Revisions on Administrative Order No. 1 s.2010 (Amended Standards for Community Based Services)
C. One (1) Copy of the following Documents <i>Establishing Corporate Existence and Regulatory Compliance</i>	

<p>a. Certification of no derogatory information issued by SEC (for those operating more than six (6) months upon filing of the application)</p> <p>b. ABSNET Membership Certification from the Regional ABSNET (RAB) President or Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA.</p> <p>For RAB President, the Standards Section shall be the one to issue the required certification.</p>	<ul style="list-style-type: none"> • Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 • https://www.dswd.gov.ph/downloads-2/Annex 23. DSWD-RLA-F023 ABSNET Active Membership
<p><i>D. One (1) Copy of the following Documents Establishing Track Record and Good Standing</i></p> <ol style="list-style-type: none"> 1. Duly signed Work and Financial Plan for the two (2) succeeding years 2. Notarized Updated Certification from the Board of Trustees and/or funding agency to financially support the organization's to operate for at least two (2) years. 3. Annual Accomplishment Report previous year 4. Audited Financial Report of the previous year 	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-2/Annex 9. DSWD-RLA-F009 Work and Financial Plan • Board Resolution by the Organization • https://www.dswd.gov.ph/downloads-2/Annex 6. DSWD-RLA-F006

<p>5. Profile of Clients served for the preceding and current year</p>	<p><i>Accomplishment Report</i></p> <ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-2/Annex 8. DSWD-RLA-F008 Audited Financial Statement • https://www.dswd.gov.ph/downloads-2/Annex 20. DSWD-RLA-F020 Profile of Clients/Beneficiaries Served
<p>E. <i>One (1) Copy of the following Documents Establishing Corporate Existence and Regulatory Compliance</i></p> <ul style="list-style-type: none"> □ Declaration of Commitment from the applicant of no support to tobacco in compliance to the provisions of EO 26 series of 2017(Providing for the establishment of smoke-free Environments in Public and Enclosed Places) and RA 9211 (Tobacco Regulation Act of 2003) 	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-2/AO 11 s2019 Annex A Declaration of Commitment
<p>F. <i>One (1) Copy of the following Basic Documents</i></p> <ol style="list-style-type: none"> 1. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others 2. Profile of Board Trustees 3. Profile of Employees and Volunteers: At least one (1) full time staff who will manage its operations 4. Certified True Copy of General Information Sheet issued by SEC 	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-2/Annex 4. DSWD-RLA-F004 Manual of Operation • https://www.dswd.gov.ph/downloads-2/Annex 21. DSWD-RLA-F021 Profile of Governing Board • https://www.dswd.gov.ph/downloads-2/Annex 22. DSWD-RLA-F022 Profile of Employees • Securities Exchange Commission (SEC) - Company Registration and

(Note: The first 4 Basic Documents are needed if only there is an update or amendment on documents recently submitted to DSWD Standards Bureau)

5. For those operating in more than one region
- List of main and satellite/branch offices with contact details, if any.

6. For Applicant SWA's implementing Child Placement Services
- Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.

G. One (1) Copy of the following Documents Establishing Corporate Existence and Regulatory Compliance

- Certified true copy of General Information Sheet (GIS) issued by SEC or any regulatory agencies

g. For Center Based

Monitoring Department Secretariat
Building, PICC Complex, Roxas
Boulevard, Pasay City, 1307

- [https://www.dswd.gov.ph/downloads-2/Annex 7. DSWD-RLA-F007 List of Main and Satellite Office](https://www.dswd.gov.ph/downloads-2/Annex%207.%20DSWD-RLA-F007%20List%20of%20Main%20and%20Satellite%20Office)
- [https://www.dswd.gov.ph/downloads-2/Annex 22. DSWD-RLA-F022 Profile of Employees](https://www.dswd.gov.ph/downloads-2/Annex%2022.%20DSWD-RLA-F022%20Profile%20of%20Employees)

- **Securities Exchange Commission (SEC)** - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas

<p>(Residential and Non-Residential Based)</p> <p>a. Copy of the valid safety certificates namely:</p> <ol style="list-style-type: none"> 1. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings) 2. Fire Safety Inspection Certificate 3. Water Potability Certificate or Sanitary Permit <p>h. For applicant serving within the Ancestral Domains of Indigenous People (IP) – Photocopy of NGO Accreditation from NCIP</p> <p>i. For applicant with past and current partnership with the DSWD that involved transfer of funds.</p>	<p>Boulevard, Pasay City, 1307</p> <ul style="list-style-type: none"> • Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City) • City/Municipal Engineering Office of Local Government Unit covering the SWDAs area of operation or Private Engineer • Office of the Bureau of Fire Protection in the City/Municipal Local Government Unit covering the SWDAs area of operation • City/Municipal Health Office of Local Government Unit covering the SWDAs area of operation or Private Service Provider • National Commission of Indigenous People (NCIP) Regional Office where the NGO operates <p>Government Agency where the Organization implemented or implements projects and programs.</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstances)	PERSON RESPONSIBLE
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A. Assessment Procedures for Walk-in Applicants

<p>STEP 1: Secures application form thru the DSWD Website/ Standards Section</p>	<p>Provides client application form, and checklist of requirements</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Support Staff in charge of all incoming documents- Standards Section</i></p>
<p>STEP 2: Submit/ file application and supporting documents</p>	<p>2.1 Officer of the day initially review completeness of documents and provide Technical Assistance if necessary</p> <p>2.2 If complete documents.</p> <p>2.2.1 Receive application documents and log the receipt of application documents into the Document Tracking System (DTS) for Standards Section</p> <p>2.3 Assign the application document to one of the technical staff</p> <p>2.4 If incomplete and not compliant</p> <p>2.3.1 Return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Support Staff in charge of all incoming documents/ Section Head (Standards Section)</i></p>
<p>STEP 3: If Complete, Settle the required</p>	<p>Prepare Billing Statement and instruct applicant to proceed to</p>	<p>None</p>	<p>*20 minutes</p>	<p><i>Support staff (Standards Section)</i></p>

processing fee.	the Cashier Section			
	Process payment and issues Official Receipt.	₱1,000.00	*15 minutes	Cashier Section
STEP 4: Provide the DSWD Standards Section the photocopy of the Official Receipt (OR).	Acknowledge the photocopy of the Official Receipt from the applicant Organization.	None	*15 Minutes	Support staff (Standards Section)
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.				
STEP 5: Wait for the result of the documents review and notice of validation assessment.	<p>5.1 Review the submitted documents as to completeness and compliance, both in form and substance.</p> <p>5.2 If complete and compliant</p> <p>5.2.1 Acknowledgment Letter and Notification on the proposed schedule on the conduct of Validation Visit shall be prepared.</p> <p>5.3 If found with for compliance,</p> <p>5.3.1 Acknowledgement Letter prepared shall contain the checklist of requirements to be secured and complied. This will be sent to the applicant</p>	None	5 working days	Technical Staff (Standards Section- Field Office)

	SWDA together with all the application documents submitted.			
	5.4 Review and approval of the Acknowledgement Letter including its attachments. (Both complete and incomplete documents)	None	2 working days	<i>Section Head/Division Chief/Regional Director</i> (Standards Section- Field Office)
STEP 6: Confirm the Availability on the proposed Validation Visit	For those with requirements that are complete and compliant, Confirmation of Validation Visit.	None	*30 minutes	<i>Technical Staff</i> Standards Section- Field Office)
STEP 7: Assist the Assessor during the conduct of Validation visit.	Conduct of Validation visit	None	Minimum of 2 working days per agreed schedule	<i>Technical Staff</i> Standards Section- Field Office
STEP 8: Awaits the result of the licensing assessment	8.1 Prepare Confirmation Report 8.1.1 If favourable , the Technical Staff shall draft Confirmation Report and Draft Certificate of License to Operate. 8.1.2 If not favourable , the Technical Staff shall detail the Assessors Findings and the agreed compliance date of the Action Plan.	None	10 working days	<i>Technical Staff /</i> Standards Section- Field Office

	<p>8.2 If favourable, review and approval of the Confirmation Report and the Draft Certificate of License to Operate.</p> <p>8.3 If unfavourable, review and approval of the Confirmation Report.</p>	None	3 working days	<p><i>Section Head/Division Chief/ Regional Director</i></p> <p>(Standards Section- Field Office)</p>
	<p>8.4. If favourable, for approval and signature of the Certificate of License to Operate.</p> <p>8.5 If unfavourable, the Support Staff shall send the Confirmation Report to the SWDA through email and via courier.</p> <p>8.6 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>3 working days</p> <p>1 working day (depending on the choice of the applicant)</p>	<p><i>Regional Director</i> (Standards Section- Field Office)</p> <p><i>Support Staff</i> Standards Section- Field Office</p>
TOTAL				
For Complete and Compliant:		₱1,000.00 per program	Minimum of 20 working days	
For Complete Requirements with Areas for Compliance:		₱1,000.00 per program	Minimum of 20 working days	

B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier:

<p>STEP 1: Send the Application Form together with the prescribed documentary requirements for Licensing through Mail or Courier to:</p> <p>STANDARDS SECTION (Room 204)</p> <p>DSWD- Field Office NCR</p> <p>389 San Rafael cor. Legarda St. Sampaloc Manila</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>	<p>None</p>	<p>*10 minutes</p>	<p><i>Support Staff in-charge of incoming documents</i></p> <p>Standards Section- Field Office)</p>
<p>STEP 2: Submit/file application and supporting documents</p>	<p>2.1 Technical Staff review completeness of documents and provide Technical Assistance if necessary:</p> <p>2.2 If complete documents.</p> <p>2.2.1 Schedule of accreditation visit</p> <p>2.3 If incomplete</p> <p>2.4.1 Return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance. An acknowledgement letter with findings and recommendations</p>	<p>None</p>	<p>3 Working days (if complete)</p> <p>5 working days (if incomplete)</p>	<p><i>Technical Staff Standards Section</i></p> <p><i>Technical Staff/ Section Head/ Division Chief/</i></p>

	signed by the Regional Director shall be prepared			<i>Regional Director</i>
STEP 3: Settle the required processing fee.	<p>3.1 Notify the Applicant (both with complete and incomplete application documents) Organization that they have to settle their processing fee to the Cashier Section of DSWD Field Office NCR located at Ground Floor.</p> <p>1.1.1 Inform the applicant organization that the processing of the application shall start once they have paid the required fees and provided the Standards Section the copy of the Official Receipt.</p> <p>Note: The processes shall only take place once the applicant organization settle its payment.</p>	₱1,000.00	1 day	<i>Technical Staff and Support Staff Standards Section- Field Office</i>
STEP 4: Provide the DSWD Standards Section the copy of the Official Receipt (OR)	1.1 Acknowledge/Receive the copy of Official Receipt from the SWDA.	None	*15 Minutes	<i>Support Staff in charge of incoming documents Standards Section- Field Office</i>

				SWDA
<p>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.</p>				
<p><i>Follow Step 5 to Step 8 of licensing process under walk-in applicants</i></p>				
TOTAL				
For Complete and Compliant:	₱1,000.00	Minimum of 20 working days		
For Complete Requirements with Areas for Compliance:	₱1,000.00	Minimum of 20 working days		
For Incomplete Submission:	None	3 working days		

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