

## Accreditation of Public Social Work Agencies with Center-Based Programs and Services

Refers to the process of assessing the Social Work Agency (SWA) if their Programs and Services 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 SWAs with Center-Based Programs and Services (Residential and Non-Residential)
<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>Self- assessment</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.dswd.gov.ph/issuances/#MCs">https://www.dswd.gov.ph/issuances/#MCs</a></li> <li><i>For Residential</i> <a href="#">Amended Administrative Order No. 11, s.2007 Entitled Revised Standards</a> on Residential Care Service</li> <li><i>For Community Based</i> <a href="#">Revisions on Administrative Order No. 1 s.2010 (Amended Standards for Community Based Services)</a></li> </ul>
<ul style="list-style-type: none"> <li><b>One (1) Copy of the following Documents Establishing</b></li> </ul>	

**Corporate Existence and Regulatory Compliance**

1. ABSNET Membership  
Certification from the Regional or Cluster ABSNET (RAB) President or Chairperson or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA.

For Regional ABSNET Chairperson, the Standards Section shall be the one to issue the required certification

- [https://www.dswd.gov.ph/downloads-2/Annex 23. DSWD-RLA-F023 ABSNET Active Membership](https://www.dswd.gov.ph/downloads-2/Annex%2023.%20DSWD-RLA-F023%20ABSNET%20Active%20Membership)

- **One (1) Copy of the following Documents Establishing Track Record and Good Standing**

1. Duly signed Work and Financial Plan for the two (2) succeeding years
2. Annual Accomplishment Report of the previous year
3. Financial Report of the previous year signed by the Provincial/City/Municipal Accountant or the DSWD Regional Accountant.

In the absence of the Certified Public Accountant from the LGU or DSWD, financial report from the Commission on Audit (COA) Representatives

- [https://www.dswd.gov.ph/downloads-2/Annex 9. DSWD-RLA-F009 Work and Financial Plan](https://www.dswd.gov.ph/downloads-2/Annex%209.%20DSWD-RLA-F009%20Work%20and%20Financial%20Plan)
- [https://www.dswd.gov.ph/downloads-2/Annex 6. DSWD-RLA-F006 Accomplishment Report](https://www.dswd.gov.ph/downloads-2/Annex%206.%20DSWD-RLA-F006%20Accomplishment%20Report)
- [https://www.dswd.gov.ph/downloads-2/Annex 8. DSWD-RLA-F008 Audited Financial Statement](https://www.dswd.gov.ph/downloads-2/Annex%208.%20DSWD-RLA-F008%20Audited%20Financial%20Statement)

<p>4. Profile of Clients served for the preceding and current year</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.dswd.gov.ph/downloads-2/Annex%20DSWD-RLA-F020%20Profile%20of%20Clients/Beneficiaries%20Served">https://www.dswd.gov.ph/downloads-2/Annex 20. DSWD-RLA-F020 Profile of Clients/Beneficiaries Served</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> <ul style="list-style-type: none"> <li>☐ Certification 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)</li> </ul> </li> <li>• <b>One (1) Copy of the following Basic Documents</b> <ol style="list-style-type: none"> <li>1. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others</li> <li>2. Profile of Board Trustees or its equivalent</li> <li>3. Profile of Employees and Volunteers: Staff requirement shall be based on Staff Client ratio per standards on accreditation of specific</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.dswd.gov.ph/downloads-2/AO%2011%20s2019%20Annex%20A%20Declaration%20of%20Commitment">https://www.dswd.gov.ph/downloads-2/AO 11 s2019 Annex A Declaration of Commitment</a></li> <li>• <a href="https://www.dswd.gov.ph/downloads-2/Annex%204%20DSWD-RLA-F004%20Manual%20of%20Operation">https://www.dswd.gov.ph/downloads-2/Annex 4. DSWD-RLA-F004 Manual of Operation</a></li> <li>• <a href="https://www.dswd.gov.ph/downloads-2/Annex%2021%20DSWD-RLA-F021%20Profile%20of%20Governing%20Board">https://www.dswd.gov.ph/downloads-2/Annex 21. DSWD-RLA-F021 Profile of Governing Board</a></li> </ul>

<p>programs and services.</p> <p><b>(Note: The first 3 Basic Documents are needed if only there is an update or amendment on documents recently submitted to DSWD Standards Bureau)</b></p> <p>4. For Applicant SWA's implementing Child Placement Services</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.dswd.gov.ph/downloads-2/">https://www.dswd.gov.ph/downloads-2/</a> Annex 22. DSWD-RLA-F022 Profile of Employees</li> <li>• <a href="https://www.dswd.gov.ph/downloads-2/">https://www.dswd.gov.ph/downloads-2/</a> Annex 22. DSWD-RLA-F022 Profile of Employees</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>A. 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</li> </ul>

<p>B. For applicant serving within the Ancestral Domains of Indigenous People (IP) – Photocopy of NGO Accreditation from NCIP</p>	<p>operation</p> <ul style="list-style-type: none"> <li>• City/Municipal Health Office of Local Government Unit covering the SWDAs area of operation or Private Service Provider</li> <li>• National Commission of Indigenous People (NCIP) Regional Office where the NGO operates</li> </ul>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstances)	PERSON RESPONSIBLE
<b>A. Assessment Procedures for Walk-in Applicants</b>				
<p><b>STEP 1:</b> 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><b>STEP 2:</b> 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 Assign the application document to one of the technical staff</p> <p>2.3 <b>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</p>	<p>None</p>	<p>1 day</p>	<p><i>Support Staff in charge of all incoming documents/ Section Head (Standards Section)</i></p>

	Standards Section			
	<p><b>2.4 If incomplete</b></p> <p>2.4.1 Return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance.</p>			
<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</p>	None	3 working days	<p><i>Technical Staff</i></p> <p>(Standards Section- Field Office)</p>

	application documents submitted.			
	<b>3.4</b> 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)
<b>STEP 4:</b> 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)
<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	<b>6.1</b> Prepare Confirmation Report  <b>6.1.1</b> If favourable, the Technical Staff shall draft Confirmation Report and Draft Certificate of License to Operate.  <b>6.1.2</b> If not favourable, the Technical Staff shall detail the Assessors Findings and the agreed compliance date of the Action Plan.	None	5 working days	<i>Technical Staff /</i> Standards Section- Field Office
	<b>6.2</b> If favourable, review	None	5 working	





<p>Form together with the prescribed documentary requirements for Licensing through Mail or Courier to:</p> <p><b>STANDARDS SECTION (Room 204)</b></p> <p>DSWD- Field Office NCR</p> <p>389 San Rafael cor. Legarda St. Sampaloc Manila</p>	<p>System (DTS) for Standards Bureau.</p> <p>1.2 Assign the application document to one of the technical staff</p>			<p><i>incoming documents</i></p> <p>Standards Section- Field Office)</p>
<p><b>STEP 2:</b> Submit/ file application and supporting documents</p>	<p>1.1 Technical Staff review completeness of documents and provide Technical Assistance if necessary:</p> <p>1.2 <b>If complete documents.</b></p> <p>1.2.1 Schedule of accreditation visit</p> <p>1.3 <b>If incomplete</b></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 signed by the Regional Director shall be prepared</p>	<p>None</p>	<p>4 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/ Regional Director</i></p>

<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><i>Follow Step 3 to Step 8 of licensing process under walk-in applicants</i></p>				
<b>TOTAL</b>				
For Complete and Compliant:		None	Minimum of 20 working days	
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***