

Department of Social Welfare and Development  
National Capital Region

**FOR** : ALL CENTER/RESIDENTIAL CARE FACILITY HEADS  
ALL UNITS/SECTION HEADS  
ALL RPMOs ( Pantawid, SLP and RCTSU)

**FROM** : THE REGIONAL DIRECTOR

**SUBJECT** : Business Process and Requirements Analysis (BPRA) and Process Flow Chart  
of National Vocational and Rehabilitation Center on Case Management

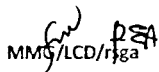
**DATE** : July 11, 2018

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This is to share with you the approved BPRA and Process Flow Chart of National Vocational and Rehabilitation Center\_on Case Management as per result of the Technical Assistance Session on the Preparation of Business Process and Requirements Analysis and Process Flow Chart facilitated by PDPS held on March 1, 2018 at NVRC.

For your information and guidance.

  
VINCENT ANDREW T. LEYSON, CESO IV

  
MMG/LCD/irga

DSWD-NCR  
RECORDS MANAGEMENT SECTION

Date/Time: 7-18-18

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Department of Social Welfare and Development  
National Capital Region  
National Vocational Rehabilitation Center

**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

**Minimum Deliverable: Case Management on Rehabilitation of Person With Disability (PWD) and Other Vulnerable Group (OVG)**

(1)	(2)	(A) PROCESS			(B) REQUIREMENTS				REMARKS (10)
		(3) Responsible Person	(4) Time Frame	(5) Output	(6) Policy	(7) Application	(8) Materials/Infra	(9) Competency	
No.	Task								
<b>Pre-Admission Phase</b>									
1	Receipt of referral of walk-in PWD or OVG	Guard on Duty	1 min	Endorsed to the Social Worker on Duty	MOO		logbook, pen	Customer Service	
2	Conduct initial interview and assessment to potential client PWD or OVG	Social Worker OD	30 min	Gathered General Information about the PWD/OVG and determined his/her needs	MOO		Pen Logbook GI Sheet	Interviewing/ Case Management	
3.1.	If not qualified, facilitate filling up referral letter form to LGUs or other Agencies if PWD/OVG needs is not social and vocational rehabilitation	Social Worker OD	5 mins	Forwarded referral letter to Center Head for signature	MOO	Microsoft Word	Referral Form Computer Printer, Paper	Technical Writing	
3.2	Forward referral letter to Admin for tracking and endorsement to Center head for Approval	Admin Aide IV	2 mins	Tracked document	MOO		logbook, pen	Clerical skills	
3.3	Approval of referral letter to LGU	Center Head	2 mins	Approved Referral Letter	MOO		Pen	Administrative Skills	
3.4	Forward referral letter to Admin for tracking and endorsement to Social Worker/Officer of the Day	Admin Aide IV	2 mins	Tracked document	MOO		logbook, pen	Clerical skills	

(A) PROCESS					(B) REQUIREMENTS				REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency	
3,5	Provide instruction and endorse referral letter to Person with Disability/Other Vulnerable Groups	Social Worker OD	1 min	PWD/OVG received the referral letter and instructions	MOO		Paper, pen	Communication skills	
4	If qualified, endorse client to Initial Psychological and Vocational Assessment	Social Worker OD	2 mins	Initial Intervention Plan and Initial Psych Assessment Report	MOO		Inter-Referral slip, pen	Coordination	
5	Conduct of Psychological and Vocational Assessment	Psychologist	1 hour	Initial Physical Assessment Result/ Initial Intervention Plan	MOO		Psychological Test	Assessment	
6	If not qualified, refer to other facility/agency.	Social Worker OD	2 mins	Accomplished Referral Slip	MOO		Referral Form Computer Printer, Paper	Coordination	
7	If qualified based on psych assessment, refer to Medical Officer for Initial physical check up/assessment	Social Worker OD	1 min	Initial Medical physical Examination/Assessment Result	MOO		Inter-Referral slip, pen	Coordination	
8	Conduct of Initial Physical Examination	Medical Officer	30 minutes	Medical Certificate	MOO		Psychological Test	Assessment	
9	Forward accomplish medical and Psychological Assessment to Social Worker III for case assignment	OD	1 min	Initial Physical Examination Result and Psychological Evaluation	MOO		Case Folders containing Filled up General Information Sheet, Medical Laboratory results	Communication skills	
10	If not qualified, refer client to other medical facility for laboratory and treatment	OD	1 min	Endorse Accomplished Referral letter to client	MOO		computer, printer	Communication skills	

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
11	Facilitate Case Assignment	SWO III	1 min	Endorsed Case to Social Worker	MOO		Case Folders containing Filled up General Information Sheet, Medical Laboratory results	Communication skills/coordination skills		
12	Receipt of Case Assignment	Assigned Social Worker/Case Manager	1 min	Receive copy of case folder	MOO			Communication skills/coordination skills		
<b>Admission Phase</b>										
1	Preparation of Initial Case Findings/Summary	Social Worker	1 hour	Draft Initial Case Findings	MOO	Microsoft Word	Computer, paper, printer, pen	Technical Writing		
2	Endorse Initial Case Findings to SWO III for review and endorsement to Center Head	SWO III	2 mins	Tracked document	MOO		logbook, pen, stamp	Clerical skills		
3	Review, provide inputs and direction on the submitted Initial Case Findings	SWO III	20 minutes	Initial Case Findings with comments/inputs	MOO		pen	Supervisory Skills		
4	Endorse Initial Case Findings for enhancement	Admin Aide IV	2 mins	Tracked document	MOO		logbook, pen, stamp	Clerical skills		
5	Enhance Initial Case Findings based on comments/inputs and direction	Social Worker	20 minutes	Finalized Case Findings	MOO	Microsoft Word	Computer, paper, printer, pen	Technical Writing		
6	Forward Initial Case Findings to Admin for tracking and endorsement to Center head for Approval	Admin Aide IV	2 mins	Tracked document	MOO		logbook, pen, stamp	Clerical skills		
7	Approval of Initial Case Findings and acknowledgement letter to	Center Head	2 mins	Approved Case Findings/Summary	MOO		pen	Administrative Skills		
8	If not Approve, revise Initial Case Findings			Finalized Case Findings	MOO	Microsoft Word	Computer, paper, printer, pen	Technical Writing		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
9	Forward Initial Case Findings and acknowledgement letter to Admin for tracking and endorsement to Social Worker/Officer of the Day	Admin Aide IV	2 mins	Tracked document	MOO		logbook, pen, stamp	Clerical skills		
10	Coordinate client and family on the schedule of 1st Rehabilitation Team Meeting.	Social Worker on case	5 mins	Set Schedule of RTM Meeting	MOO		Telephone	Coordination		
11	Consolidate initial Intervention Plan of VGPS and Medical Assessment.	Social Worker	5 mins	Draft Intervention Plan	MOO	Microsoft Word	Computer, paper, printer, pen	Technical Writing		
12	Conduct of 1st Rehabilitation Team Meeting	Rehab Team Members	45 min	Training Service Initial Intervention Plan and Placement Intervention Plan, Schedule of Exploratory Period.	MOO		Logbook, Pen, admission slip, Initial Case Study Report	Documentation, facilitation	If physically & psychologically fit for training, PWD/OVG is admitted; If not, PWD/OVG is referred for medical & psychological intervention and his trainee is deferred	
13	Facilitate Kasunduan Signing and Orientation on Center's Rules and Regulations.	Social Worker	15 mins	Signed Kasunduan	MOO		Kasunduan Form, Pen	Facilitation		
<b>Assessment and Diagnosis of the Case</b>										
<b>Exploratory Phase</b>										
1	Preparation of Exploratory Schedule	Assigned Training Staff	5 minutes	evaluation of training staff	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
2	Endorse to Trainee the exploratory schedule for signing of responsible staff.	Assigned Training Staff	5 minutes	Copy of Exploratory Schedule	MOO		Pen	Communication		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
3	Endorse Trainee to trainers for exploratory courses	Assigned Trainers	2 mins	Copy of Assessment Report and Initial Training Intervention Plan	MOO		Inter-Referral slip, pen	Coordination	4 Days attendance to Exploratory Courses	
4	Preparation of Exploratory Evaluation Report	Assigned Trainers	1 hour	Exploratory Evaluation Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
5	Endorsement to Placement Service	Assigned Trainers	2 mins	Accomplished Inter-Referral Slip	MOO		Inter-Referral slip, pen	Coordination		
6	Facilitate assessment of trainees existing employable skills.	Placement Officer	30 mins	Accomplished Assessment Report and Initial Employment Rehabilitation Plan	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
7	Conduct of Home Visitation	Social Worker	2 hours	Gathered Collateral Information and support.	MOO		Notebook, pen, paper	Data gathering and recording	While trainee is undergoing exploratory course, SW will conduct home visitation for data gathering.	
8	Preparation and submission of Feedback Report	Social Worker	30 minutes	Draft Feedback Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
9	Review, provide inputs and direction on the submitted feedback report	SWO III	20 minutes	Feedback Report with inputs/comments	MOO		pen	Supervisory Skills		
10	Accomplish Rehabilitation Indicators based on gathered information	Social Worker	15 minutes	Accomplished Rehab Indicators	MOO		Rehabilitation Indicator Form, pen	Assessment		
11	Coordinate Rehab team Members and trainee for the conduct of RTM Meeting.	Social Worker	5 mins	Receipt of Notice Form	MOO		Pen	Coordination		
12	2nd Rehabilitation Team Meeting	RTM Members	45 min	Trainee's Rehabilitation Goal based on Rehabilitation Indicators, Intervention Plan for 3 months, Social Rehab Schedule	MOO		Logbook, Pen, Rehabilitation Indicators	Documentation, Facilitation	Presentation of Exploratory and Placement Evaluation and Training Rehabilitation.	
13	Preparation of Minutes of the Meeting	Social Worker	1 hour	Draft Minutes of the meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
14	Endorse minutes of the meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
15	Review and provide inputs on the submitted Minutes of the Meeting	SWO III	20 minutes	Minutes of the Meeting with Inputs	MOO		pen	Supervisory Skills		
16	Forward referral letter to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
17	Approval of Minutes of the Meeting	Center Head	2 mins	Approved Minutes of the Meeting	MOO		pen	Administrative Skills		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
18	Forward Minutes of the Meeting to Admin for tracking and endorsement to Rehab Team Members	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
<b>IMPLEMENTATION OF MULTIDISCIPLINARY INTERVENTION PLAN</b>										
<b>Social Rehabilitation Phase</b>										
1	Preparation of Social Rehabilitation Schedule	Assigned Training Staff	5 mins.	Permanent Rehab Schedule	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing	Medical, Social Service, Placement, Dental, Psychological and Training Service	
2	Refer to Social Rehabilitation Trainer, Vocational Guidance and Psychological Service, Medical Service, Social Adjustment Service.	Assigned Training Staff	10 minutes	Accomplished Inter-Referral Slip	MOO		Inter-Referral Slip, pen	Coordination		
3	Conduct Training on Social Rehabilitation	Trainer	6 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	6 hours a day, 4 days a week for 3 months	
4	Conduct Individual and group session for social adjustment	Social Worker	3 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	3 hours every Friday (morning) for 3 months	
5	Conduct Individual and group counselling	Psychologist	3 hours	Attendance Sheet, Recordings	MOO		Medical Records, pen, paper	Facilitation, documentation, assessment	3 hours every Friday (afternoon) for 3 months	
6	Conduct of medical check up and medical provision.	Medical and Dental Officer	1 hour	Attendance Sheet	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	As need arises	
7	Prepare Trainees Progress Report	Rehab Team Members	1 hour	Progress Report	MOO	Microsoft Word	Computer, Printer, paper, pen, Rehabilitation Indicators	Technical Writing		



(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Intra	Competency		
8	3rd Rehabilitation Team Meeting	RTM Members	45 min	Vocational Training Plan	MOO		Logbook, Pen, Rehabilitation Indicators	Decorum, Case Management, Facilitation, documentation		
9	Preparation of Minutes of the Meeting	Social Worker	1 hour	Draft Minutes of the meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
10	Endorse minutes of the meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
11	Review and provide Inputs on the submitted Minutes of the Meeting	SWO III	20 minutes	Minutes of the Meeting with Inputs	MOO		pen	Supervisory Skills		
12	Forward referral letter to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
13	Approval of Minutes of the Meeting	Center Head	2 mins	Approved Minutes of the Meeting	MOO		pen	Administrative Skills		
14	Forward Minutes of the Meeting to Admin for tracking and endorsement to Social Worker/Officer of the Day	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
<b>VOCATIONAL TRAINING PHASE</b>										
1	Prepare Vocational Training Schedule	Assigned Training Staff	30 minutes	Vocational Training Schedule	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
2	Endorse trainee to all services and voacational trainer		5 minutes	Accomplished Inter-Referral Slip	MOO		Inter-Referral Slip, pen	Coordination		
3	Provide Basic Common Core Competencies on Trainees chosen vocational course	Trainer	8 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	8 hours a day for 4 days a weeks within 6 months	
4	Conduct pre-employment orientation and seminar	Placement Officer	3 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	Every 4th Friday of the month for 6 months	

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
5	Conduct of Values Education and Formation	Psychologist	3 hours	Attendance Sheet, Recordings	MOO		Medical Records, pen, paper	Facilitation, documentation, assessment	Every 4th Friday (afternoon) of the month for 6 months	
6	Conduct Character Building Session	Social Worker	3 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	Every 4th Friday (afternoon) of the month for 6 months	
7	Conduct awareness building session on existing programs and services for Person With Disability	Trainer	3 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment		
8	Conduct Health Awareness Session	Medical and Dental Officer	3 hours	Attendance Sheet, Recordings	MOO		Copy of Modules, pen, paper	Facilitation, documentation, assessment	Every 1st Friday of the Months for 6 months	
9	Submit Monthly Training Progress Report	RTM Members	1 hour	Draft Monthly Training Progress Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
10	4th Rehabilitation Team Meeting	RTM Members	45 min	Identification of Level of Rehabilitation based on Identification of OJT Site and OJT Period	MOO		Logbook, Pen, Rehabilitation Indicators	Documentation, facilitation, assessment		
11	Preparation of Minutes of the Meeting	Social Worker	1 hour	Draft Minutes of the meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
12	Endorse minutes of the meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		
13	Review and provide inputs on the submitted Minutes of the Meeting	SWO III	20 minutes	Minutes of the Meeting with Inputs	MOO		pen	Supervisory Skills		
14	Forward referral letter to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Logbook, pen	Clerical skills		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
15	Approval of Minutes of the Meeting	Center Head	2 mins	Approved Minutes of the Meeting	MOO		pen	Administrative Skills		
<b>On the Job Training Phase</b>										
1	Scout On the Job Training Sites	Vocational Trainer	8 hours	List of OJT Sites	MOO		Pen	Coordination, Networking, Partnership		
2	Preparation of referral letter for OJT and Employer Monitoring Form	Assigned Training Staff	5 mins	Draft Referral Letter	MOO	Microsoft Word	Computer, Printer, paper	Building Technical Writing		
3	Endorsement of Trainee to OJT Site	Vocational Trainer	4 hours	Accomplished Referral Letter	MOO		Pen	Coordination	Discuss with employee the capacity, strength and weakness of the trainee	
4	Conduct of Monthly OJT monitoring	Vocational Trainer	4 hours	Recordings, gathered data	MOO		Pen, paper, notebook	documentation, data gathering	Once a month for 3 months.	
5	Prepare OJT monitoring Report, present during RTM Meeting and submit to Social Worker	Vocational Trainer	1 hour	Draft OJT Monitoring Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
6	Prepare Final Evaluation Report	Vocational Trainer	1 hour	Evaluation Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
7	5th Rehabilitation Team Meeting	RTM Members	45 min	Possible Employment Opportunity	MOO		Logbook, Pen, Rehabilitation Indicators	Documentation, facilitation, assessment		
8	Preparation of Minutes of the Meeting	Social Worker	1 hour	Draft Minutes of the meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
9	Endorse minutes of the meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		
10	Review and provide inputs on the submitted Minutes of the Meeting	SWO III	20 minutes	Minutes of the Meeting with Inputs	MOO		pen	Supervisory Skills		

(A) PROCESS					(B) REQUIREMENTS					REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
11	Forward minutes of the meeting to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		
12	Approval of Minutes of the Meeting	Center Head	2 mins	Approved Minutes of the Meeting	MOO		Pen	Administrative Skills		
<b>Employment Phase</b>										
1	Scout Placement Sites	Placement Officer	8 hours	List of Placement Sites	MOO		Pen	Coordination, Networking, Partnership Building		
2	Preparation of referral letter for Placement and Employer Monitoring Form	Placement Officer	5 mins	Draft Referral Letter	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
3	Endorsement of Trainee to Placement Site	Placement Officer	8 hours	Accomplished Referral Letter	MOO		Pen	Coordination	Discuss with employeer the capacity, strength and weakness of the trainee	
4	Conduct of Monthly Placement monitoring	Placement Officer	4 hours	Recordings, gathered data	MOO		Pen, paper, notebook	documentation, data gathering	Once a month for 3 months.	
5	Preparation of Recommendation for Closure and submit to Social Worker	Placement Officer	30 minutes	Accomplished Recommendation Letter	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
<b>MONITORING AND EVALUATION PHASE</b>										
1	Preparation of Closing Summary Report and Invitation Letter	Social Worker	30 minutes	Draft Closing Summary Report and Invitation Letter	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
2	Endorsement of Closing Summary Report and Invitation Letter to SWO III for review and inputs	Social Worker	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		

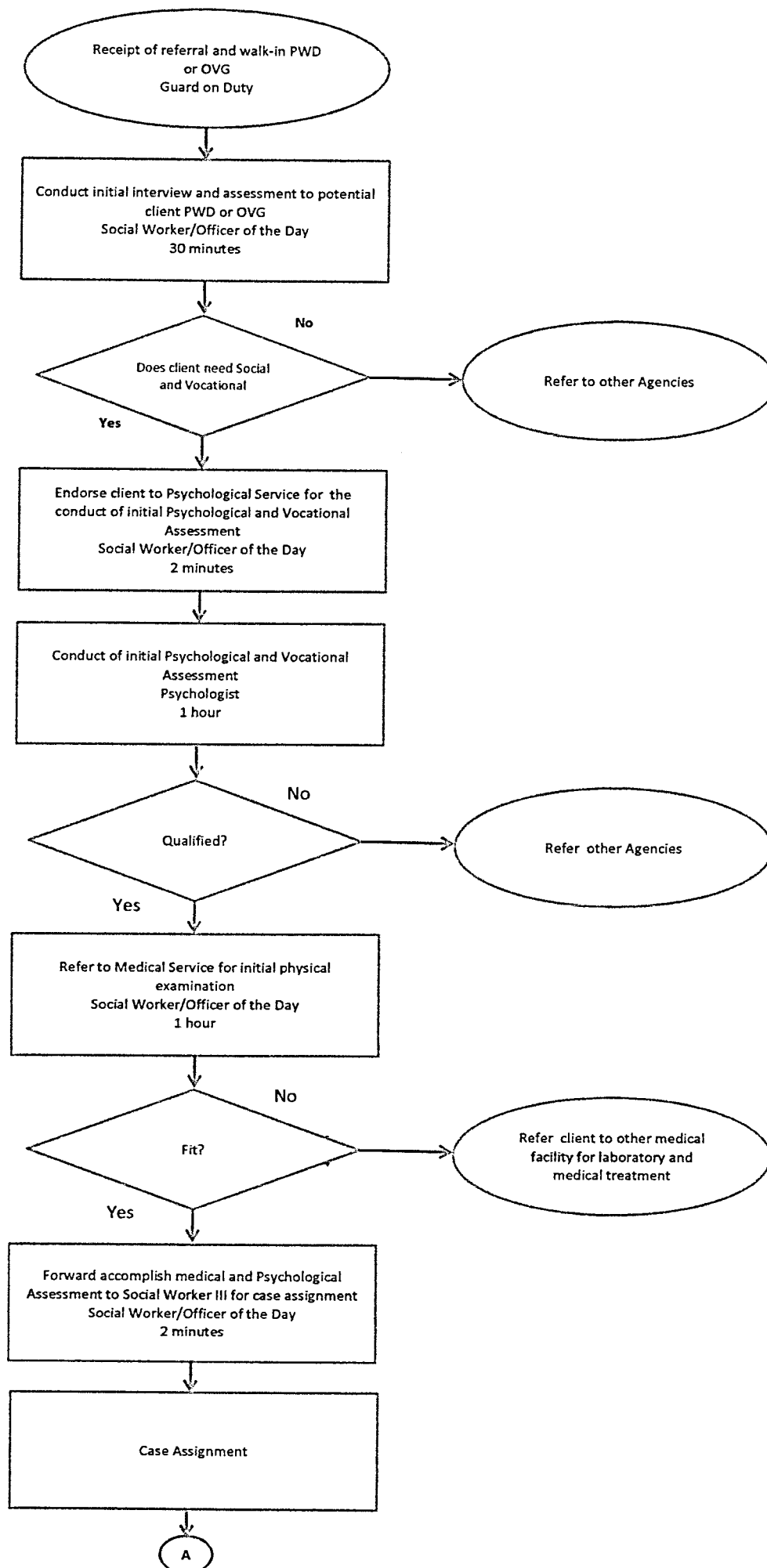
(1)	(2)	(A) PROCESS			(B) REQUIREMENTS					REMARKS (10)
		(3)	(4)	(5)	(6)	(7)	(8)	(9)		
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency		
3	Review and provide inputs on the submitted Closing Summary Report	Social Worker III	20 minutes	Closing Summary Report with inputs/comments	MOO		pen	Supervisory Skills		
4	Forward Closing Summary Report and Invitation Letter to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		
5	Approval of Closing Summary Report and Invitation Letter to Family, LGU and other benefactor	Center Head	2 mins	Approved Summary Report	MOO		Pen	Administrative Skills		
6	Conduct of Pre-Discharge Conference	RTM Members	1 hour	Trainees After Care Plan	MOO		Logbook, Pen, Rehabilitation	Documentation, facilitation, assessment		
7	Preparation of Minutes of the Meeting	Social Worker	1 hour	Draft Minutes of the meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing		
8	Endorse minutes of the meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		
9	Review and provide inputs on the submitted Minutes of the Meeting	SWO III	20 minutes	Minutes of the Meeting with Inputs	MOO		pen	Supervisory Skills		
10	Forward minutes of the meeting to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills		
11	Approval of Minutes of the Meeting	Center Head	2 mins	Approved Minutes of the Meeting	MOO		Pen	Administrative Skills		
12	Facilitate Signing of Confirmation of Agreements with LGU	Social Worker	10 minutes	Signed Confirmation Letter	MOO		Copy of Confirmation of Agreements, pen, paper	Communication		
POST- DISCHARGE PHASE										

(A) PROCESS					(B) REQUIREMENTS				REMARKS (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Materials/Infra	Competency	
1	Conduct After Care Monitoring	Social Worker	1 hour	Gathered data, After Care Report from LGU	MOO		Pen, paper, notebook	documentation, data gathering	Once a month for 6 months
2	Preparation of After Care Monitoring Report	Social Worker	1 hour	After Care Report	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing	
3	Endorse After Care Monitoring Report to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		pen	Supervisory Skills	
4	Review and provide inputs on the submitted After Care Monitoring Report	SWO III	20 minutes	After Care Monitoring Report with inputs	MOO		Pen, logbook	Clerical skills	
5	Forward After Care Monitoring Report to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills	
6	Approval of After Care Monitoring Report	Center Head	2 mins	Approved Care Monitoring Report with inputs	MOO		Pen	Administrative Skills	
7	Conduct of Discharge Conference	Social Worker	1 hour	Closing Summary Report	MOO		Logbook, Pen, Rehabilitation Indicators	Documentation, facilitation, assessment	
8	Preparation of Confirmation of Agreements/Minutes of the Meeting	Social Worker	1 hour	Draft Confirmation of Agreements/Minutes of the Meeting	MOO	Microsoft Word	Computer, Printer, paper	Technical Writing	
9	Endorse Confirmation of Agreements/Minutes of the Meeting to SWO III for review and inputs	Admin Aide IV	2 mins	Tracked document	MOO		pen	Supervisory Skills	
10	Review and provide inputs on the submitted Confirmation of Agreements/Minutes of the Meeting	SWO III	20 minutes	Draft Confirmation of Agreements/Minutes of the Meeting with inputs	MOO		Pen, logbook	Clerical skills	

(A) PROCESS										(B) REQUIREMENTS			REMARKS (10)
(1) No.	(2) Task	(3) Responsible Person	(4) Time Frame	(5) Output	(6) Policy	(7) Application	(8) Materials/Infra	(9) Competency					
11	Forward Confirmation of Agreements/Minutes of the Meeting to Admin for tracking and endorsement to Center for Approval	Admin Aide IV	2 mins	Tracked document	MOO		Pen, logbook	Clerical skills					
12	Approval of Confirmation of Agreements/Minutes of the Meeting	Center Head	2 mins	Approved Draft Confirmation of Agreements/Minutes of the Meeting	MOO		Pen	Administrative Skills					
13	Issuance of LGU/Family Acceptance	Social Worker		Signed Acceptance Form	MOO		Acceptance Form, pen	Facilitation					

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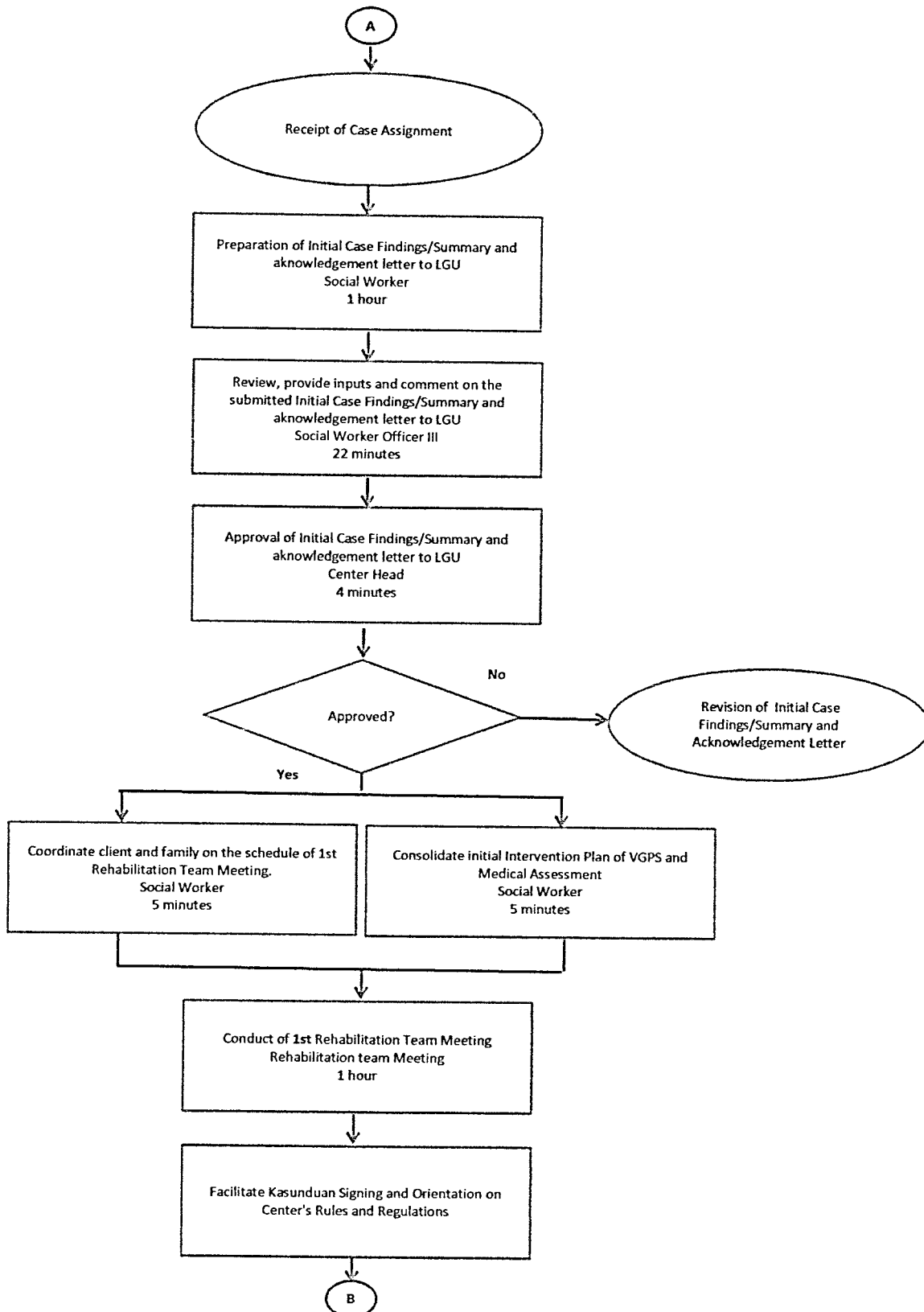
PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)  
PRE-ADMISSION PHASE





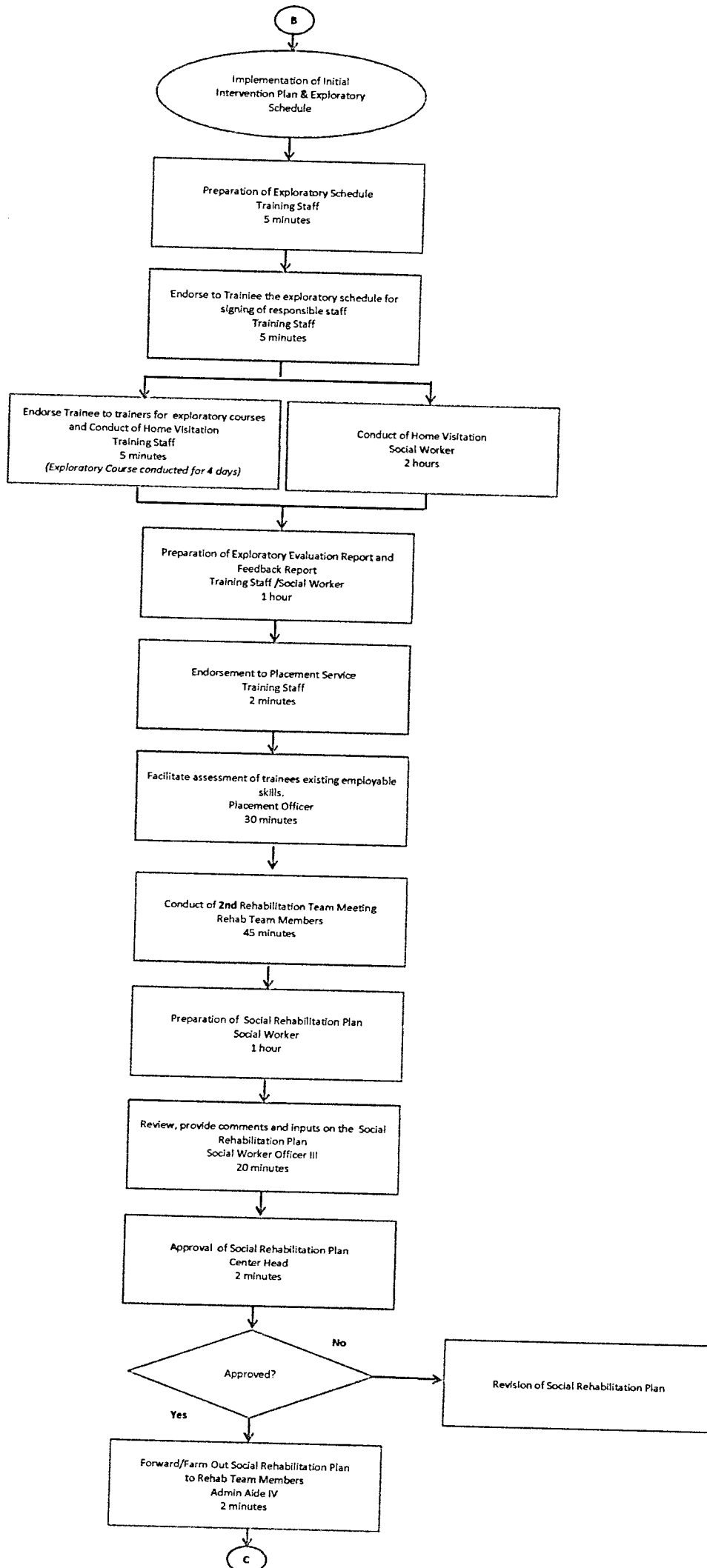
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PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)  
ADMISSION PHASE



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National Vocational Rehabilitation Center

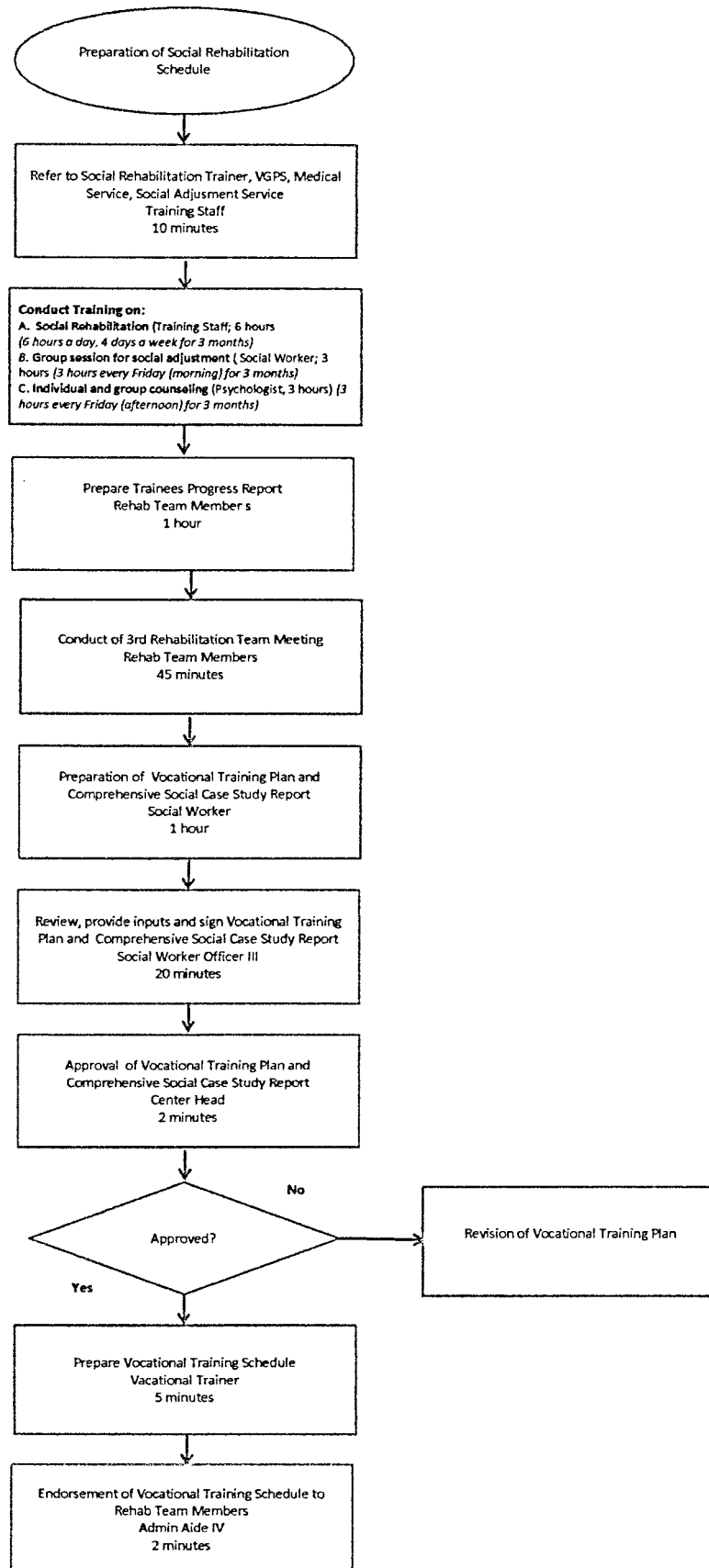
PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)  
ASSESSMENT, DIAGNOSIS OF THE CASE AND PLANNING PHASE



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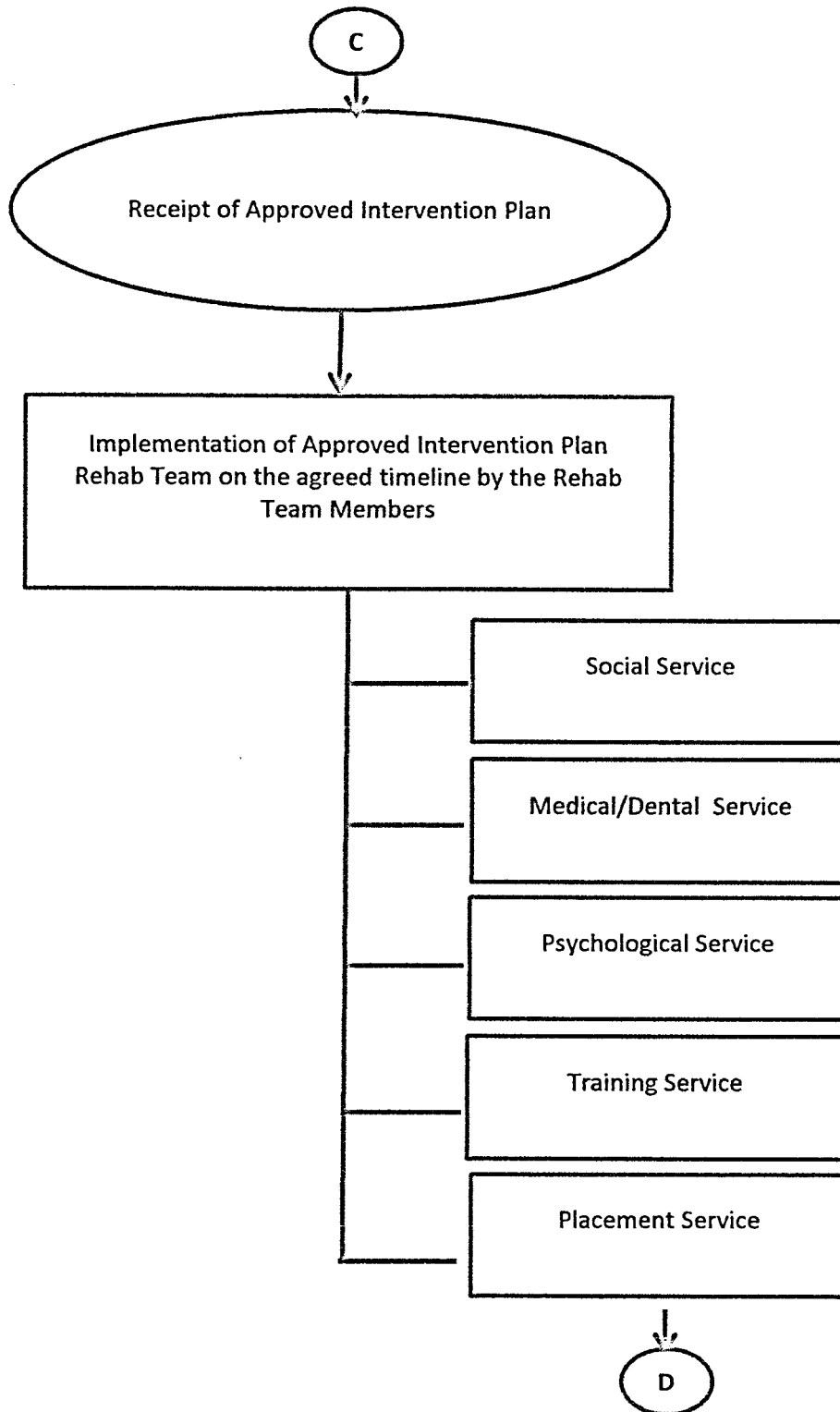
PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE

Social Rehabilitation Phase (SOCIAL AUXILIARY SERVICE)



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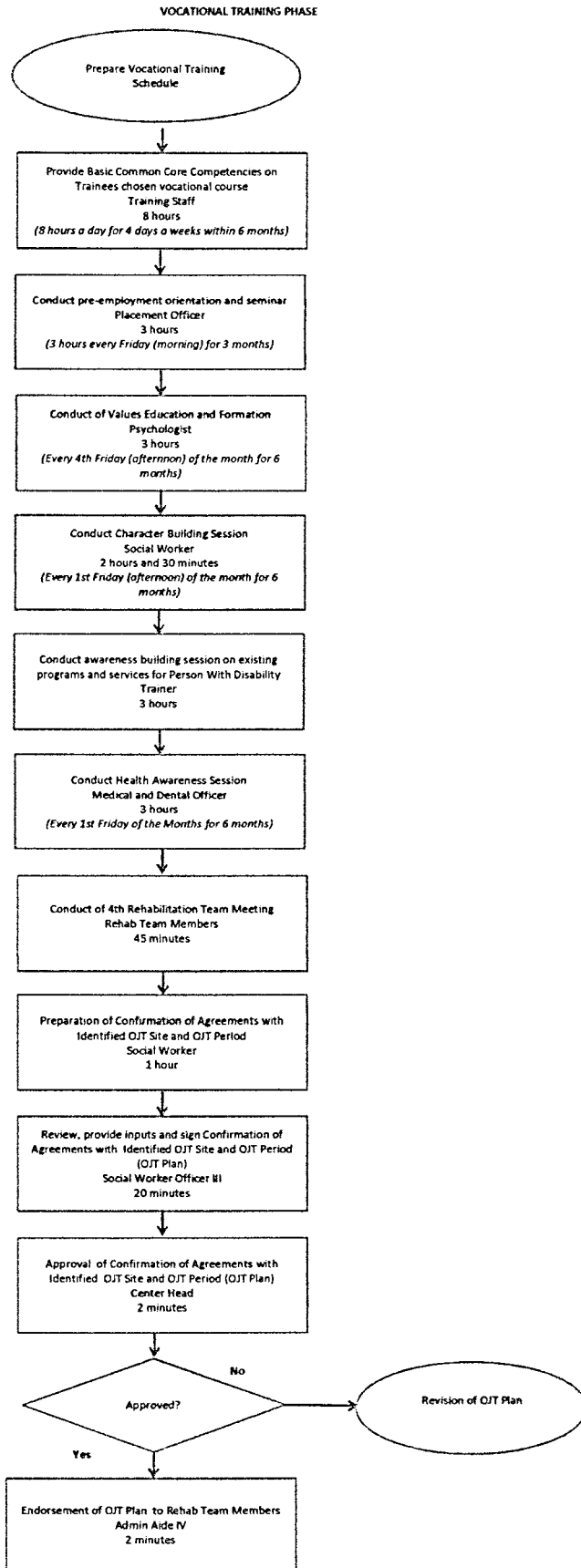
**PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY  
(PWD) and OTHER VULNERABLE GROUP (OVG)  
IMPLEMENTATION OF INTERVENTION PLAN PHASE**



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

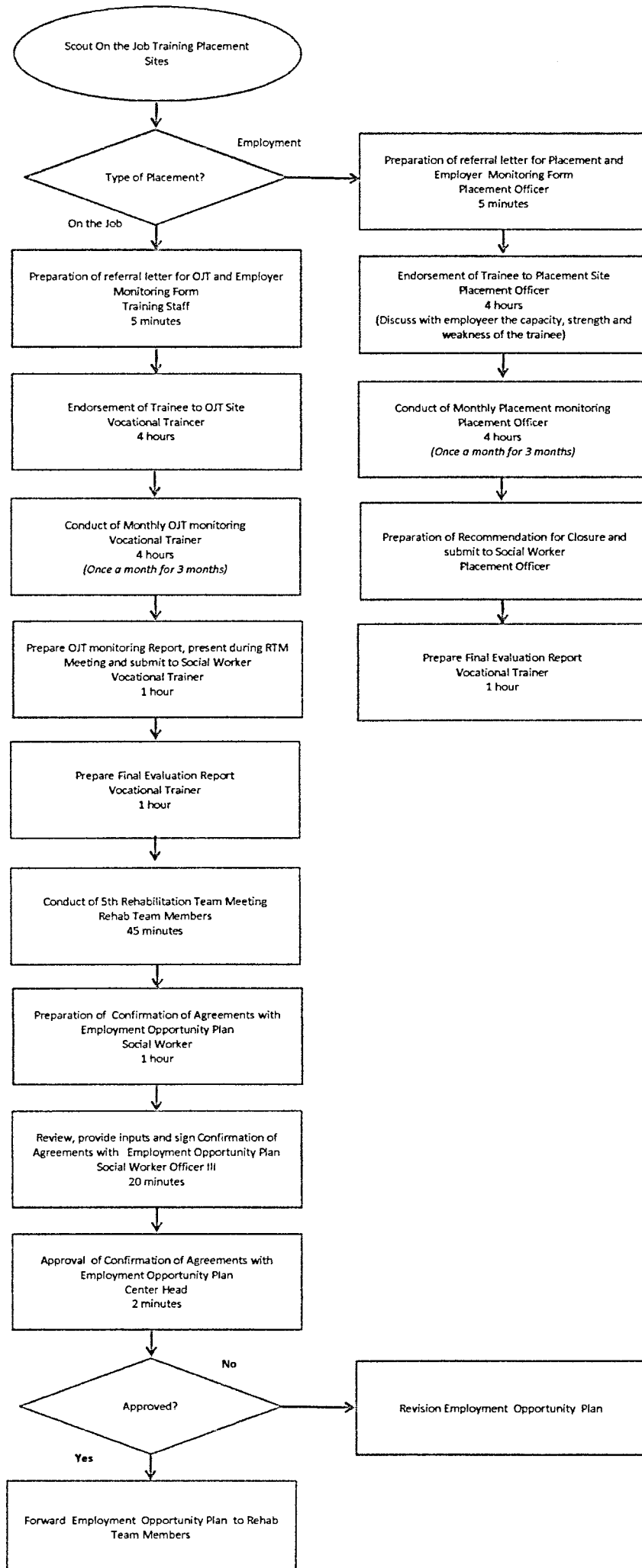
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PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)



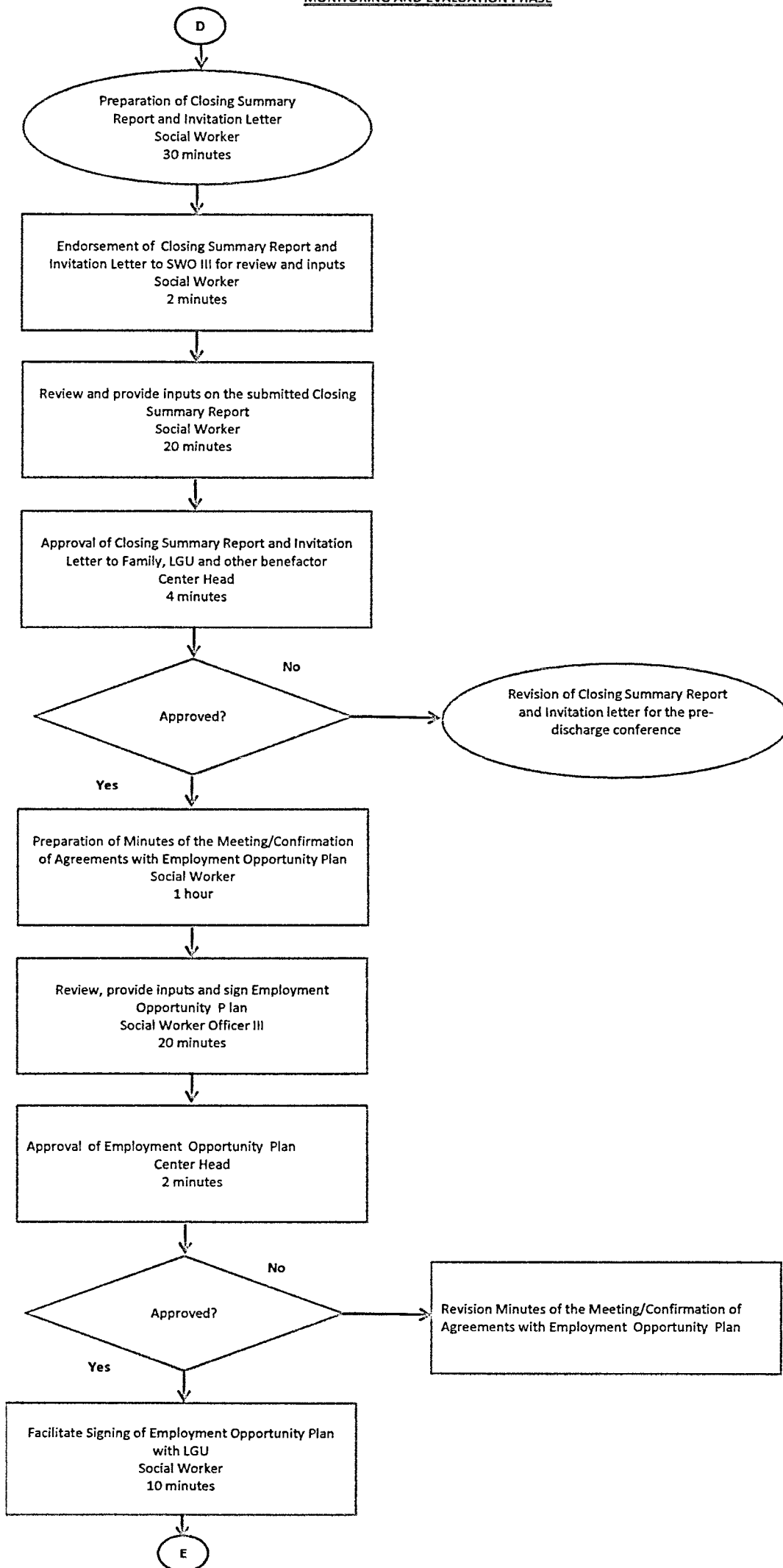
PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE GROUP (OVG)

PLACEMENT PHASE



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PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER VULNERABLE  
MONITORING AND EVALUATION PHASE



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PROCESS FLOW CHART ON CASE MANAGEMENT : REHABILITATION OF PERSON WITH DISABILITY (PWD) and OTHER  
VULNERABLE GROUP (OVG)  
POST-DISCHARGE PHASE

