

## Accreditation of Social Workers Managing Court Cases (SWMCCs)

The process of assessing the Social Workers managing court-related cases as to their compliance to delivery of quality service.

<b>Office:</b>	Standards Section – DSWD Field Office  Standards Compliance and Monitoring Division (SCMD)  Standards Bureau – DSWD Central Office	
<b>Type of Transaction:</b>	Highly Technical	
<b>Who may avail:</b>	All Social Workers who are direct practitioners including supervisors from the DSWD Field Offices, residential, and center-based facilities, Local Government Units, other National Government Agencies, Court Social Workers, Non-Government Organizations, and individual practitioners managing court cases of the disadvantaged groups.	
<b>CHECKLIST OF REQUIREMENTS<sup>1</sup></b>		<b>WHERE TO SECURE</b>
A. For New Applicants		
1. For Social Workers		
a. 2 copies of Application Form for Accreditation of Social Workers Managing Court Cases (Annex A)	STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila  • Refer to DSWD Website – Administrative Order No. 1 series of 2008 for the form	
b. 2 copies and original Valid Professional Regulations Commission Registration ID Card	Professional Regulations Commission	
c. 2 copies of Certificate of attendance to basic course training (at least 32 hours) on the management of court cases from DSWD or its recognized training institutions;  <i>*In case of lost certificate, a certified true copy from the training provider may be presented</i>	Training Provider	

d. Summary documentation of four (4) cases managed (Annex B)	Refer to DSWD Website – Administrative Order No. 1 series of 2008 for the template
e. Letter of Recommendation attesting to the competence of the social worker	Any of the following: <ul style="list-style-type: none"> <li>• Supervisor of the applicant;</li> <li>• Philippine Association of Social Workers, Inc. (PASWI);</li> <li>• If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI)</li> </ul>
f. The following documents on cases handled must be made available during on-site assessment: <ul style="list-style-type: none"> <li>• Case study reports;</li> <li>• Progress/running notes;</li> <li>• Case summaries;</li> <li>• Case conference proceedings/notes</li> </ul>	Applicant/Client
<b>2. For Supervisors</b>	
a. First three (3) requirements stated under new applicants for social worker	(As stated above)
b. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance	Applicant/Client
c. The following documents on cases handled must be made available during on-site assessment: <ul style="list-style-type: none"> <li>• Case study reports;</li> <li>• Progress/running notes;</li> <li>• Case summaries;</li> <li>• Case conference proceedings/notes</li> </ul>	Applicant/Client
<b>B. For Renewal</b>	
<b>1. For Social Workers</b>	
a. Certificate of attendance to relevant trainings attended or refresher course of at least 24 hours	DSWD or recognized training institutions
b. Summary documentation (Annex B) of cases managed for the last six months	Refer to DSWD Website – Administrative Order No. 1 series of 2008 for the template
c. Recommendation from the Supervisor attesting to the competence of social worker in managing court cases	Applicant/Client

<p>d. The following documents on cases handled must be made available during on-site assessment:</p> <ul style="list-style-type: none"> <li>• Case study reports;</li> <li>• Progress/running notes; and</li> <li>• Other relevant documentations pertaining to the cases</li> </ul>	Applicant/Client
2. For Supervisor	
a. First three (3) requirements stated under renewal for social worker	(As stated above)
b. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance	Applicant/Client
<p>c. The following documents on cases handled must be made available during on-site assessment:</p> <ul style="list-style-type: none"> <li>• Case study reports;</li> <li>• Progress/running notes/marginal notes;</li> <li>• Case summaries;</li> <li>• Case conference proceedings/notes</li> </ul>	Applicant/Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME*</b> <i>(Under Normal Circumstances)</i>	<b>PERSON RESPONSIBLE</b>
<p><b>Step 1:</b></p> <p>The Applicant shall file application (Annex A) at the concerned DSWD Field Offices (FO) –Standards Section together will the requirements stated</p>	<p>1.1. The Officer of the Day- Standards Section shall review the submitted documents as to completeness and accuracy with the original copies of the documents.</p> <p>If found to be complete, the Officer of the Day shall forward the documents to the Focal Person.</p> <p>If incomplete the documents shall be returned to the</p>	None	*20 minutes	<i>Officer of the Day-</i> Standards Section

above.	applicant. Technical Assistance will be provided together with the checklist of requirements			
	1.2. The Focal Person shall conduct pre-assessment by verifying the documents submitted by the Applicant with the original copies of the documents.	None	2 days	<i>Focal Person- Standards Section</i>
	1.3. If requirements are complete, the Focal Person shall endorse one copy of the application requirements to DSWD- Standards Bureau, and file the other copy in the Field Office.	None	2 days	<i>Standards Section Head, DSWD Field Office – Standards Section</i>
	1.4. The Standards Bureau- Receiving Officer shall receive the endorsed application and will endorse to Standards Compliance Monitoring Division.	None	*10 minutes	<i>Receiving Officer DSWD – Standards Bureau</i>
	1.5. The Standards Compliance Monitoring Division shall review the application and documents submitted by the Applicant through Field Office.	None	2 days	<i>Any of the assigned technical staff, depending on the Field Office where the application was from, DSWD– Standards Bureau</i>
	1.6. If the submitted documents found to be complete, the technical staff shall coordinate with the Applicant through the	None	1 day	<i>Assigned technical staff from DSWD- Standards Bureau</i>

	Field Office on the schedule of the on-site assessment			
2. The Applicant shall coordinate with Standards Bureau through the Field Office on the schedule of the on-site assessment.	2.1. The technical staff shall conduct on-site assessment through review of case records, interview of the applicant and client/s, and conduct of other relevant activities.	None	1 day (per agreed schedule)	Focal Person- Standards Section and Assigned technical staff from Standards Bureau
	2.2. Technical Staff shall send Confirmation Report approved by the Standards Bureau Director to the concerned Field Office after on-site assessment.  <i>*If the applicant/s falls below the set standards, the said applicant/s shall be given appropriate technical assistance on the areas needing improving. A re-assessment shall be conducted after six months.</i>	None	3 days after conduct of on-site assessment	Assigned technical staff  DSWD- Standards Bureau  Bureau Director  DSWD- Standards Bureau
<b>Issuance of Accreditation Certificate.</b> This shall be issued by the Department Secretary or his/her duly authorized representative if the applicant has qualified the accreditation standards.				
	2.3. Standards Bureau shall approve and endorse the Accreditation Certificate to the Cluster Head.	None	1 day	Bureau Director  DSWD- Standards Bureau

	2.4. Cluster Head to approve and endorse the Accreditation Certificate to the Secretary.	None	3 days	Undersecretary/ Cluster Head  DSWD- Standards and Capacity Building Group
	2.5. Secretary or his/her duly authorized representative to approve and issue the Accreditation Certificate for the qualified Social Worker.	None	3 days	DSWD Secretary or his/her duly authorized representative
	2.6. Standards Bureau to endorse the approved Accreditation Certificate to the qualified Social Worker through the Field Office.	None	2 days	Bureau Director  DSWD- Standards Bureau
3. Qualified applicant shall receive/pick-up the Accreditation Certificate from the Field Office where the application was filed.	1.1 Notify the Applicant Organization on the availability of the Certificate  1.2 Issues the Certificate of Accreditation	None	*10 minutes	Support staff from the DSWD FO- Standards Section
Total Processing Time:			20 working days	

***\*The number of minutes shall be included on the total 20 working days.***

***\*\* This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa.***