

Accreditation of Social Workers Managing Court Cases

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

Office or Division:	Standards Section – DSWD Field Office Standards Compliance and Monitoring Division (SCMD) Standards Bureau – DSWD Central Office
Classification:	Highly Technical
Type of Transaction:	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.
Who may avail:	Standards Section – DSWD Field Office Standards Compliance and Monitoring Division (SCMD) Standards Bureau – DSWD Central Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For New Applicants	
<i>For Social Workers</i>	
1. 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
2. 2 copies and original Valid Professional Regulations Commission Registration ID Card	Professional Regulations Commission
3. 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
4. Summary documentation of four (4) cases managed (Annex B)	Refer to DSWD Website – Administrative Order No. 1 series of 2008 for the template
5. Letter of Recommendation attesting to the competence of the social worker	Any of the following: Supervisor of the applicant; Philippine Association of Social Workers, Inc. (PASWI); If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI)
6. The following documents on cases handled must be made available during on-site assessment:	Applicant/Client

Case study reports; Progress/running notes; Case summaries; Case conference proceedings/notes				
<i>For Supervisors</i>				
1. First three (3) requirements stated under new applicants for social worker		(As stated above)		
2. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance		Applicant/Client		
3. The following documents on cases handled must be made available during on-site assessment: Case study reports; Progress/running notes; Case summaries; Case conference proceedings/notes		Applicant/Client		
For renewal				
<i>For Social Workers</i>				
1. Certificate of attendance to relevant trainings attended or refresher course of at least 24 hours		DSWD or recognized training institutions		
2. 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		
3. Recommendation from the Supervisor attesting to the competence of social worker in managing court cases		Applicant/Client		
4. The following documents on cases handled must be made available during on-site assessment: Case study reports; Progress/running notes; and Other relevant documentations pertaining to the cases		Applicant/Client		
<i>For Supervisor</i>				
1. First three (3) requirements stated under renewal for social worker		(As stated above)		
2. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance		Applicant/Client		
3. The following documents on cases handled must be made available during on-site assessment: Case study reports; Progress/running notes/marginal notes; Case summaries; Case conference proceedings/notes		Applicant/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant shall file application (Annex A) at the concerned DSWD Field Offices	1.1 The Officer of the Day- Standards Section shall	None	20 minutes	Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section

<p>(FO) –Standards Section together will the requirements stated above.</p>	<p>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 applicant. Technical Assistance will be provided together with the checklist of requirements</p>			
	<p>1.2 The Focal Person shall conduct pre-assessment by verifying the documents submitted by the Applicant with the original copies of the documents.</p>		2 days	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>
	<p>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.</p>		2 days	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>
	<p>1.4 The Standards Bureau- Receiving Officer shall receive the</p>		10 minutes	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>

	endorsed application and will endorse to Standards Compliance Monitoring Division.			
	1.5 The Standards Compliance Monitoring Division shall review the application and documents submitted by the Applicant through Field Office.		2 days	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
	1.6 If the submitted documents found to be complete, the technical staff shall coordinate with the Applicant through the Field Office on the schedule of the on-site assessment		1 day	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
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)	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
	2.2 Technical Staff shall send Confirmation Report approved by the Standards Bureau Director to the concerned Field Office after on-site assessment.		3 days after conduct of onsite assessment	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section / Bureau Director DSWD Standards Bureau</i>

	<p><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></p> <p>*Accreditation Certificate shall be issued by the Department Secretary or his/her duly authorized representative if the applicant has qualified the accreditation standards.</p>			
	<p>2.3 Standards Bureau shall approve and endorse the Accreditation Certificate to the Cluster Head</p>		<p>3 days</p>	<p><i>Undersecretary Cluster Head DSWD – Standards and Capacity Building Group</i></p>
	<p>2.4 Cluster Head to approve and endorse the Accreditation Certificate to the Secretary</p>		<p>3 days</p>	
	<p>2.5 Secretary or his/her duly authorized representative to approve and issue the Accreditation Certificate for the qualified Social Worker.</p>		<p>3 days</p>	<p><i>Sec. Rex Gatchalian DSWD Secretary</i></p>
	<p>2.6 Standards Bureau to endorse the approved</p>		<p>2 days</p>	<p><i>Bureau Director DSWD – Standards Bureau</i></p>

	Accreditation Certificate to the qualified Social Worker through the Field Office.			
3. Qualified applicant shall receive/pick-up the Accreditation Certificate from the Field Office where the application was filed.	3.1 Notify the Applicant Organization on the availability of the Certificate	None	10 minutes	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
	3.2 Issues the Certificate of Accreditation			
	TOTAL	NONE	20 working days	
<p><i>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.</i></p>				