

Republic of the Philippines
Department of Social Welfare and Development

CHECKLIST OF REQUIREMENTS

A. FOR REGISTRATION OF AUXILIARY SWDA:

1. New Application

- Accomplished Application Form
- Certified true copy of Certificate of Registration and Articles of Incorporation and by-laws
 - SEC – for a non-stock, non-profit or non-stock profit-oriented-entity
 - CDA – for a Cooperative
- Updated certification on the SWDA's status of operation (applicable only if the date of registration with the concerned regulatory government agency is more than three (3) years prior to application)
 - SEC – for a non-stock, non-profit or non-stock profit-oriented-entity
 - CDA – for a Cooperative
- Work and Financial plan for the two (2) succeeding years CY/FY _____
- Manual of Operations/Handbook
- For those already operating prior to the application:
 - Annual Accomplishment Report of the previous year CY/FY _____
 - Audited Financial Report of the previous year CY/FY _____
- For those operating in more than one region:
 - Validation assessment report from the concerned DSWD-FO/s attesting to the existence and status of operation of the SWDA in the area/s of jurisdiction
 - List of main and satellite/branch offices to include the contact person/s, address/es and contact number/s and programs and services to be or being implemented
- For those operating in a tie-up scheme:
 - Memorandum of Agreement (MOA) or Contract of Partnership, among others between the applying agency and its partner agencies

Note:

- ❖ All required documents shall be submitted/filed in two (2) copies to concerned DSWD Office
- ❖ Filing of registration or registration and licensing application **to Standards Bureau**, if operating in more than one region or to **DSWD-FO** if operating in one region
- ❖ Filing of application for accreditation of SWD programs and services – at the **Standards Bureau**

For those SWDAs with foreign national board member/s and/or employee/s:

Missionary visa for each volunteer

Working visa for each paid staff

2. For Renewal (SWDA shall apply to the concerned DSWD Office within sixty (60) days prior to expiration of the issued certificate of registration)

Original Registration Certificate that was previously issued

All documents required in the new application and must be updated

3. For Expansion of Area/s of Coverage

Letter of request for the amendment of its certificate

Validation assessment report from the DSWD FO/s where the expanded area/s of operation is/are located attesting to the existence and status of operation of the SWDAs

Original Certificate of registration

Accomplishment report of the previous year CY _____

Audited financial report for the previous year CY/FY _____

Work and Financial plan for the two succeeding years CY/FY _____

4. Transfer of Area/s of Coverage

Request for amendment of registration certificate (to be filed at the concerned DSWD Office that issued the current certificate)

All documents required in the new application

Original Registration Certificate that previously issued

B. FOR REGISTRATION AND LICENSING OF SWA OR RESOURCE AGENCY PROVIDING DIRECT SERVICES TO THE BENEFICIARIES

1. New Application

Accomplished Application Form

Certified true copy of Certificate of Registration and Articles of Incorporation and by-laws

SEC – for a non-stock, non-profit or non-stock profit-oriented-entity

CDA – for a Cooperative

Updated certification on the SWDA's status of operation (applicable only if the date of registration with the concerned regulatory government agency is more than three (3) years prior to application)

SEC – for a non-stock, non-profit or non-stock profit-oriented-entity

CDA – for a Cooperative

- Work and Financial plan for the two (2) succeeding years CY/FY _____
- Manual of Operations/Handbook
- Certification of hired Registered Social Worker/s or Community Development Worker/s
- For those already operating prior to the application:
 - Annual Accomplishment Report of the previous year CY/FY _____
 - Audited Financial Report of the previous year CY/FY _____
- For Residential Care Agency or Center Based facilities implemented by a community based agency for children, youth, women, older persons and persons with disabilities:
 - List and profile of residents/clients currently served, if applicable;
 - Occupancy permit for a newly constructed facility or updated structural safety certificate for an existing facility for the year _____
 - Updated Fire safety certificate for the year _____
 - Updated water sanitation permit or water potability certificate for the year _____
- For Child Placing agencies:
 - Certification from DSWD FOs or a recognized training agency/institute that the SWDA's Registered Social Worker (RSW) is trained in child placement service e.g adoption and foster care; and
 - List of adoptive/foster families and children for adoption/under foster care, if applicable
- For those operating in more than one region:
 - Validation assessment report from the concerned DSWD-FO/s attesting to the existence and status of operation of the SWDA in the area/s of jurisdiction
 - List of main and satellite/branch offices to include the contact person/s, address/es and contact number/s and programs and services to be or is being implemented
- For those operating in a tie-up scheme:
 - Memorandum of Agreement (MOA) or Contract of Partnership, among others between the applying agency and its partner agencies

- For those SWDAs with foreign national board member/s and/or employee/s:
 - Missionary visa for each volunteer
 - Working visa for each paid staff

2. **For Renewal** (SWDA shall apply to the concerned DSWD Office within sixty (60) days prior to expiration of the issued certificate of registration and license to operate)

- All documents required in the new application
- Original Registration Certificate and License to Operate that previously issued

3. **For Expansion of Area/s of Coverage**

- Letter of request for the amendment of its certificate
- Validation assessment report from the DSWD FO/s where the expanded area/s of operation is/are located attesting to the existence and status of operation of the SWAs and Resource Agencies providing direct services;
- Original Certificate of registration and license previously issued
- Updated manual of operation indicating the added area/s of coverage and policies on the new programs and services being implemented
- Additional staff such as Registered Social Worker or Community Development Worker, as to be required
- Accomplishment report for the previous year
- Audited financial report for the previous year CY/FY _____
- Work and financial plan for two (2) consecutive years CY/FY _____
- Updated building, water potability and fire safety inspections certificates, if residential care or community center based facility

4. **Transfer of Area/s of Coverage**

- Request for amendment of certificate registration and license to operate (to be filed in the concerned DSWD Office that issued the current certificate)
- All documents required in the new application
- Original Certificate Registration and License to Operate that previously issued

C. FOR ACCREDITATION OF SOCIAL WELFARE AND DEVELOPMENT PROGRAMS AND SERVICES

1. ***New/Initial Accreditation***

- Accomplished Application Form
- Manual of Operations
- Profile of governing board or its equivalent
- Profile of employees
- Work and financial plan for the succeeding two (2) years CY/FY _____
- Audited Financial Statement for the previous two (2) consecutive years CY/FY _____

- Accomplishment reports for two (2) years prior to the assessment
- Profile of client served/caseload inventory for the preceding and current year
- For residential care facilities and community center based facilities
 - Valid building structural safety certificate
 - Valid fire safety certificate
 - Valid water sanitation permit or water potability certificate
- With foreign national board member/s and/or employee/s
 - Valid copy of missionary visa for each volunteer
 - Valid working visa for each paid staff

2. ***Renewal of Accreditation***

- Accomplished Application Form
- Updated Manual of Operations
- Updated profile of governing board or its equivalent
- Updated profile of employees
- Work and financial plan for the succeeding two (2) years CY/FY _____
- Updated profile of client served/caseload inventory for the preceding and current year; and
- For residential care facilities and community center based facilities
 - Valid building structural safety certificate
 - Valid fire safety certificate
 - Valid water sanitation permit or water potability certificate
- With foreign national board member/s and/or employee/s
 - Valid copy of missionary visa for each volunteer
 - Valid working visa for each paid staff
- Information, Education and Communication Materials (IEC) e.g. brochures, flyer etc.
- Additional requirements for DSWD and LGU applicant
 - Audited Financial Statement for the previous two (2) consecutive years CY/FY _____
 - Accomplishment reports for two (2) years prior to the assessment