

Registration of Private Social Welfare and Development Agencies (SWDAs)

The process of assessing the applicant organization to determine whether its intended purpose is within the purview of Social Welfare and Development.

Office or Division:	DSWD Field Office – Standards Section <i>(Covering the area of operation if operating only in one (1) region)</i>	
Classification:	Complex	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	All Private Organization that intends to engage in Social Welfare and Development Activities	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. One (1) Duly Accomplished and Notarized Application Form	STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila <ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-2/Annex 1. DSWD-RLA-F001 Application Form for Registration
	2. One (1) Updated Copy of Certificate of Registration and latest Articles of Incorporation and by-laws indicating that the organization’s primary purpose is within the purview of social welfare and development issued by SEC that gives a juridical personality to a non-stock non – profit organization to operate in the Philippines	<ul style="list-style-type: none"> • Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307
	3. One (1) Copy of any of the following: <ul style="list-style-type: none"> • Handbook or Manual Operations of its programs policies and procedures to attain its purposes • Brochure 	<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 5. DSWD-RLA-F005 Brochure

<ul style="list-style-type: none"> Duly signed Work and Financial Plan for at least two (2) years 	<ul style="list-style-type: none"> https://www.dswd.gov.ph/downloads-2/Annex 9. DSWD-RLA-F009 Work and Financial Plan
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
A. Assessment Procedures for Walk-in Applicants				
STEP 1: Secure application form thru the DSWD Website/ Standards Bureau	1.1 Provides client application form, and checklist of requirements	None	*20 minutes	<i>Officer of the Day- Standards Section</i>
STEP 2: Payment Processing	2.1 Prepare Billing Statement and instructs applicant to proceed to the Cash Section for payment.	None	*5 minutes	<i>Support Staff- Standards Section</i>
	2.2 Process payment and issues Official Receipt.	₱1,000.00	*10 minutes	<i>Cash Section</i>
				<i>Support Staff of Standards Section</i>
				<i>Support Staff in charge of all incoming documents</i>
Step 3 Submit/ file application and supporting documents.	3.1 If Complete and Compliant: 1.1.1. Receive the application documents and log the receipt of application documents into the Document Tracking System (DTS); 1.1.2. Officer of the day initially review completeness of		1 day	<i>Support Staff, Standards Section Head, Assigned Technical Staff</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
	<p>documents and provide Technical Assistance if necessary;</p> <p>1.1.3. Assign the application document to one of the technical staff</p> <p>3.2 If incomplete and non-Compliant:</p> <p>1.2. If incomplete, return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance.</p>			
<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>STEP 4: Wait for the result of assessment.</p>	<p>4.1 Review the submitted documents as to completeness and compliance. The submitted complete documents must satisfy the following Criteria:</p> <p>i. Applicant must be engaged mainly or generally in Social Welfare and Development</p>	None	2 working days	<p><i>Technical Staff</i></p> <p>Standards Section- Field Office</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
	<p>Activities.</p> <p>ii. Applicant has employed a sufficient number of duly qualified staff and/or registered social workers to supervise and take charge of its social welfare and development activities and/or social work interventions in accordance with the set standards.</p> <p>iii. Applicant must submit a duly certified financial statement that at least seventy percent (70%) of its funds are disbursed for direct social work services while thirty percent (30%) of the funds are disbursed for administrative services.</p> <p>iv. The SWDA must have a financial capacity to operate for at least two (2) years.</p> <p>v. Applicant keeps record of all social development and/or welfare activities it implements.</p> <p>Note: Criteria ii, iii and v are only</p>			

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	<p><i>applicable for those organizations that are already in operation prior to application for Registration.</i></p> <p>4.2 Once the applicant Organization satisfies the prescribed requirements, the Technical Staff assessing the documents shall prepare the Confirmation Report and the Draft Certificate of Registration.</p>			
	<p>4.3 Review and approval of the Confirmation Report; endorsement for approval of the Registration Certificate.</p>	None	2 working days	<i>Technical Staff/ Section Head/ PPD-Division Chief</i>
	<p>4.4 Approval and Signing of Registration Certificate</p>	None	1 working day	<i>Regional Director</i>
<p>STEP 5: Receive the Certificate and confirmation letter.</p>	<p>5. Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means per preference</p>	None	1 working day (depending on the choice of the applicant)	<i>Support Staff in-charge of outgoing documents (Standards Bureau-Central Office/ Standards Section- Field</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
	indicated in the application form. (direct pick-up or courier)			Office)
TOTAL For Complete and Compliant:		₱1,000.00	7 working days	
For Incomplete Submission:		None	20 minutes	
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 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>	None	*10 minutes	<i>Support Staff/ Section Head (Standards Section)</i>
<p>STEP 2: Wait for the result of assessment.</p>	<p>1.1 Review the submitted documents as to completeness and compliance. The submitted complete documents must</p>	None	3 working days	<i>Technical Staff Standards Section- Field Office</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (under normal circumstance)	PERSON RESPONSIBLE
	<p>satisfy the following Criteria:</p> <ul style="list-style-type: none"> i. Applicant must be engaged mainly or generally in Social Welfare and Development Activities. ii. Applicant has employed a sufficient number of duly qualified staff and/or registered social workers to supervise and take charge of its social welfare and development activities and/or social work interventions in accordance with the set standards. iii. Applicant must submit a duly certified financial statement that at least seventy percent (70%) of its funds are disbursed for direct social work services while thirty percent (30%) of the funds are disbursed for administrative services. iv. The SWDA must have a financial capacity to 			

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	<p>operate for at least two (2) years.</p> <p>v. Applicant keeps record of all social development and/or welfare activities it implements.</p> <p>Note: Criteria ii, iii and v are only applicable for those organizations that are already in operation prior to application for Registration.</p> <p>2.2 If found incomplete or non-compliant, draft an Acknowledgement Letter containing the checklist of requirements to be secured or accomplished. This shall be signed by the Regional Director and shall be sent to the applicant agency together with all the documents submitted.</p>			
<p>STEP 3: Settle the required processing fee.</p>	<p>3. If found compliant, notify the Applicant Organization that they have to settle their processing fee.</p> <p>3.1 Inform the applicant organization that the processing of</p>	<p>₱1,000.00</p>	<p>*10 minutes</p>	<p><i>Technical Staff and Support Staff</i></p> <p>Standards Section- Field Office)</p>

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	<p>the application shall start once they have paid the required fees and provided the Standards Bureau the copy of the Official Receipt.</p> <p>Note: The processes shall only take place once the applicant organization settle its payment.</p>			
<p>STEP 4: Provide the DSWD Standards Section the copy of the Official Receipt (OR)</p>	<p>4.1 Acknowledge the copy of Official Receipt from the Organization.</p>	<p>None</p>	<p>*10 Minutes</p>	<p><i>Support Staff in-charge of incoming documents / Standards Section- Field Office</i></p>
<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>STEP 5: Wait on the result of assessment.</p>	<p>Review and approval of the Confirmation Report; endorsement for approval of the Registration Certificate.</p>	<p>None</p>	<p>2 working days</p>	<p><i>Technical Staff/ Section Head/ Division Chief/ Bureau Director</i></p>
	<p>Approval and Signing of Registration Certificate</p>	<p>None</p>	<p>2 working day</p>	<p><i>Undersecretary Supervising the Standards Bureau (Central Office)/ Regional</i></p>

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				Director (Field Office)
STEP 7: Receive the Certificate and confirmation letter.	Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means per preference indicated in the application form. (direct pick-up or courier)	None	1 working day (depending on the choice of the applicant)	<i>Support Staff in-charge of outgoing documents</i> (Standards Bureau-Central Office/ Standards Section- Field Office)
TOTAL For Complete and Compliant:		₱1,000.00	7 working days	
For Incomplete Submission:		None	3 working days	

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