

**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 of Marillac Hills on Case Management

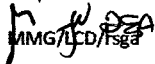
**DATE :** June 6, 2018

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This is to share with you the approved BPRA and Process Flow Chart of Marillac Hills on Case Management as per result of the Technical Assistance Session on the Preparation of Business Process and Requirements Analysis and Process Flow Chart held on February 13, 2018 at Marillac Hills and inputs/comments of Social Welfare Specialist for Youth.

For your information and guidance.

  
VINCENT ANDREW T. LEYSON

  
MMG/LCD/PSA

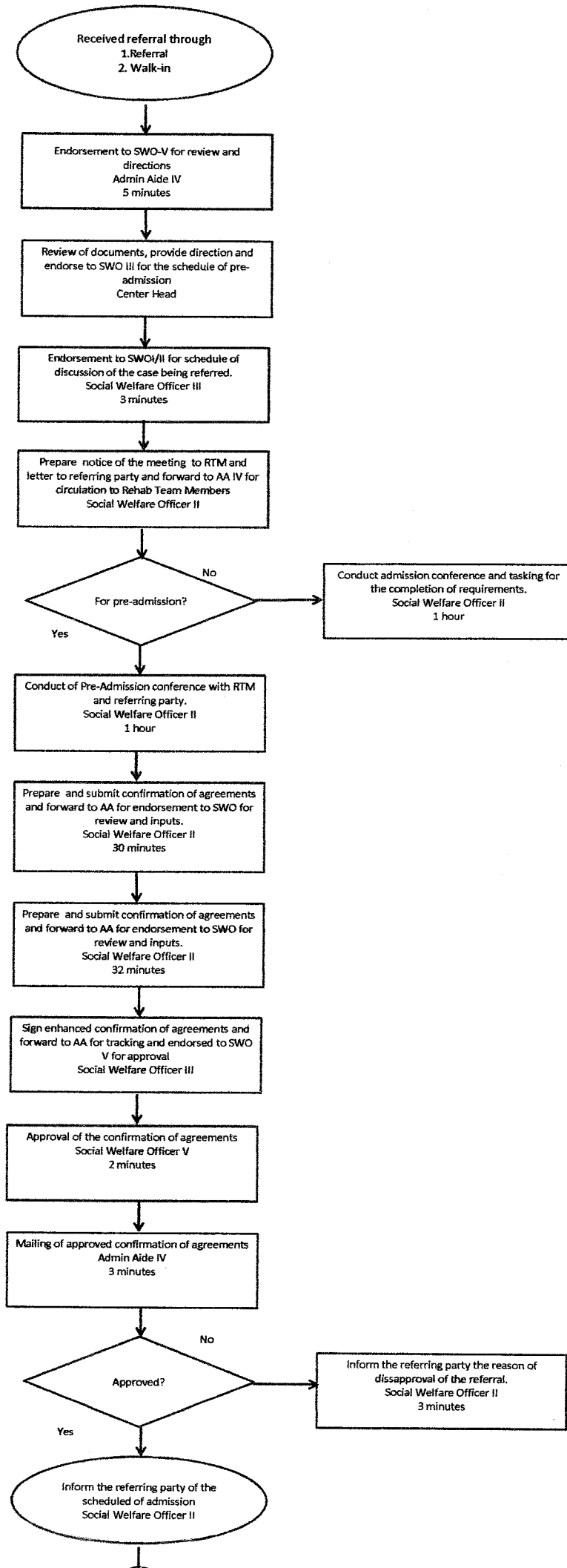
RECORDS MANAGEMENT SECTION

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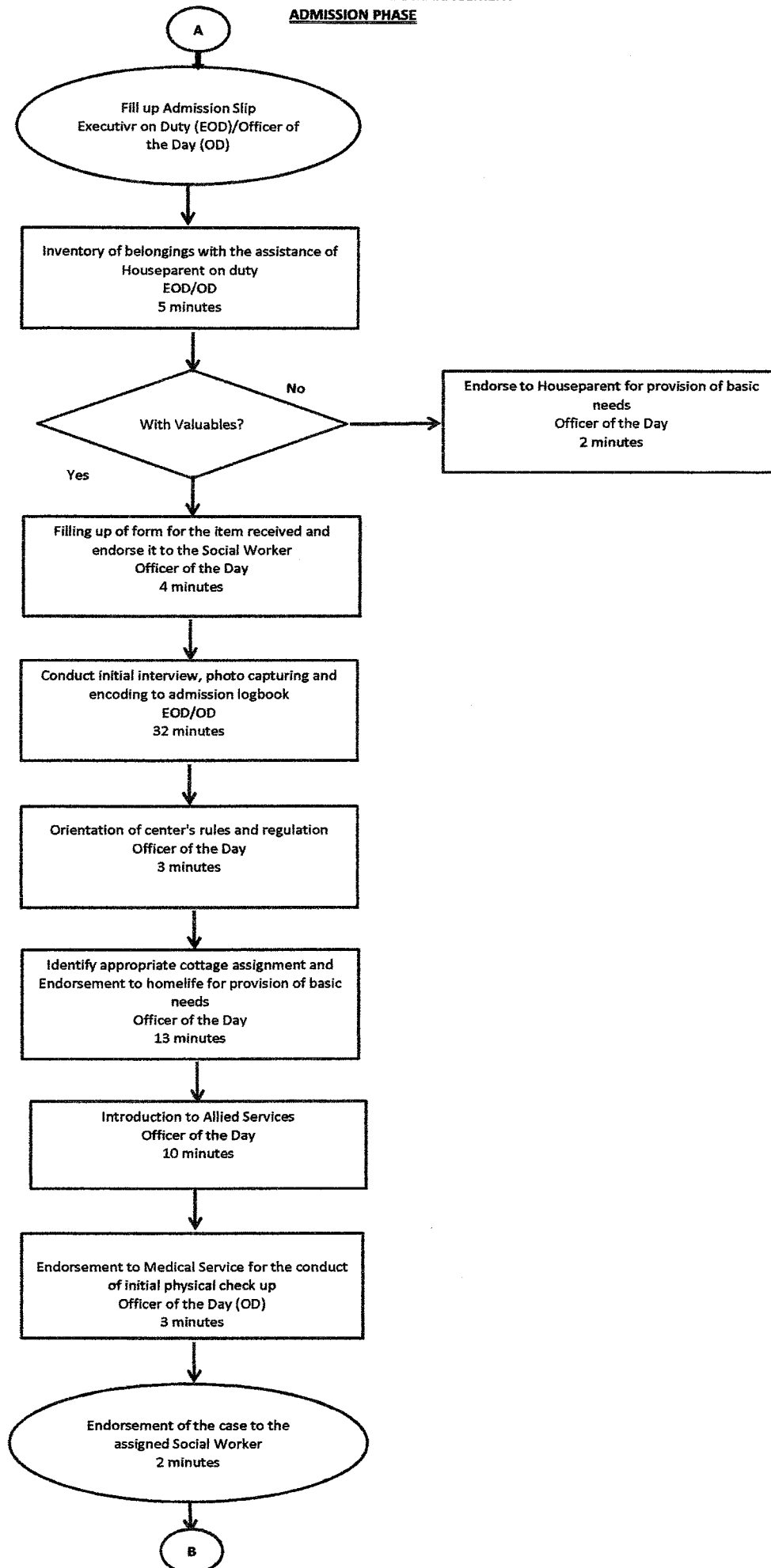
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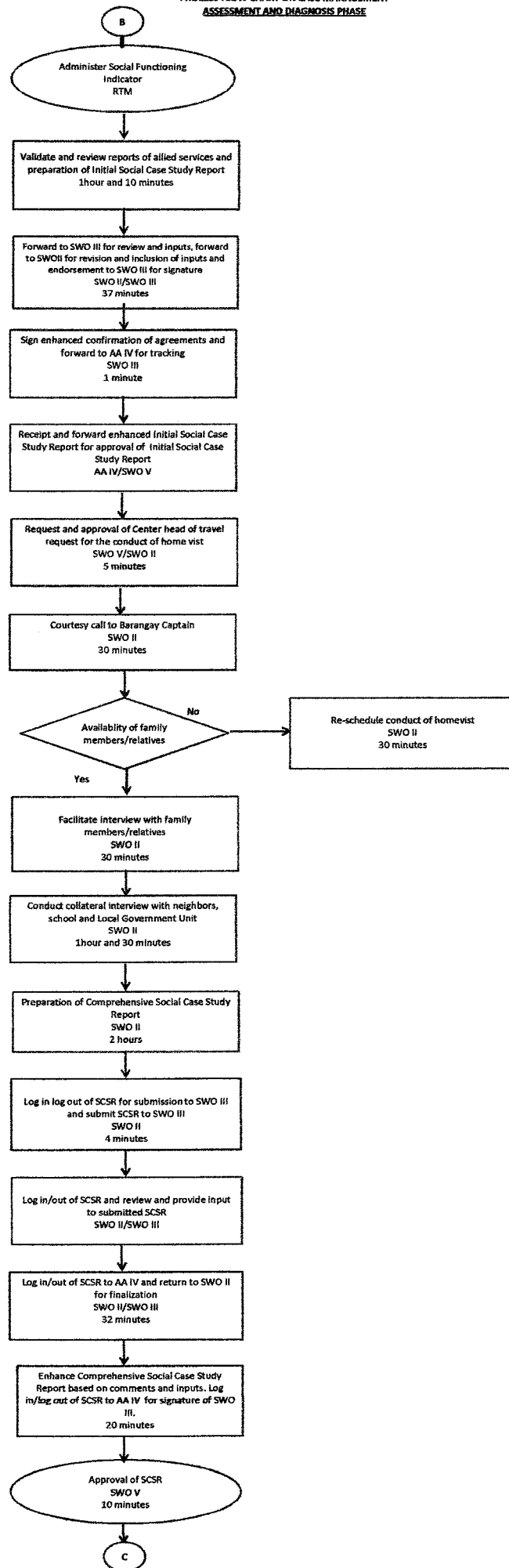
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National Capital Region  
MARILLAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
PRE-ADMISSION PHASE



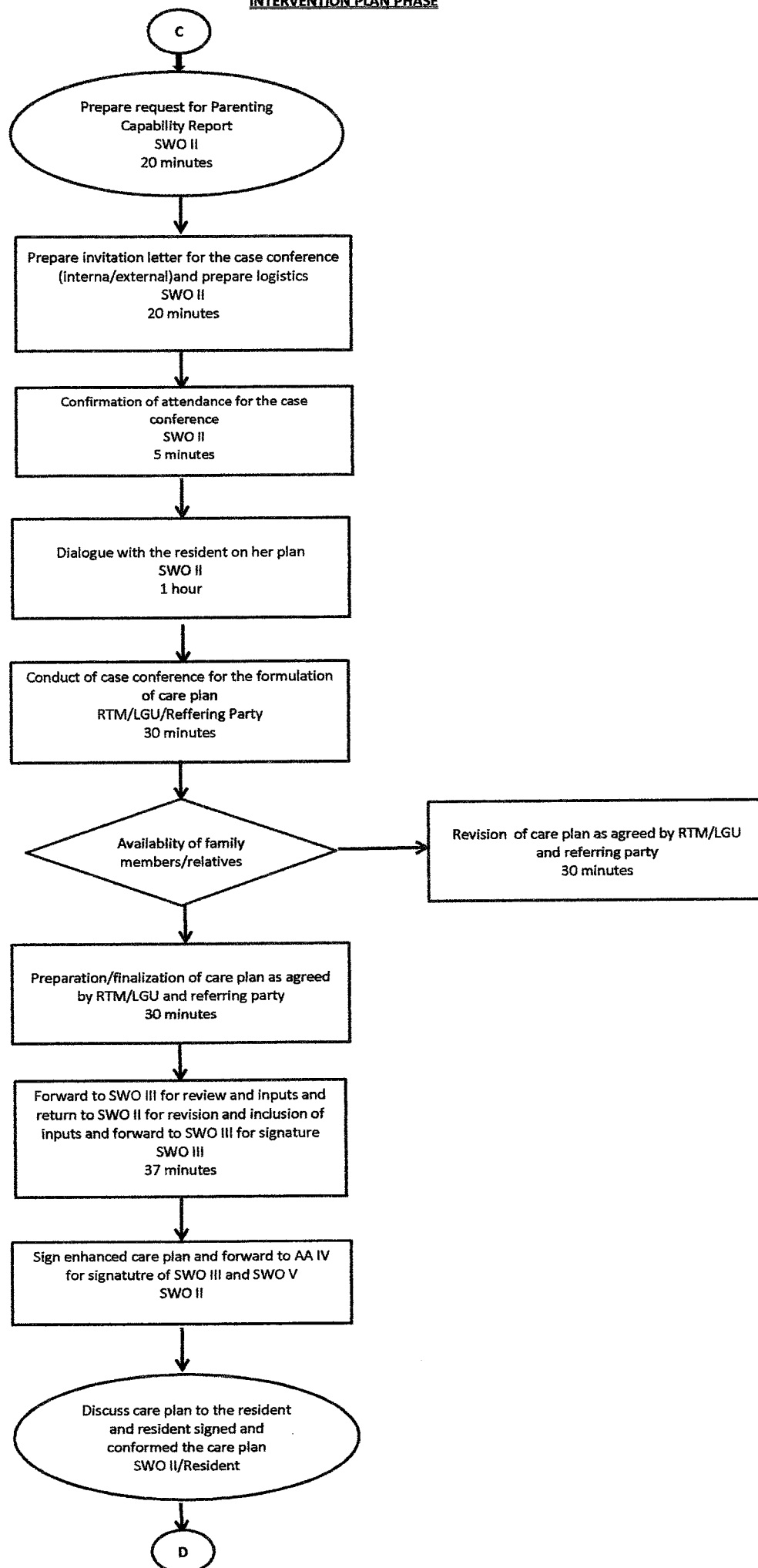
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National Capital Region  
MARILLAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
ADMISSION PHASE



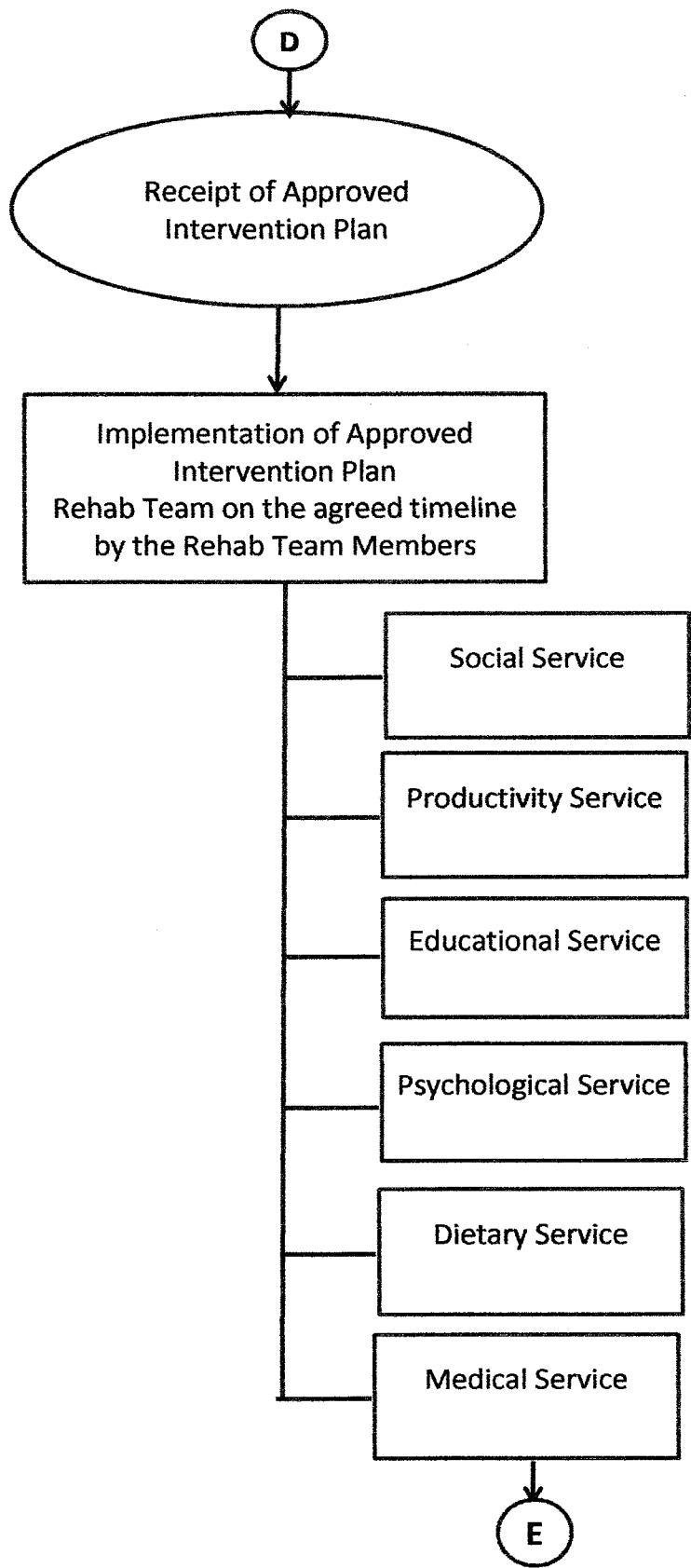
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National Capital Region  
MARILLAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
ASSESSMENT AND DIAGNOSIS PHASE



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region  
MARILLAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
INTERVENTION PLAN PHASE

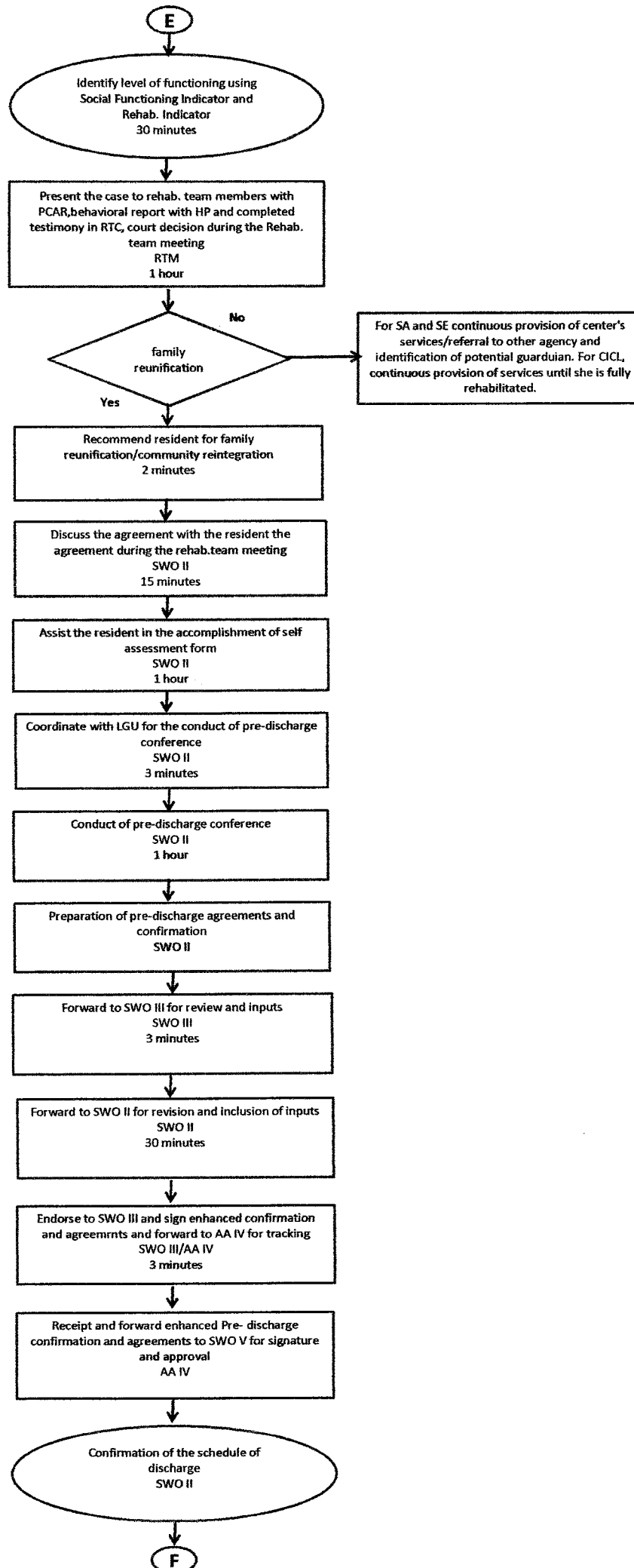


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region  
**MARILLAC HILLS**  
**PROCESS FLOW CHART ON CASE MANAGEMENT**  
**IMPLEMENTATION OF INTERVENTION PLAN PHASE**

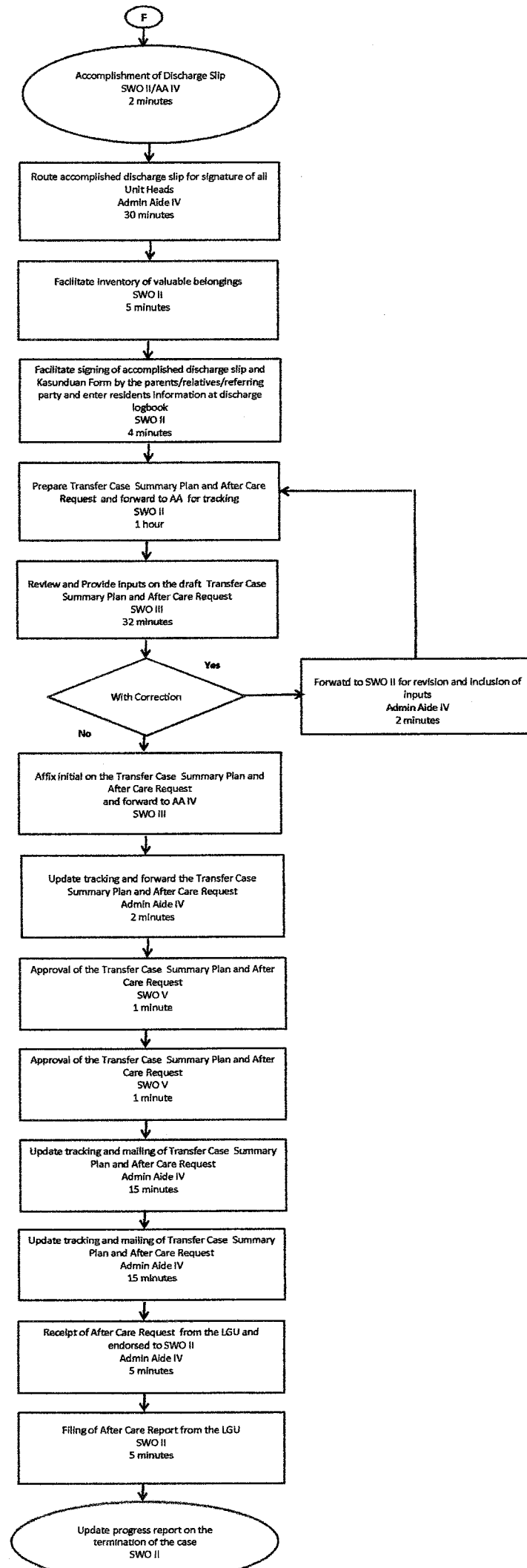


*Note: With Separate BPRA and Flow Chart for each Services*

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region  
MARILLAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
MONITORING AND EVALUATION PHASE



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
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MARILAC HILLS  
PROCESS FLOW CHART ON CASE MANAGEMENT  
POST RESIDENTIAL PHASE





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region  
**MARILLAC HILLS**  
**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**  
**CASE MANAGEMENT**

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
	<b>CASE MANAGEMENT</b>								
	<b><u>BPPA for Pre-Admission of Referral</u></b>								
1	Received referral through mail (walk in)	Admin Aide-IV	1min	Acknowledgement of docs and advise for compliance of lacking documents if necessary.		none	Computer, logbook, pen, broadband	Computer literacy, communication	
2	Endorsement to SWO-V for review and directions	AA-IV	5min	Reviewed with inputs			pen, paper, folder	clerical skills	
3	Review of documents, provide direction and endorse to SWO III for the schedule of pre-admission	SWO-V	2mins	Complete Referral requirements			pen, paper, folder	Assessment, decision making	
4	Endorsement to SWO/II for schedule of discussion of the case being referred.	SWO III	3mins	Received documents			pen, paper, folder	Assessment, decision making	
5	Prepare notice of the meeting to RTM and letter to referring party.	SWO II	3mins	Signed memo for sched meeting			computer, paper, pen, phone	Technical/communication writing	
6	Circulate notice of the meeting for pre-ad	AA-IV	10mins	Approved notice of the meeting			paper, pen	Coordination	
7	In cases of no need for pre-admin, conduct admission conference and tasking for the completion of requirements.	SWO II	1 hour	Confirmation of agreement			Logbook, pen, paper	Decision making, facilitation skills	
8	If for pre admission, Conduct of Pre-Admission conference with RTM and referring party	SWO II	1 hour	Confirmation of agreement			Logbook, pen, paper	Decision making, facilitation skills	
9	Prepare and submit confirmation of agreements.	SWO II	30 mins	Draft Confirmation of agreement	Manual of		computer, paper, pen, phone	Technical/communication writing	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy Operation (MOO)	Application	Material/Infra	Competency	Remarks
10	Forward to SWO III for review and inputs	AA-IV	2	Endorsed Confirmation of agreements with inputs			computer, paper, pen, phone	Technical/communication writing	
11	Review and provide inputs on the draft confirmation of agreements	SWO III	5 mins	Confirmation of agreements with inputs			computer, paper, pen, phone	Technical/communication writing	
12	Forward to SWO IIII for revision and Inclusion of inputs	SWO II	30 mins	Enhanced Confirmation of agreement			computer, paper, pen, phone	Technical/communication writing	
13	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Confirmation of agreement			logbook, pen, paper	clerical skills	
14	Sign enhanced confirmation of agreements and forward to AA for tracking	SWO III	1 min	Signed Confirmation of Agreement			pen	Decision making	
15	Receipt and forward enhanced confirmation of agreement to SWO V for approval	AA-IV	1 min	Endorsed Confirmation of agreements			logbook, pen, paper	clerical skills	
16	Approval of the confirmation of agreements	SWO V	1 min	Approved Confirmation of Agreements			pen	Decision making	
17	Mailing of approved confirmation of agreements	AA-IV	3 mins	Mailed Confirmation of Agreements			Computer, broadband	Writing skills, computer literacy	
18	If for admission, inform the referring party of the scheduled of admission	SWO	3mins	Referring party is informed of the meeting			paper, pen, phone	Communication/networking skills	
19	If not inform the referring party the reason of disapproval of the referral.	SWO	5 mins	Approved letter of disapproval			paper, pen, phone	Communication/networking skills	
	<b>BPRA for Admission of client</b>								
1	Fill up admission slip	EOD/OD	5mins	Accomplished admission slip			Admission Slip Form	Writing skills	
2	Inventory of belongings with the assistance of Houseparent on duty	EOD/OD	5mins	Logged to in inventory of belongings & admission slip			logbook & admission slip	Writing skills	
3	If with valuables, safe keep with SWO, if No, endorse to Houseparent for sakekeeping	EOD/OD	2mins	Secured client's valuables			Vault	Management of Valuables	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
4	Record valuables to logbook	EOD/OD	2mins	Valuables recorded	Manual of Operation (MCO)		Logbook, pen	Management of Valuables	
5	Conduct of initial interview	EOD/OD	30 mins	Intake form/GIS filled up			Intake sheet	Interviewing Skill	
6	Photo capturing	OD	1min	Photo captured for printing			Photo paper, camera, printer	Photo capturing	
7	Encode to admission logbook	OD	1min	Encoded to admission logbook			Admission Log book	Writing skills	
8	Orientation of center's rules and regulation	OD	5mins	client oriented on house rules			Orientation materials	Orientation skills	
9	Identify appropriate cottage assignment	OD	3mins	Inform HP on duty			Inventory of cottage	Consultation skills	
10	Endorsement to homelife for provision of basic needs	OD	10mins	Cottage Assignment			Admission Kit	Coordination	
11	Introduction to allied services	OD	10mins	Admission slip signed by unit heads			Admission slip, pen	Coordination	
12	Endorsement to Medical Service for the conduct of initial physical check up	OD	5mins	Vital signs recorded			Admission slip, pen	Coordination	
	<b>Diagnosis/Assessment of the Case Phase</b>								
1	Administer Social Functioning Indicator	Rehab Team Members	30mins.	SFI Form completed with assessment	Time-bound case management		SFI Form	Assessment skills	
2	Validate and review of allied initial reports	RTM's	10mins.	Consolidated data gathered from the different services			Pen & paper, Service Form, IPE, IPA, Anecdotal report	Assessment skills	
3	Prepare Initial Social Case Study Report	SWO II	1hr	Draft Initial Social Case Study Report		Microsoft	Computer, paper, pen	Technical/communication writing	
4	Forward to SWO III for review and Inputs	SWO III	5 mins	Initial Social Case Study Report			computer, paper, pen, phone	Technical/communication writing	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy (TBCM)	Application	Material/Infra	Competency	Remarks
5	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced Initial Social Case Study Report			computer, paper, pen, phone	Technical/communication writing	
6	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Initial Social Case Study Report			logbook, pen, paper	clerical skills	
7	Sign enhanced confirmation of agreements and forward to AA for tracking	SWO III	1 min	Signed Initial Social Case Study Report			pen	Decision making	
8	Receipt and forward enhanced Initial Social Case Study Report to SWO V for approval	AA-IV	1 min	Endorsed Initial Social Case Study Report			logbook, pen, paper	clerical skills	
9	Approval of the Initial Social Case Study Report	SWO V	1 min	Approved Initial Social Case Study Report	Guideline on travel		pen	Decision making	
10	Request for approval of travel request for the conduct of home visit	SWS	2min	travel request was approved by CH			TR Form		
11	Center Head approval of travel request	SWS	3min	actual travel			TEV CA	Networking	
12	Courtesy call to Barangay Captain	SWS	30min	provided assistance by LGU located family			Pen & paper	Interviewing skill, Assessment Skill	
13	Conduct of home visit to client family								
14	If family members are not available, reschedule of home visit								
15	If yes, facilitate interview with family members	SWS	30min	Information gathered from the family			pen,paper	Interviewing skill, Family Assessment Skill	
16	Conduct collateral interview with neighbor	SWS	30min	Information gathered from neighbor			pen,paper	Communication Skill	
17	Conduct collateral interview with School	SWS	30min	Information gathered from school			pen,paper	Interviewing skill, Family Assessment Skill	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
18	Conduct collateral interview with LGU	SWS	30min	Information gathered from LGU	Manual of Operation (MOO)		pen, paper	Interviewing skill, Family Assessment Skill	
19	Prepare Comprehensive Social Case Study Report	SWS	2hrs	consolidated data gathered from the different stakeholders		MS Word	PC, paper	Computer Skill	
20	Log in log-out of SCSR for submission to supervisor	SWS	2min	recorded transmittal of document			Log Book	Recording Skill	
21	Submit SCSR to supervising social worker	SWS	2min	Review SCSR with input and correction					
22	Log-in/out of SCSR	SWS	2min	recorded transmittal of document					
23	Review & provide input of submitted SCSR	SWOIII	30min	Review SCSR with input and correction				Assessment skills	
24	Log-in/out of SCSR to AA	SWS	2min	recorded transmittal of document					
25	Return to SWO II for finalization of SCSR	SWOIII	30min	SCSR edited for a comprehensive case study report				Technical Writing & Assessing Skill	
26	Approval of SCSR	Center Head	10mins.	Signed SCSR			SCSR & Pen	Technical Writing & Assessing Skill	
<b>INTERVENTION PLAN PHASE</b>									
1	Request for Parenting Capability Assessment Report	SWS	20Min	identified target date for conference	LGU Code	MS Word	Computer, Printer, Paper,	Technical Writing Skill	
2	Prepare invitation letter for the case conference (External/Internal)	SWS	10min	drafted invitation letter		MS Word	Computer, Printer, Paper,	Technical Writing Skill	
3	Prepare logistical requirements (venue, meals, etc.)	SWS	10min	arranged venue, meal prepared			Snacks	Organizing	
4	Confirmation of attendance for the case conference	SWS	5min	receipt of confirmation through letter or phone call			Computer, Printer, Paper, pen, paper	Technical Writing & Communication	
5	Dialogue with the resident on her plan	SWS	1 hour	Captures resident's plan				Documentation skills	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
6	Conduct case conference for the formulation of care plan	RTM,LGU, Referring Party	30 min	Minutes of the conference	Manual of Operation (MOO)	MS Word	Computer, Printer	Technical Writing Skill	
7	Preparation/finalize care plan as agreed by RTM,LGU and Referring Party	SWS/client	30min	drafted treatment plan		MS Word	Computer, Printer, Paper	Technical Writing Skill	
8	Forward to SWO III for review and inputs	SWO III	5 mins	Draft Care Plan			computer, paper, pen, phone	Technical/communication writing	
9	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced Care Plan			computer, paper, pen, phone	Technical/communication writing	
10	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Care Plan			logbook, pen, paper	clerical skills	
11	Sign enhanced Care Plan and forward to AA for tracking	SWO III	1 min	Signed Care Plan			pen	Decision making	
12	Receipt and forward enhanced Care Plan to SWO V for approval	AA-IV	1 min	Endorsed Care Plan			logbook, pen, paper	clerical skills	
13	Approval of the Care Plan	SWO V	1 min	Approved Care Plan			pen	Decision making	
14	Discuss the care plan to the client	SWS/client	15min	client affirmed treatment plan			Accomplished CP	Planning skill	
15	Resident signed/conformed the Care Plan	SWS	2min	signed treatment plan					
<b>IMPLEMENTATION OF INTERVENTION PLAN</b>									
<b>A. Conduct of Group Work Activity</b>									
1	Review Social Functioning Indicator (SFI) for identification of need	SWO II	1 hour	List of needs			SFI, pen, paper	Assessment	
2	List of identified residents for group work activity	SWO II	20 mins	List of participants			Pen, paper	Writing skills	
3	Preparation of activity design, logistical requirements and schedule of activity	SWO II	3 hours	Draft Activity Design		Microsoft Office	Pen, paper, computer, other materials	Technical/communication writing	
4	Forward to SWO III for review and inputs	SWO III	5 mins	Draft Activity Design			computer, paper, pen, phone	Technical/communication writing	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
5	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced Activity Design	Manual of Operation (MOO)		computer, paper, pen, phone	Technical/communication writing	
6	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Activity Design			logbook, pen, paper	clerical skills	
7	Sign enhanced Activity Design and forward to AA for tracking	SWO III	1 min	Signed Activity Design			pen	Decision making	
8	Receipt and forward enhanced Activity Design to SWO V for approval	AA-IV	1 min	Endorsed Activity Design			logbook, pen, paper	clerical skills	
9	Conduct of group work activity	SWO V	1 hour	Approved Activity Design			pen	Decision making	Once a month
10	Preparation of documentation	SWO II	1 hour	Documentation Report		Microsoft Office	Pen, paper, computer, other materials	Technical/communication writing	
11	Filing of documentation report	SWO II	2 mins	Filed documentation report			Filing Cabinet	Record Keeping	
	<b>B. Completion of Requirements</b>								
12	Prepare reiteration letter for the copy of PCAR, Birth Certificate, Form 137, medical report and other legal documents.	SWO II	30 mins	Draft letter		Microsoft Office	Pen, paper, computer, other materials	Technical/communication writing	
13	Forward to SWO III for review and inputs	SWO III	5 mins	Draft letter			computer, paper, pen, phone	Technical/communication writing	
14	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced letter			computer, paper, pen, phone	Technical/communication writing	
15	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced letter			logbook, pen, paper	clerical skills	
16	Sign enhanced letter and forward to AA for tracking	SWO III	1 min	Signed letter			pen	Decision making	
17	Receipt and forward enhanced letter to SWO V for approval	AA-IV	1 min	Endorsed letter			logbook, pen, paper	clerical skills	
18	Mailing/sending of approved letter to concerned agency	AA-IV	3 mins	Mailed letter			logbook, pen, paper, computer, broadband	clerical skills	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
19	Receipt of documents for filing and endorsed to assigned SWO II	AA-IV	3 mins	Stamped received documents			stamp, pen	clerical skills	
20	Filing of documents	SWO II	3 mins	Filed documents			Filing cabinet, folderm	clerical skills	
	<b>C. Court Hearing</b>								
21	Assist/ escort the resident for legal briefing	SWO II	4 hours	Prepared resident for the hearing			Copy of Sworn Statement	Basic knowledge on legal proceedings	
22	Prepare resident for the schedule of hearing through individual session	SWO II	1 hour	Prepared resident for the hearing			Copy of Sworn Statement	Basic knowledge on legal proceedings, counseling	
23	Assist/ escort the resident for court hearing	SWO II	4 hours	Prepared resident for the hearing, signed court hearing attendance sheet			Copy of Sworn Statement	Basic knowledge on legal proceedings	Court appearances depends on court schedule
24	Provide counseling to the resident after attendance to court hearing.	SWO II	1 hour	Counseled resident				counseling skills	
25	Prepare progress report/notes of the resident	SWO II	1 hour	Draft progress note/report			pen, paper	writing skills	
26	If SA/SE, prepare progress notes for reference of discharge.	SWO II	1 hour	Progress Notes	Manual of Operation (MOO)		pen/paper	Technical/communication writing	
27	If CCL, prepare progress report submitted to court every 3 months	SWO II	1 hour and 30 mins.	Progress report			computer, paper, pen, phone	Technical/communication writing	
28	Forward to SWO III for review and inputs	SWO III	5 mins	Draft progress report			computer, paper, pen, phone	Technical/communication writing	
29	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced progress report			computer, paper, pen, phone	Technical/communication writing	
30	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced progress report			logbook, pen, paper	clerical skills	



(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
31	Sign enhanced letter and forward to AA for tracking	SWO III	1 min	Signed progress report			pen	Decision making	
32	Receipt and forward enhanced progress report to SWO V for approval	AA-IV	1 min	Endorsed progress report			logbook, pen, paper	clerical skills	
33	Mailing/sending of approved progress report to Regional Trial Court	AA-IV	3 mins	Mailed progress report			logbook, pen, paper, computer, broadband	clerical skills	
34	<b>D. Case Management of residents behavior</b>								
35	Receipt of incident report from Houseparent on duty due to challenging behavior	Admin Aide-IV	2 mins	Receipt of incident report			Stamp, paper, pen	Clerical skills	
36	Endorsed to SWO II for case management	SWO II	2 mins	Receipt of incident report			Stamp, paper, pen	Clerical skills	
37	Conduct of initial individual counseling session to the resident	SWO II	1 hour	Recording of counseling session			paper, pen	documentation skills	
38	Conduct of validation of the incident	SWO II	1 hour	Validation report			computer, paper, pen	documentation skills	
39	Conduct Rehab Team Meeting	RTM	1 hour	Formulated limitation measures			paper, pen	Decision making, assessment	
40	Referral to Psychological services for behavioral management	SWO II	2 mins	Accomplished referral slip			paper, pen	Coordination	
41	Monitoring on the implementation of limitation measures	SWO II	duration of limitation	feedback report			paper, pen	Monitoring	
42	If minor Offense, 2 weeks not included to center activities, provide additional dorm assignment			Confirmation of agreement	Manual of Operation		paper, pen	writing skills	Disrespect of authority and co-residents

(A) PROCESSES					(B) REQUIREMENTS				
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
43	If major Offense, 3 months no family visit, no involvement in center activities except productivity, school and spiritual activities			Confirmation of agreement	(MCO)		paper, pen	writing skills	LWOP, Breaking the rules of the center ( bringing prohibited items), ear piercing, tatooing, using of improvised solvent
44	If minor offense, lifting of limitations	SWO II and HP on duty		Notice of lifting of limitation			paper, pen	writing skills	
45	If major offense, conduct Rehab Team Meeting	RTM	1hour	Confirmation of agreement			paper, pen	writing skills	
46	If positive result, lifting of limitation	SWO II and HP on duty		Notice of lifting of limitation			paper, pen	writing skills	
47	If negative result, continuous implementation of limitations	SWO II		Confirmation of agreement			paper, pen	writing skills	
48	Involvement of the residents in center's activities	SWO II							
MONITORING AND EVALUATION PHASE									
49	Identify level of social functioning using Social Functioning Indicator(SFI) and Rehabilitation Indicator (RII)	SWO II	1 hour	Accomplished SFI with result of normal level of functioning			SFI, RI, pen, paper	Assessment	
50	Present the case to Rehab Team Members with PCAR, Behavioral Report from HP and completed Testimony in RTC/court decision during the RTIM meeting.	RTM		Confirmation of agreement			CAR, Behavioral Report from HP and Order from RTC	Facilitation, decision making	
51	If with favorable result, recommend the resident for family reunification, community reintegration.	SWO II	1 hour				PCAR, RTC Decision	Decision Making	
52	If no, for SFI/SA continuous provision of center's services/referral to other agency/identification of potential guardian , for CICL back to court	SWO II					PCAR, RTC Decision	Decision Making	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
3	Discuss with the resident the agreement during the RTM	SWO II	15 mins	Confirmation of agreement	Manual of Operation (MOO)		Paper, pen	Facilitation	
4	Assist in the accomplishment of self assessment form	SWO II	45 mins	Accomplished Self Assessment Form			Self Assessment Form, pen	Writing skills, comprehension	
5	Coordinate concerned LGU for pre-discharge conference	SWO II	3 mins	Schedule of pre-discharge			Phone, pen, paper	Coordination	
6	Conduct of pre-discharge conference	SWO II	1 hour	Confirmation of agreement			paper, pen, , reports, PCAR	Facilitation	
7	Preparation of pre-discharge confirmation of agreements	SWO II	1 hour	Confirmation of agreement			paper, pen, computer, printer	Technical/communication writing	
8	Forward to SWO III for review and Inputs	SWO III	5 mins	Draft Pre-discharge confirmation of agreements			computer, paper, pen, phone	Technical/communication writing	
9	Forward to SWO II for revision and inclusion of inputs	SWO II	30 mins	Enhanced Pre-discharge confirmation of agreements			computer, paper, pen, phone	Technical/communication writing	
10	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Pre-discharge confirmation of agreements			logbook, pen, paper	clerical skills	
11	Sign enhanced confirmation of agreements and forward to AA for tracking	SWO III	1 min	Signed Pre-discharge confirmation of agreements			pen	Decision making	
12	Receipt and forward enhanced Pre-discharge confirmation of agreements to SWO V for approval	AA-IV	1 min	Endorsed Pre-discharge confirmation of agreements			logbook, pen, paper	clerical skills	
13	Approval of the Pre-discharge confirmation of agreements	SWO V	1 min	Approved Pre-discharge confirmation of agreements			pen	Decision making	
14	Confirmation of the Schedule of discharge	SWO II	2 mins	Schedule of discharge			pen	clerical skills	
<b>POST RESIDENTIAL PHASE</b>									
1	Accomplishment of discharge slip	SWO II	2 mins	Accomplishment of discharge slip			discharge slip, pen	Writing skills	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
2	Route accomplished discharge slip for signature of all Unit head	Admin Aide-IV	30 mins	Signed Discharged slip			discharge slip, pen	coordination	
3	Facilitate inventory of valuable belongings	SWO II	5 mins	Accomplishment of discharge slip with inventory of belongings			discharge slip, pen	Inventory	
4	Facilitate signing of accomplished discharged slip and Kasunduan Form by the parents/relative/ receiving party.	SWO II	2 mins	Signed Discharged slip			discharge slip, Kasunduan Form, pen	coordination	
5	Enter residents information at discharge logbook	SWO II	2 mins	Recorded resident's information			discharge slip, pen	After care referral	
6	Prepare Transfer Summary and After Care Request	SWO II	1 hour	Transfer Summary and After care request		Microsoft Office	computer, printer, pen, paper, ink	Technical writing	
7	Track/logged endorsed Transfer Summary and After Care Request to logbook and endorsement to SWO III	Admin Aide-IV	2 mins	Tracked Transfer Summary and After care request			logbook, pen, paper	clerical skills	
8	Review and provide inputs on the draft Transfer Summary and After Care Request	SWO III	30 mins	Transfer Summary and After Care Request with correction			paper, pen	Technical/communication writing	
9	Forward to SWO II for revision and inclusion of inputs	Admin Aide-IV	30 mins	Transfer Summary and After Care Request with correction			paper, pen	clerical skills	
10	Enhancement of Transfer Summary and After Care Request	SWO II	15 mins	Enhanced Transfer Summary and After Care Request	Manual of Operation (MOO)	Microsoft Office	computer, printer, pen, paper, ink	Technical/communication writing	
11	Endorsement to SWO III for signature	Admin Aide-IV	2 mins	Enhanced Transfer Summary and After Care Request			logbook, pen, paper	clerical skills	
12	Affix initial on the enhanced Transfer Summary and After Care Request and forward to AA for tracking	SWO III	1 min	Signed Transfer Summary and After Care Request			pen	Decision making	
13	Update tracking and forward enhanced After Care and Transfer Summary to SWO V for approval	AA-IV	1 min	Updated tracking			logbook, pen, paper	clerical skills	

(A) PROCESSES					(B) REQUIREMENTS				
No	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
14	Approval of the After Care Request and Transfer Case Summary Plan and return to Admin Aide IV	SWO V	1 min	Approved Transfer Summary and After Care Request			pen	Decision making	
15	Update tracking and mailing of After Care Request and Transfer Case Summary Plan to concerned LGU	AA-IV	15 mins	Mailing transmittal			pen, paper	clerical skills	With waiting period on the response of LGU
16	Receipt of After Care Report from the LGU and endorsed to SWO II	SWO II	5 mins	receipt of Report			stamp, pen	clerical skills	
17	Filing of After Care Report from the LGU	SWO II	5 mins	Filed Report			stamp, pen	clerical skills	
18	Update progress note on the termination of the case	SWO II	3 min	Recordings			pen, progress notes	recordings	