

Registration of Social Welfare and Development Agencies (SWDAs) Operating in One Region

The process of assessing the applicant person/individual, corporation, organization or association operating only in one region whether its intended purpose is within the purview of social welfare and development.

Office or Division:	DSWD Field Office – Standards Section			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C) Government to Government (G2G)			
Who may avail:	All eligible person/individual, corporation, organization or association intending/ already engaging in SWD activities in One (1) region			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Duly Accomplished and Notarized Application Form (Note: Per Secretary’s advisory, during state of public health emergency, Application need not be notarized)		Any DSWD Field Office – Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR) https://www.dswd.gov.ph/downloads2/publications_1_Annex_1_DSWD-RLA-F001_Application_Form_for_Registration		
2. 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. *Not applicable to Government Agencies.		Securities Exchange Commission (SEC) – Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City)		
3. Copy of any of the following:				
Handbook or Manual of Operations of its programs, policies and procedures to attain its purposes.	https://www.dswd.gov.ph/downloads2/publications_1_Annex_4_DSWD-RLA-F004_Manual_of_Operation			
Brochure	https://www.dswd.gov.ph/downloads2/publications_1_Annex_5_DSWD-RLA-F005_Brochure			
Duly signed Work and Financial Plan (for two succeeding years) by the Head of Agency	https://www.dswd.gov.ph/downloads2/publications_1_Annex_9_DSWD-RLA-F009_Work_and_Financial_Plan			
4. Copy of Official Receipt (OR) of processing fee on registration amounting to P 1,000.00	Applicant			
Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators for Registration based on DSWD Memorandum Circular No. 17 Series of 2018.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure application form thru the DSWD Website or from the DSWD Field Office	1.1 Provided the client with application form and checklist of requirements	None		<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
<p>2. Submit/ file application and supporting documents.</p> <p>For applicant organization with complete requirements, receive the acknowledgement receipt of the submitted requirements.</p> <p>For incomplete requirements, the applicant organization shall sign the acknowledgment of the returned documents and the checklist of the lacking requirements</p>	<p>2.1 Determine whether the submitted documents are complete.</p> <p>2.2 If complete, receive the documentary requirements and provide the organization an acknowledgment receipt and log the receipt of application documents into the Document Tracking System.</p> <p>2.3 Logs its receipt in the document tracking system (DTMS).</p> <p>2.4 Provides the walk-in applicant with document reference number for easy tracking.</p> <p>2.5 If incomplete, return all documents submitted accompanied by a checklist of requirements for applicant</p>	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
3. If Complete, Settle the required processing fee and make payments to Cash Section or thru online.	3.1 Prepares billing statement	None	10 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	3.2 Process payment and issues Official Receipt.	P1,000	20 minutes	<i>Cashier – Field Office NCR</i>
4. Provide the DSWD Standards	4.1 Attach the photocopy of	None	5 minutes	<i>Ms. Chourie Lou-An Digneneng</i>

Section the photocopy of the Official Receipt (OR).	the official receipt of the processing fee.			<i>PDO III – Standards Section</i>
5. Ensure that the Client Satisfaction Measurement Form is duly accomplished and emailed/via courier by the applicant to the Standards Bureau	5.1 Provides the applicant the Client Satisfaction Measurement Form	None	5 minutes	
Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.				
6. Wait for the result of the assessment.	6.1 Routes to Standards Section the Application Documents.		25 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	6.2 Receives incoming applications and assigns to concerned technical staff.		30 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	6.3 Conducts desk review of the received application as to completeness and compliance. The submitted documents must satisfy the criteria that the applicants must be engaged mainly or generally in Social Welfare and Development Activities. Other supporting documents may be requested to the applicant SWDA to support the said criteria. If complete and compliant, notify the applicant SWDA on the payment for processing fee		3 hours	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>

	6.4 If incomplete, prepares an acknowledgment letter with checklist of documents indicating the lacking requirement.			
	6.5 Preparation of the Confirmation Report with attached draft Certificate of Registration and printing of Security Paper (SECPA).		5 hours and 25 minutes	
7. Signs in the logbook for received certificate thru pick-up.	7.1 Releasing of the Certificate of Registration to the SWDA	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i> <i>Dir. Benchie Gonzales</i> <i>ARD for Administration</i> <i>– Field Office NCR</i>
B. Processing Procedures of Applications submitted at Standards Section through Mail/Courier				
1. Send the Application Form together with the prescribed documentary requirements through Mail or Courier to:	1.1 Received” stamp the document and logs its receipt into the document tracking system.	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i>
	1.2 Endorse the document to section head.			
Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.				
2. Wait for the result of documents review	2.1 Receives incoming applications and assigns to concerned technical staff. Provides notes/instructions for action to concerned technical staff.	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i>
	2.2 Review the submitted		3 hours	<i>Ms. Chourie Lou-An Digneneng</i>

	<p>documents as to completeness and compliance, both in form and substance. The submitted documents must satisfy the criteria that the applicants must be engaged mainly or generally in Social Welfare and Development Activities. Other supporting documents may be requested to the applicant SWDA to support the said criteria.</p>			<p><i>PDO III – Standards Section</i></p>
	<p>2.3 If complete and compliant, notify the SWDA on the payment for processing fee.</p>			
	<p>2.4 If incomplete, an acknowledgment letter with checklist of requirements shall be returned to the applicant</p>			
<p>4. Wait for the result of the assessment.</p>	<p>4.1 Prepares the Confirmation Report with attached Certificate of Registration in Security Paper (SECPA) and duplicate copy.</p>	<p>None</p>	<p>5 hours, 25 minutes</p>	<p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>
	<p>4.2 Reviews and provides inputs and endorses the Confirmation Report with attached Certificate of Registration in Security Paper</p>		<p>2 hours, 25 minutes</p>	<p><i>Ms. Chourie Lou-An Digneneng PDO III, Standard Section Ms. Roselle M. Rentoza PO IV, PPD</i></p>

	(SECPA) and duplicate copy to the PPD Chief for initial			<i>Atty. Michael Joseph J. Lorico Regional Director – Field Office NCR</i>
	4.3 Review and approval of the Confirmation Report; Endorsement for Approval of the Registration Certificate		4 hours, 10 minutes	
5. Receive the Certificate and confirmation letter.	5.1 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	30 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
TOTAL				
For complete and compliant		P1,000	3 working days	
For incomplete submission				
Walk-in		None	30 minutes	
Courier			2 days	
* <i>The number of minutes shall be included on the total 3 working days</i>				
** <i>This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa.</i>				