

REGISTRATION OF PRIVATE SOCIAL WELFARE AND DEVELOPMENT AGENCIES (SWDAS)¹

Schedule of availability of service: **Monday to Friday, 8:00 AM to 5:00 PM (no noon break)**

Who may avail of the service: **ALL Private SWDAs**

What are the requirements:

- ☐ Accomplished Application Form
- ☐ 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
- ☐ Copy of any of the following:
 - Handbook or Manual Operations of its programs policies and procedures to attain its purposes
 - Brochure
 - Duly signed Work and Financial Plan for at least two (2) years

HOW TO AVAIL THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
A. Assessment Procedures for Walk-in Applicants:						
1	Secures application form thru the DSWD Website/Standards Bureau/Field Office	Provides client application form, and checklist of requirements	30 minutes	Support Staff (Standards Bureau - SB/Field Office Standards Section-FO SS)		Application Form
2	Submit/file application and supporting documents (if operating only in one region, the	1. Review and assess documentary requirements submitted a) If application and documentary	30-45 minutes	Officer of the day (SB/FO SS)		Requirement Checklist Form

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
	<i>application shall be filed in the concerned DSWD Field Office; if operating in more than one region, the application shall be filed at the Standards Bureau).</i>	requirements are not complete, the same are returned to applicant with list of requirements not complied with b) If application and documentary requirements are complete, the "Officer of the Day" refers the applicant to the support staff for the issuance of billing statement				
2.a		Prepares Billing Statement and instructs applicant to proceed to the Financial Management Service (Accounting/Cashier, 2 nd Floor, Matapat Building)	20 minutes	Support Staff (SB)		Billing Statement
3	Presents the Billing Statement at Accounting and to the Cashier and settles the required fee	Approves and control, process payment and issues Official Receipt.	30 minutes	Accounting Clerk/ Cashier (Financial Management Service)	₱1,000.00	

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
B.Processing Procedures of Applications with Incomplete Requirements submitted at Standards Bureau/Field Offices through Mail/Courier:						
1		Review, assess and prepare notification indicating result of the assessment clarifying and guiding the applicant	1 working day	Technical Staff/ Team Leader/ Division Chief - SCMD		Assessment Tool
2		Approval and signing of written notice	1 working day	Bureau Director/ Executive Assistant/Technical Staff/ Support Staff		
3		Release the written notice together with the returned documents through email or snail mail	1 working day	Support Staff		
C.Processing Procedures of Applications with Complete Requirements submitted at Standards Bureau/Field Offices:						
1	Submits the Application form, Requirements and Photocopy of the Official Receipt	Receives, encodes and/or forwards documents to assigned Technical Staff	30 minutes	Support staff		
1.a		Initial review of the application	1 working day (total for 1 & 1.a)	Team Leader/ Technical Staff		Assessment Tool
1.b		Review the submitted Requirements of application as to		2 working days	Technical Staff	

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
		compliance to the requirements and prepare Confirmation Report with the recommendation of issuance of Certificate				
1.c		Review and approval of the Confirmation Report; Preparation and endorsement for approval of the Registration Certificate	2 working days	Technical Staff/ Team Leader/ Division Chief – SCMD/ Standards Bureau Director		DSWD Registration Certificate Template
1.d		Approval and Signing of Registration Certificate	1 working day	Undersecretary of Policy and Plans Group		
2		Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means (direct pick-up, courier, or thru awarding ceremony)	1 working day (depending on the choice of the applicant)	Support Staff		
END OF TRANSACTION						

SUMMARY OF PROCESSING TIME:

Duration:	A. Assessment of Walk-in Applicant	1 hr 45 minutes
	B. Processing of Application with Incomplete requirements	3 days
	C. Processing of Application with Complete Requirements	7 days

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

LICENSING OF PRIVATE SOCIAL WELFARE AND DEVELOPMENT AGENCIES (SWDAS) – 1) AUXILIARY SWDAS AND 2) SOCIAL WORK AGENCIES

Schedule of availability of service: **Monday to Friday, 8:00 AM to 5:00 PM (no noon break)**

Who may avail of the service: **Auxiliary SWDA**

What are the requirements:

Intending to Operate	Implementing prior to its Application	OPTIONAL/ADDITIONAL REQUIREMENTS (both for intending and already operating)
<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Certification of plan to hire the required Registered Social Worker (RSW) or staff complement or Profile of Employees and volunteers 3. Manual of Operation/Handbook 4. Profile of Board of Trustees 5. Certified True Copy of General Intake Sheet issued by SEC 6. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's to operate for at least two (2) years 7. Work and Financial Plan for the two (2) succeeding years 	<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Manual of Operation/Handbook containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others 3. Profile of Board Trustee 4. Profile of Employees and Volunteers: <ul style="list-style-type: none"> <input type="checkbox"/> At least one (1) full time staff who will manage its operations 5. Certified True Copy of General Intake Sheet issued by SEC 6. Certification of no derogatory information issued by SEC (for those operating more than six (6) months upon filing of the application 7. ABSNET Membership 8. Declaration of Commitment from the applicant of no support to tobacco in compliance to the provisions of EO 26 series of 2017(Providing for the establishment of smoke-free Environments in Public and Enclosed Places) and RA 9211 (Tobacco Regulation Act of 2003) 9. Duly signed Work and Financial Plan for the next two (2) succeeding years 	<p>A. Basic Documents</p> <ol style="list-style-type: none"> 1. For those operating in more than one region <ul style="list-style-type: none"> <input type="checkbox"/> List of main and satellite/branch offices, if any <input type="checkbox"/> Certified True Copy of the notarized written agreement of partnership or cooperation between the agency and its partner agency e.g. MOA, Contract of Partnership, among others <p>B. Documents Establishing Corporate Existence and Regulatory Compliance</p> <ol style="list-style-type: none"> 2. For those operating in more than one region <ul style="list-style-type: none"> <input type="checkbox"/> Validation report from concerned DSWD Field Office or Certification from Regional ABSNET/Cluster or LGUs attesting to the existence and status of operation of the organization in the area/s of jurisdiction. 3. For applicant that are identified that would be serving IP, appropriate additional documentary requirement will be required in order to ensure that the rights of the IP sectors are protected as per RA 8371 (The Indigenous Peoples' Rights Act of 1997) 4. For applicant with past and current

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

Intending to Operate	Implementing prior to its Application	OPTIONAL/ADDITIONAL REQUIREMENTS (both for intending and already operating)
	10. Notarized Certification from the Board of Trustees and/or funding agency to financially support the organizations to operate for at least two (2) years 11. Annual Accomplishment Report previous year 12. Audited Financial Report of the previous year 13. Profile of Clients served for the preceding and current year	partnership with the DSWD that involved transfer of funds <input type="checkbox"/> Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability/obligation

Schedule of availability of service: **Monday to Friday, 8:00 AM to 5:00 PM (no noon break)**

Who may avail of the service: **Social Work Agency (SWA)**

What are the requirements:

Intending to Operate	Implementing prior to its Application	OPTIONAL/ADDITIONAL REQUIREMENTS (both for intending and already operating)
1. Accomplished Application Form 2. Certification of plan to hire the required Registered Social Worker (RSW) or staff complement or Profile of Employees and volunteers 3. Manual of Operation/Handbook 4. Profile of Board of Trustees 5. Certified True Copy of General Intake Sheet issued by SEC 6. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's to operate for at least two (2) years	1. Accomplished Application Form 2. Manual of Operation/Handbook containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others 3. Profile of Board Trustee 4. Profile of Employees and Volunteers: a. At least one (1) RSW to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires social case management. b. For residential care facilities, to observe the caseload requirement of client ratio of the social worker and house parent	A. Basic Documents 1. For those operating in more than one region <input type="checkbox"/> List of main and satellite/branch offices, if any 2. For Applicant SWA's implementing Child Placement Services <input type="checkbox"/> Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service. B. Documents Establishing Corporate Existence and Regulatory Compliance 3. For those operating in more than one region <input type="checkbox"/> Validation report from concerned DSWD Field Office or Certification from Regional

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

Intending to Operate	Implementing prior to its Application	OPTIONAL/ADDITIONAL REQUIREMENTS (both for intending and already operating)
<p>7. Work and Financial Plan for the two (2) succeeding years</p>	<p>c. For applicant organization, implementing community development or community organizing, any of the following shall be hired in full time basis per region:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduate of Bachelor Degree in Social Work or Community Development; or <input type="checkbox"/> Other Allied professionals <p>5. Certified True Copy of General Intake Sheet issued by SEC</p> <p>6. Certification of no derogatory information issued by SEC (for those operating more than six (6) months upon filing of the application)</p> <p>7. ABSNET Membership</p> <p>8. Declaration of Commitment from the applicant of no support to tobacco in compliance to the provisions of EO 26 series of 2017 (Providing for the establishment of smoke-free Environments in Public and Enclosed Places) and RA 9211 (Tobacco Regulation Act of 2003)</p> <p>9. Duly signed Work and Financial Plan for the next two (2) succeeding years</p> <p>10. Notarized Certification from the Board of Trustees and/or funding agency to financially support the organizations to operate for at least two (2) years</p> <p>11. Annual Accomplishment Report previous year</p> <p>12. Audited Financial Report of the previous year</p>	<p>ABSNET/Cluster or LGUs attesting to the existence and status of operation of the organization in the area/s of jurisdiction.</p> <p>4. For Residential Based and Community Based with Facility Copy of the valid safety certificates namely:</p> <ul style="list-style-type: none"> a. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings) b. Fire Safety Inspection Certificate c. Water Potability Certificate or Sanitary Permit <p>5. For applicant that are identified that would be serving IP, appropriate additional documentary requirement will be required in order to ensure that the rights of the IP sectors are protected as per RA 8371 (The Indigenous Peoples' Rights Act of 1997)</p> <p>C. Documents Establishing Track Record and Good Standing</p> <p>6. For applicant with past and current partnership with the DSWD that involved transfer of funds</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability/obligation

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

Intending to Operate	Implementing prior to its Application	OPTIONAL/ADDITIONAL REQUIREMENTS (both for intending and already operating)
	13. Profile of Clients served for the preceding and current year	

HOW TO AVAIL THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
A. Assessment Procedures for Walk-in Applicants:						
1	Secures application form thru the DSWD Website/Standards Bureau/Field Office	Provides client application form, and checklist of requirements	30 minutes	Support Staff (Standards Bureau - SB/Field Office Standards Section- FO SS)		Application Form
2	Submit/file application and supporting documents <i>(if operating only in one region, the application shall be filed in the concerned DSWD Field Office; if operating in more than one region, the application shall be filed at the Standards Bureau).</i>	2. Review and assess documentary requirements submitted a) If application and documentary requirements are not complete, the same are returned to applicant with list of requirements not complied with	45 minutes – 1 hour	Officer of the day (SB)		DSWD Checklist of Requirement Form

Reference: ¹ MC 17, series of 2018 entitled Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
		b) If application and documentary requirements are complete, the "Officer of the Day" refers the applicant to the support staff for the issuance of billing statement				
2.a		Prepares Billing Statement and instructs applicant to proceed to the Financial Management Service (Accounting/Cashier, 2 nd Floor, Matapat Building)	20 minutes	Support Staff (SB)		Billing Statement Form
3	Presents the Billing Statement at Accounting and to the Cashier and settles the required fee	Approves and control, process payment and issues O.R.	30 minutes	Accounting Clerk/ Cashier (Financial Management Service)	₱1,000.00	
B.Processing Procedures of Applications with Incomplete Requirements submitted at Standards Bureau/Field Offices through Mail/Courier:						
1		Review, assess and prepare notification indicating result of the assessment clarifying and guiding the applicant	1 working day	Technical Staff/ Team Leader/ Division Chief - SCMD		Assessment Tool
2		Approval and signing of written notice	1 working day	Bureau Director/ Executive		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
3		Release the written notice together with the documents through email or snail mail	1 working day	Assistant/ Technical Staff/ Support Staff Support Staff		
C.Processing Procedures of Application with Complete Requirements submitted at Standards Bureau/Field Office:						
1	Submits the Application form, Requirements and Photocopy of the Official Receipt	Receives, encodes and/or forwards documents to assigned Technical Staff	30 minutes	Support staff		
1.a		Initial Review of Application	1 working day (total for 1 & 1.a)	Division Chief/Team Leader/ Technical Staff		Assessment Tool
1.b		Assessment of submitted application, acknowledgement as to compliance to the requirements and indicates the schedule of visit		Technical Staff/Team Leader/ Division Chief		
2		Onsite Assessment Visit based on the Agreed Schedule between DSWD and SWDA	1 working day (*Excluding travel time)	Technical Staff		
2.a		Prepares Confirmation Report a) Recommendation	3 working days	Technical Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
		on Issuance of Certificate (Proceed to Step 2.b, 2.c, 2.d, 2.e, and 3)				
		b) Areas for compliance together with SWDAs Action Plan (proceed to STEP D)				
2.b		Review and endorsement of the Confirmation Report	5 working days	Team Leader/ Division Chief – SCMD		
2.c		Review and approval of the Confirmation Report	3 working days	Standards Bureau Director		
2.d		Preparation and endorsement for Approval of the License Certificate	1 working day	Technical Staff/ Team Leader/ Division Chief – SCMD/ Standards Bureau Director		DSWD Certificate of License to Operate template
2.e		Approval and Signing of Certificate of License to Operate	2 working days	Undersecretary of Policy and Plans Group		
3.		Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means (direct pick-up, courier, or thru awarding ceremony)	1 working day (depending on the choice of the applicant)	Support Staff		

ACCREDITATION OF SOCIAL WELFARE AND DEVELOPMENT PROGRAMS AND SERVICES

Schedule of availability of service: **Monday to Friday, 8:00 AM to 5:00 PM (no noon break)**

Who may avail of the service: **All Public and Private Registered and Licensed SWA with Social Welfare and Development Programs and Services**

What are the requirements:

Mandatory Requirements	OPTIONAL/ADDITIONAL REQUIREMENTS
<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Pre-accreditation assessment conducted by concerned FO 3. Duly Accomplished Pre-accreditation assessment tool signed by the SWA's Head of Agency or Authorized Representative 4. Certification of no derogatory information issued by SEC (Except those operating less than six (6) months upon filing of the application) 5. ABSNET Membership 6. Work and Financial Plan for the two (2) succeeding years 7. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's to operate for at least two (2) years 8. Annual Accomplishment Report from the Previous year 9. Audited Financial Report of the previous year 10. Profile of Clients served for the preceding and current year 11. Certification from the SWDAs Head of Agency on their observance and compliance to the provisions of EO 26 series of 2017 (Providing for the establishment of smoke-free Environments in Public and Enclosed Places) and RA 9211 (Tobacco Regulation Act of 2003) 	<p>A. Basic Documents</p> <ol style="list-style-type: none"> 1. Manual of Operation 2. Profile of Board Trustee or its equivalent 3. Profile of Employees and Volunteers: <ul style="list-style-type: none"> <input type="checkbox"/> Staff requirement shall be based on Staff Client ratio per standards on accreditation of specific programs and services 4. For those operating in more than one region <ul style="list-style-type: none"> <input type="checkbox"/> List of main and satellite/branch offices, if any 5. For Applicant SWA's implementing Child Placement Services <ul style="list-style-type: none"> <input type="checkbox"/> Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service. <p>B. Documents Establishing Corporate Existence and Regulatory Compliance</p> <ol style="list-style-type: none"> 6. Certified True Copy of General Intake Sheet issued by SEC/CDA or any regulatory agencies 7. For Center Based (Residential Based and Non-Residential Based) <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the valid safety certificates namely: <ol style="list-style-type: none"> a. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings) b. Fire Safety Inspection Certificate c. Water Potability Certificate or Sanitary Permit 8. For applicant that are identified that would be serving IP, appropriate additional documentary requirement will be required

Mandatory Requirements	OPTIONAL/ADDITIONAL REQUIREMENTS
	<p>in order to ensure that the rights of the IP sectors are protected as per RA 8371 (The Indigenous Peoples' Rights Act of 1997)</p> <p>C.Documents Establishing Track Record and Good Standing</p> <p>9. For applicant with past and current partnership with the DSWD that involved transfer of funds</p> <p><input type="checkbox"/> Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability/obligation</p>

HOW TO AVAIL THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
A. Assessment Procedures for Walk-in Applicants:						
1	Secures application form thru the DSWD Website/Standards Bureau/Field Office	Provides client application form, and checklist of requirements	30 minutes	Support Staff (Standards Bureau - SB/Field Office Standards Section- FO SS)		Application Form
2	Submit/file application and supporting documents	<p>2. Review and assess documentary requirements submitted</p> <p>a) If application and documentary requirements are not complete, the same are returned to applicant with list of requirements not complied with</p> <p>b) If application and</p>	45 minutes – 1 hour	Officer of the day (SB)		DSWD Checklist of Requirements

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
		documentary requirements are complete, the "Officer of the Day" refers the applicant to the support staff for the issuance of billing statement				
2.a		Prepares Billing Statement and instructs applicant to proceed to the Financial Management Service (Accounting/Cashier, 2 nd Floor, Matapat Building)	20 minutes	Support Staff (SB)		Billing Statement
3	Presents the Billing Statement at Accounting and to the Cashier and settles the required fee	Approves and control, process payment and issues Official Receipt	30 minutes	Accounting Clerk/ Cashier (Financial Management Service)	₱1,000.00 per program and services	
B.Processing Procedures of Applications with Incomplete Requirements submitted at Standards Bureau through Mail/Courier:						
1		Review, assess and prepare notification indicating result of the assessment clarifying and guiding the applicant	1 working day	Technical Staff/ Team Leader/ Division Chief - SCMD		Assessment Tool
2		Approval and signing of written notice	1 working day	Bureau Director/ Executive Assistant/		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEES	FORMS
3		Release the written notice together with the returned documents through email or snail mail	1 working day	Technical Staff/ Support Staff		
C.Processing Procedures of Application with Complete Requirements submitted at Standards Bureau:						
1	Submits the Application form, Requirements and Photocopy of the Official Receipt	Receives, encodes and/or forwards documents to assigned Technical Staff	30 minutes	Support staff		
1.a		Initial Review of Application	1 working day (total for 1 & 1.a)	Division Chief/Team Leader/ Technical Staff		Assessment Tool
1.b		Assessment of submitted application, acknowledgement as to compliance to the requirements and indicates the schedule of visit	3 working days	Technical Staff/Team Leader/ Division Chief		
2		Onsite Assessment Visit based on the Agreed Schedule between DSWD and SWDA	2 working days (*Excluding travel time)	Technical Staff		
2.a		Prepares Confirmation Report	3 working days	Technical Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN- CHARGE	FEES	FORMS
		a) Recommendation on Issuance of Certificate (Proceed to Step 2.b, 2.c, 2.d, 2.e, and 3)				
		b) Areas for compliance together with SWDAs Action Plan (proceed to STEP D)				
2.b		Review and endorsement of the Confirmation Report	5 working days	Team Leader/ Division Chief - SCMD		
2.c		Review and approval of the Confirmation Report	2 working days	Standards Bureau Director		
2.d		Preparation and endorsement for Approval of the Accreditation Certificate	1 working day	Technical Staff/ Team Leader/ Division Chief – SCMD/ Standards Bureau Director		DSWD Certificate of Accreditation Template
2.e		Approval and Signing of Accreditation Certificate	2 working days	Undersecretary of Policy and Plans Group		
3		Send the Confirmation Report and notify the availability of the Certificate of Registration for release through various means	1 working day (depending on the choice of the applicant)	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN-CHARGE	FEEs	FORMS
		(direct pick-up, courier, or thru awarding ceremony)				
D.Processing Procedures on Application with Areas for Compliance						
2.b		Prepares confirmation report citing the areas for compliance	3 working days	Technical Staff		
2.c		Review and endorsement of confirmation report	5 working days	Team Leader/ Division Chief - SCMD		
2.d		Review and Approval of confirmation report	3 working days	Bureau Director		
3		Send the Confirmation Report and notify the applicant on the result of the assessment	1 working day	Support Staff		
END OF TRANSACTION						

SUMMARY OF PROCESSING TIME:

Duration:	A. Assessment Procedures for Walk-in Applicants	2 hrs and 20 minutes
	B. Processing Procedures of Application with Incomplete Requirements submitted at Standards Bureau	3 days
	C. Processing Procedures of Application with Complete Requirements submitted at Standards Bureau	20 days
	D. Processing Procedures of Application with Areas for Compliance	17 days