

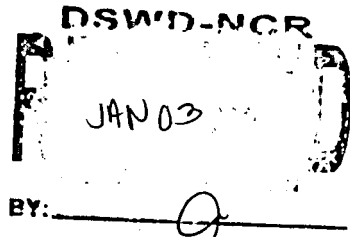
Department of Social Welfare and Development
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart

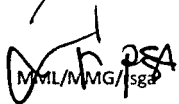
DATE : December 28, 2017



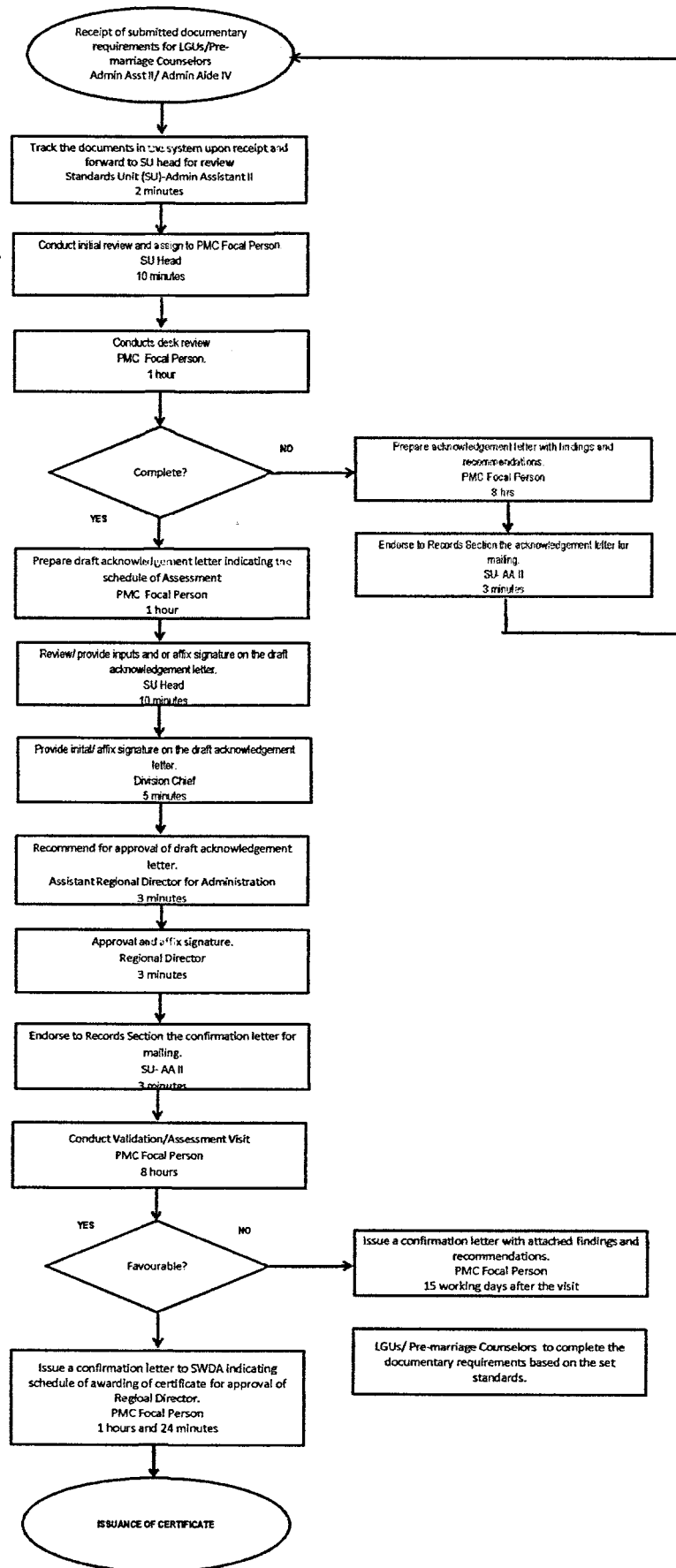
This is to share with you the approved BPRA and Process Flow Chart of Standards Unit on the Application for Accreditation of Pre-Marriage Counselors as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

For your information and guidance.


VINCENT ANDREW T. LEYSON


MML/MMG/SGA

Process Flow Chart on Application for Accreditation of Pre- Marriage Counselors



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

National Capital Region

Legarda, Manila

**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS OF STANDARDS UNIT
FOR PRE MARRIAGE-COUNSELING (PMC) ACCREDITATION**

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
1. Receipt of PMC application / documents;	SU- AAI	1 minute	Tracked application Documents	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
2. Forward receipt of the application /documents to SU Head;	SU- AAI	1 minute	Tracked application Documents	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
3. Initial review of application/documents and assign the application to SWO II;	Head, Standards Unit	5 minutes	Assigned PMC application/ documents for Initial desk review	AO 14 series of 2009	None	Ball-pen, paper	Assessment
4. Forward Initially reviewed documents to SU- AAI for tracking;	SU- AAI	1 minute	Tracked documents with inputs/ directives	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
5. Forward Initially reviewed document to SWO II;	SU- AAI	1 minute	Tracked documents assigned to SWO II	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
6. Receipt and Initial desk review of documents;	Social Welfare Officer II	30 minutes	Filled-out checklist of requirements with or without lacking docs for compliance	AO 14 series of 2009	Checklist of Requirements	Ball-pen, paper	Organization
7. Prepare draft acknowledgement letter indicating the findings on the submitted documents and schedule of visit;	Social Welfare Officer II	30 minutes	Draft acknowledgement letter	AO 14 series of 2009	Microsoft Word	Computer, paper, pen and printer	Organization
8. Forward draft acknowledgement letter to SU-AAI for tracking;	Social Welfare Officer II	1 minute	Tracked the draft acknowledgement letter	AO 14 series of 2009	Microsoft Excel	Computer, paper, pen and printer	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
9. Forward draft acknowledgement letter to SU Head for comments/ inputs and initial;	SU- AAI	1 minute	Tracked the draft acknowledgement letter	AO 14 series of 2009	Microsoft Excel	Computer, paper, pen and printer	assessment
10. Review and provide inputs on the draft acknowledgement letter; if with comments, proceed to task no. 10.1 10.1 If without comments, proceed to task no. 11	Head, Standards Unit	10 minutes	Reviewed the draft acknowledgement letter with comments/ inputs or initial	AO 14 series of 2009	Microsoft Excel	Computer, paper, pen and printer	assessment
10.1 Return the reviewed acknowledgement letter to SU- AAI for tracking;	Head, Standards Unit	1 minute	Tracked the draft acknowledgement letter with comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.2 Return the reviewed acknowledgement letter to assigned staff;	SU- AAI	1 minute	Tracked the draft acknowledgement letter with comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.3 Enhancement of the acknowledgement letter;	Social Welfare Officer II	5 minutes	Enhanced the draft acknowledgement letter based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.4 Forward enhanced draft acknowledgement letter to SU-AAI for tracking;	Social Welfare Officer II	1 minute	Tracked the enhanced draft acknowledgement letter based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.5 Forward enhanced draft acknowledgement letter to SU Head for review and initial;	SU- AAI	1 minute	Tracked the enhanced draft acknowledgement letter based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
10.6 Review of the enhanced draft acknowledgement letter for initial;	Head, Standards Unit	5 minutes	Reviewed draft acknowledgement letter for Inputs/ comments or Initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
11. Forward the signed draft acknowledgement letter to SU-AAII for tracking;	Head, Standards Unit	1 minute	Tracked the draft acknowledgement letter with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
12. Endorse signed draft acknowledgement letter to the Division Chief's Office;	SU- AAII	1 minute	Tracked the draft acknowledgement letter with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
13. Receipt and forward the draft acknowledgement letter from SU to Division Chief;	DC-AAIV	1 minute	Tracked the draft acknowledgement letter with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14. Review and affix initials on the draft acknowledgement letter; 14.1 If with comments, proceed to task no. 15 14.2 If without comments, proceed to task no. 15	Division Chief, IDD	10 minutes	Reviewed draft acknowledgement letter for inputs/ comments or Initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
14.1 Return the reviewed acknowledgement letter to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement letter with inputs/comments of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
14.2 Return the reviewed acknowledgement letter to SU-AAII;	DC-AAIV	1 minute	Tracked the draft acknowledgement letter with inputs/comments of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
15. Forward signed acknowledgement letter to DC-AAIV for tracking;	Division Chief, IDD	1 minute	Tracked the draft acknowledgement letter with initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
16. Endorse signed acknowledgement letter to ARDA-AAI for tracking;	DC-AAIV	1 minute	Tracked the draft acknowledgement letter with initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
17. Forward the signed acknowledgement letter to ARDA;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter with initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
18. Review and affix signature on the acknowledgement letter; If with comments, proceed to task no. 18.1 18.1 If without comments, proceed to task no. 19	ARDA	5 minutes	Reviewed draft acknowledgement letter for inputs/ comments or initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
18.1 Return the reviewed acknowledgement letter to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement letter with inputs/comments of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
18.2 Return the reviewed acknowledgement letter to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter with inputs/comments of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
19. Forward signed acknowledgement letter to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft acknowledgement letter with initial of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
20. Forward signed acknowledgement letter to SU-AAII;	ARDA-AAI	1 minute	Tracked the draft acknowledgement letter with initial of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
23. Endorsed signed acknowledgement letter to RD-AAII;	SU- AAI	1 minute	Tracked the final acknowledgement letter with initial of ARDA for logo	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
24. Review and approval of the acknowledgement letter;	Regional Director	5 minutes	Tracked the final acknowledgement letter to SWDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
25. Forward approved acknowledgement letter to RD-AAII for tracking;	Regional Director	1 minute	Tracked the acknowledgement letter to SWDA signed by RD	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
26. Endorsed approved acknowledgement letter to SU-AAII;	RD-AAII	1 minute	Tracked the acknowledgement letter to SWDA signed by RD	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
27. Forward of acknowledgement letter to Records Section;	SU-AA II	1 minute	Tracked the acknowledgement letter to SWDA signed by RD	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
VALIDATION AND OCULAR INSPECTION							

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
28. Conduct of ocular inspection and validation visit;	Social Welfare Officer II	1 day	Visited area as basis of assessment report for issuance of Accreditation Certificate	AO 14 series of 2009	none	Ball-pen, paper	Analytical Thinking
29. Preparation of assessment report, confirmation letter and Accreditation Certificate;	Social Welfare Officer II	1 day	Draft assessment report, confirmation letter and Accreditation Certificate	AO 14 series of 2009	Microsoft Word	Computer, ball-pen, paper	Technical Writing and Assessment
30. Forward draft assessment report, confirmation letter and Accreditation Certificate to SU-AAll for tracking;	SU- AAll	1 minute	Tracked the assessment report, confirmation letter and Accreditation Certificate	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
31. Forward draft assessment report, confirmation letter and Accreditation Certificate to SU Head;	SU- AAll	1 minute	Tracked the assessment report, confirmation letter and Accreditation Certificate for review and Inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
32. Review and affix signature on the draft assessment report, confirmation letter and Accreditation Certificate; if with comments, proceed to task no.32.1 If without comments, proceed to task no. 33	Head, Standards Unit	5 minutes	Reviewed the draft assessment report, confirmation letter and Accreditation Certificate with comments/inputs or initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
32.1 Return the reviewed assessment report, confirmation letter and Accreditation Certificate to SU- AAll for tracking;	Head, Standards Unit	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
32.2 Return the reviewed assessment/ validation report and confirmation letter to assigned SWO II;	SU- AAll	1 minute	Tracked the draft assessment/ validation report and confirmation letter with comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
32.3 Enhancement of the assessment report, confirmation letter and Accreditation Certificate;	Social Welfare Officer II	30 minutes	Enhanced the draft assessment report, confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
32.4 Forward enhanced draft assessment report, confirmation letter and Accreditation Certificate report to SU-AAII for tracking;	SWO II	1 minute	Tracked the enhanced draft assessment report, confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
32.5 Forward enhanced draft assessment report, confirmation letter and Accreditation Certificate from SU-AAII to SU Head for review and Initial;	SU- AAII	1 minute	Tracked the enhanced draft assessment report, confirmation letter and Accreditation Certificate based on the comments/inputs of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
32.6 Review and affix signature on the enhanced draft assessment report, confirmation letter and Accreditation Certificate;	Head, Standards Unit	10 minutes	Reviewed draft assessment report, confirmation letter and Accreditation Certificate for inputs/ comments or Initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
33. Forward the signed assessment report, confirmation letter and Accreditation Certificate to SU-AAII for tracking;	Head, Standards Unit	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
34. Endorse the signed assessment report, confirmation letter and Accreditation Certificate to the Division Chief's Office;	SU- AAII	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
35. Forward the signed assessment report, confirmation letter and Accreditation Certificate to Division Chief;	DC-AAIV	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of SU Head	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
36. Review and affix signature on the assessment report, confirmation letter and Accreditation Certificate; If with comments, proceed to task no.36.1 If without comments, proceed to task no. 37	Division Chief, IDD	5 minutes	Reviewed draft assessment report, confirmation letter and Accreditation Certificate for inputs/ comments or initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
36.1 Return the reviewed assessment report, confirmation letter and Accreditation Certificate to DC-AAIV;	Division Chief, IDD	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with inputs/comments of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
36.2 Return the reviewed assessment report, confirmation letter and Accreditation Certificate to SU-AAII;	DC-AAII	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with inputs/comments of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
37. Forward the signed assessment report, confirmation letter and Accreditation Certificate to DC-AAII for tracking;	Division Chief, IDD	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
38. Endorse signed assessment report, confirmation letter and Accreditation Certificate to ARDA-AAI for tracking;	DC-AAIV	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with Initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
39. Forward the signed assessment report, confirmation letter and Accreditation Certificate to ARDA;	ARDA-AAI	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of DC	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
40. Review and affix signature on the assessment report, confirmation letter and Accreditation Certificate; If with comments, proceed to task no. 40.1 40.1 If without comments, proceed to task no. 41	ARDA	5 minutes	Reviewed draft assessment report, confirmation letter and Accreditation Certificate for inputs/ comments or Initial	AO 14 series of 2009	None	Paper and Pen	Analytical Thinking
40.1 Return the reviewed assessment report, confirmation letter and Accreditation Certificate to the ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with inputs/comments of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
40.2 Return the reviewed assessment report, confirmation letter and Accreditation Certificate to SU-AAI;	ARDA-AAI	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with inputs/comments of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
41. Endorse the signed assessment report, confirmation letter and Accreditation Certificate to ARDA-AAI for tracking;	ARDA	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
42. Forward the signed assessment report, confirmation letter and Accreditation Certificate to SU-AAI for tracking;	ARDA-AAI	1 minute	Tracked the draft assessment report, confirmation letter and Accreditation Certificate with initial of ARDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization

TASK	RESPONSIBLE PERSON	TIME FRAME	OUTPUT	POLICY	APPLICATION	MATERIAL/INFRA	COMPETENCY
43. Forward the signed assessment report, confirmation letter and Accreditation Certificate from ARDA to SWO II for logo;	SU- AAll	1 minute	Tracked the final assessment report, confirmation letter and Accreditation Certificate with initial of ARDA for logo	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
44. Forward the assessment report, confirmation letter and Accreditation Certificate to SU-AAll for tracking;	SU- AAll	1 minute	Tracked the final assessment report, confirmation letter and Accreditation Certificate to SWDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
45. Forward the assessment report, confirmation letter and Accreditation Certificate to the Regional Director's office;	SU- AAll	1 minute	Tracked the final assessment report, confirmation letter and Accreditation Certificate to SWDA	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
46. Forward the assessment report, confirmation letter and Accreditation Certificate from RD-AAll to RD for approval and signature;	RD-AAll	1 minute	Tracked the assessment report, confirmation letter and Accreditation Certificate	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
47. Forward the signed assessment report, confirmation letter and Accreditation Certificate to RD-AAll for tracking;	RD	1 minute	Tracked the signed assessment report, confirmation letter and Accreditation Certificate	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
48. Forward the signed assessment report, confirmation letter and Accreditation Certificate to SU-AAll for tracking;	RD-AAll	1 minute	Tracked the assessment report, confirmation letter and Accreditation Certificate signed by the Regional Director	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
49. Forward the signed assessment report, confirmation letter to LGUs through Records Section;	SU AA II	5 minutes	Tracked the signed assessment report, confirmation letter	AO 14 series of 2009	Microsoft Excel	Computer, Log book, ball-pen, Stamp pad	Organization
50. Endorsement of Accreditation Certificate to the Pre-Marriage Counselors.	Social Welfare Officer II	20 minutes	Issued the Accreditation Certificate	AO 14 series of 2009	none		