



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632)931-8101 to 07; Telefax (632)931-8191

e-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph/>

Administrative Order No. 12  
Series of 2008

**SUBJECT: STANDARDS FOR HOME-BASED ECCD PROGRAM**  
**(for children below 6 years old)**

**A. RATIONALE**

Various approaches and strategies have evolved to provide a learning environment for children below 6 years old, one of which is Home-based Early Childhood Care and Development (ECCD) program. Past initiatives described home-based program as activities or services that intend to develop the capabilities of parents and surrogate parents to assume the role of primary caregiver and first teacher. Home based programs have evolved to complement and/or supplement the existing gaps in ECCD service delivery.

Current efforts to ensure wider access to services have transformed home-based ECCD program as another mode or form of day care service where a facility for day care center or child minding center is not accessible or available. In this approach, children attend sessions within the parents'/volunteers' home or other appropriate venues.

The varying concepts and understanding on the nature, characteristics and helping strategies/approaches on home-based ECCD have posed a dilemma to practitioners as there is no common parameter to measure quality of program implementation. Given the different modalities in this approach, it is necessary to develop common parameters as basis for setting standards and compliance monitoring.

Responding to this challenge, the Department of Social Welfare and Development through the Standards Bureau and Social Technology Bureau conducted consultations with selected local government units (LGUs) and non-government organizations implementing home-based ECCD to provide a venue for sharing of practices and methodologies of implementation. The activity paved the way for various stakeholders to agree on the nature and description of home-based ECCD program taking into consideration the different modes of service delivery.

Thus, the following set of standards and indicators are hereby issued to promote quality in the implementation of home-based ECCD program.

## **B. LEGAL BASES**

The Department draws its authority to set standards and accredit Home-based ECCD programs from the following;

1. UN Convention on the Rights of the Child, Article 18 provides that the States shall use their best efforts to ensure recognition of the principle that both parents have common responsibilities for the upbringing and development of the child. Parents or, as the case may be, legal guardians, have the primary responsibility for the upbringing and development of the child. The best interest of the child will be their basic concern.
2. Republic Act No. 8980, otherwise known as the Early Childhood Care and Development (ECCD) Act, section 27, defines the specific roles and responsibilities of DSWD to “. . .set standards for family and child welfare ECCD programs” and “register, license and accredit public and private ECCD centers, programs and service providers catering to children below 5 years of age”.
3. Executive Order No. 221, amending Executive Order No. 15 series of 1998, entitled Redirecting the Functions and Operations of DSWD states that the Department shall “set the standards, accredit and provide consultative services to public and private institutions, organizations and persons engaged in social welfare activities, and monitor performance and compliance to standards by institutions, organizations and persons engaged in social activities both public and private”.
4. Republic Act 7160 or Local Government Code of 1991, Article 24 states that the “LGU shall be responsible for a set of services and facilities in accordance with established national policies, guidelines and standards”.
5. P.D. 603, Article 46 states that some of the General Duties of parents are to “provide affection, companionship and understanding, and to supervise his activities including his recreation”.
6. RA 6972- The Barangay Level Total Development and Protection Act provides that the Department shall formulate the criteria for the selection, qualifications, training and accreditation of barangay day care workers and standards for the implementation of the total development and protection of children program;
7. Executive Order No. 685, Expanding The Preschool Coverage To Include Children Enrolled In Day Care Centers, Section 6 , provides that the roles and responsibilities of DSWD and other member agencies of the National Early Childhood Care and Development Coordinating Council (NECCDCC) – The Department of Social Welfare and Development and the other member agencies of the NECCDCC shall continue to perform their functions as provided by sections 26 and 27 of Rule IV of the Rules and Regulations Implementing RA 8980 subject to the mandate of the Department of Education expanding its Preschool Programs as contained in this Executive Order.

## C. DEFINITION OF TERMS

The following terms are defined for the purposes of these guidelines:

1. ECCD System – refers to the full range of health, nutrition early education, psycho-social and other services that provide for the basic holistic needs of children as defined and implemented at national and local levels which include center-based and home-based programs. ( R.A. 8980 or ECCD Act)
2. Home-based ECCD Programs – refer to a full range of services that promote holistic development of children below six (6) years old delivered for, with and/or by the parents/surrogate parents/caregivers in an informal setting in the home, neighborhood and/or other improvised safe environment or places in the community. Mode of service delivery is classified as follows:
  - 2.1 Parent/Surrogate Parent as primary caregiver to own children – refers to capacitating the parents/surrogate parents/caregivers of children below 6 years old to provide ECCD learning experience and activities for their respective children in their own home. In this approach, the parents themselves conduct ECCD activities in their own home.
  - 2.2 Parents as ECCD service provider to other parents- refer to parents serving as volunteers in the delivery of ECCD services to other parents in the community. The parent volunteers enable the parents/surrogate parents/caregivers of children below six (6) years old in the community to acquire and enhance their knowledge, skills and attitudes in advocating for the implementation of ECCD programs, projects and activities in the community.
  - 2.3 Parents/Surrogate Parent as ECCD service provider to other children – refers to ECCD sessions conducted by the parent/surrogate parent as ECCD service provider to children below 6 years old in their homes or in an improvised and safe facility/ies or space available in the community.
3. Mobile Home-based-ECCD – refers to an approach or strategy in the delivery of ECCD under classification 2.3 (parents/surrogate parents as ECCD service provider to other children) operating in a particular area or venue for at least 6 months to ensure continuity of services.
4. Center-based Program – refers to services at the community level undertaken in a center, school or in the workplace such as day care service established under R.A. No. 6972 , public and private pre-schools, kindergarten or school-based programs initiated by non-government organizations or people’s organization, workplace-related child care and education programs, child-minding centers, and health centers and stations. (R.A.. 8980 or ECCD Act)
5. ECCD Service Providers – refers to the various professionals, paraprofessionals, volunteer caregivers and organizers who are directly responsible for the care and

education of young children through the various center and home-based ECCD programs. They include, but are not limited to, day care workers, teacher-aides, rural health midwives, community organizers, community health workers, barangay nutrition scholars, Parent Effectiveness Service (PES) volunteers, child development workers and family day care providers. (R.A. 8980 or ECCD Act).

6. Surrogate – refers to any adult member of the family (or extended family) or caregiver who chose to act as substitute parent to children not legally under his/her parental authority or care.

#### **D. COVERAGE**

These standards shall apply to all Local Government Units (LGUs), Non-Government Organizations (NGOs), faith-based groups and private individuals implementing all or any of the three classifications of home-based ECCD program such as: Surrogate and Parent as primary caregiver to own children, Parent as ECCD service provider to other parents and Parent as ECCD service provider to other children. This includes Mobile Home-based ECCD operating in a particular area or venue for at least 6 months to ensure continuity of services.

#### **E. GENERAL STANDARDS**

##### 1. Administration and Organization

###### a. Vision, Mission, Goals (VMG) and Policies

The implementing agency should have the following;

- a. 1. Written statement of vision, mission and goals for children below six (6) years old and the parents in the target community.
- a. 2. Written statement of its purposes with specific type/s of Home-based ECCD program it intends to implement.
- a. 3. Clear policy that will deal with People’s Organization (POs) or informal groups that it has organized.
- a. 4. Written policies contained in a manual of operation indicating implementing guidelines on Home-based ECCD program.
- b. There is a policy-making body to review/formulate and enhance policies for Home-based ECCD implementation that meets at least once a year.
- c. The Agency’s Governing Board or its equivalent in government agencies, e.g Municipal/City Council for the Protection of Children, Local Legislative Board, Provincial/City/Municipal/Barangay/ECCDCC, and staff are knowledgeable and able to articulate the purpose and outcomes of the Home-based ECCD program.

##### 2. Program Management

###### a. Planning

- a. 1. There are available data on the profile of children and families needing the service based on the following:

- Children and families with and without access to ECCD services (age, sex)
  - Identifying targets to Home-based vis-à-vis center-based
  - Identify gaps in ECCD service delivery
- a. 2. Utilizes the results of survey in preparing the work and financial plan
  - a. 3. Has at least one-year work and financial plan that indicates objectives, activities, time frame, responsible persons, corresponding budgets and source of funds.
  - a. 4. Utilizes result of assessment on children's and parents' development needs in preparing a curriculum or session guide not limited to 3 ECCD aspects such as health, nutrition and psychosocial.
- b. Implementation and Monitoring
    - b.1. Implements home-based activities based on the approved work and Financial plan
    - b.2. Conducts meetings/conferences with the parents/caregivers/ volunteers involved in implementing the program
    - b.3. Maintains a record of meetings and conferences related to ECCD activities conducted
    - b. 4. Maintains a record of children and parents served
    - b. 5. Monitoring visit to children and their parents is conducted at least once every quarter.
  - c. Evaluation
    - c.1. Evaluates the implementation of the work and financial plan annually
    - c.2. Uses the result of the evaluation as basis for re-planning
3. Human Resource Development
 

Implementing agency has system and procedures on the following;

    - a. Recruitment and Hiring
 

For Agency ECCD Service Provider

      1. Must be a college graduate in any discipline
      2. Has a career professional eligibility (for public programs) or its equivalent (for private programs)
      3. Has a barangay and or police clearance and certification from respective members/elders in his/her community certifying good moral character
      4. Be in good health supported by a medical certificate issued by government or private physician as the case may be, certifying as fit for employment

For ECCD Service Provider

      1. Must be 18 years old and above

2. Must have a barangay, and police clearance and or certification from respective member/elders in the community certifying good moral character
3. Must be in good health supported by a medical certificate issued by government physician/Health Center during the current year
4. Must have basic literacy and completed training requirements
5. Must have a written commitment/appointment/job order, job contract, Barangay Resolution or Memorandum of Agreement on the length and type of service to be provided by the service provider/parent teacher/community ECCD volunteers

b. Benefits

For Agency ECCD Service Provider

1. Salary and benefits shall be in accordance with civil service rules and regulation or with the existing wage prescribed by the Regional Wage Board, labor laws and regulations.
2. Must be given priority for continuing technical assistance to include attendance to training, seminars/workshops, lecture series and other forms of capability building activities.

For Volunteer ECCD Service Provider

1. Must be provided with a monthly allowance/honorarium that will be used to subsidize his/her transportation and food expenses. The amount shall be determined by the concerned agency based on their resources.
2. There is no employer – employee relationship considering that the volunteer holds no permanent position and will not be receiving a regular monthly salary.
3. Must enter into a Memorandum of Agreement with the concerned agency indicating the length and type of his/her service, honorarium/allowances and other benefits.
4. Must be given priority for continuing technical assistance to include attendance to training, seminars/workshops, lecture series and other forms of capability building activities.

4. Training and Development

- a. Basic orientation on the agency's Vision, Mission, Goals (VMG) and purposes provided to the target agency staff and home-based ECCD volunteer
- b. Orientation for home-based ECCD Service Provider which shall include the following topics;
  - b.1. Rights of the Child
  - b.2. ECCD Law (basic)
  - b.3. Developmental stages of 0-6 year old children

- b.4. Responsibilities of Parents
- b.5. Stimulating activities for children through the use of toys, songs, poems, story telling and games
- b.6. Early detection and intervention of childhood disabilities
- b.7. Child abuse prevention
- b.8. Orientation on ECCD checklist and other assessment tool
- b.9. Use of toys, songs, poems, story telling and games
- b.10. Working with Families and Communities
- b.11. Health and Nutrition
- b.12. First Aid
- c. Continuing capacity building program of at least 24 hours per calendar year for all ECCD service providers appropriate to specific category of home-based program being implemented which include but are not limited to the following;
  - c.1. Rights of the child (review for existing volunteers)
  - c.2. Developmental Stages of 0-6 year old children
  - c.3. Stimulating activities for children
  - c.4. Early detection, intervention and management of childhood disabilities
  - c.5. Assessment of children
  - c.6. Curriculum planning/ conduct of developmental appropriate learning materials and activities that will include those intended to develop beginning literacy skill for pre-school age children.
  - c.7. Development of Learning Materials
  - c.8 . Working with Families and Communities
  - c.9 . Health and Nutrition (updates)
  - c.10. Basic Life Support
  - c.11. Violence against women
  - c.12. Gender and Development
  - c.13. Disaster Preparedness
  - c.14. Personal safety and protective behavior to avoid/prevent sexual advances/abuse to children.
  - c. 15. Other related law on children
- d. Performance Appraisal and Recognition
  - d.1. Conduct of performance evaluation of the ECCD service provider once a year in terms of quantity, quality and timeliness of service implementation;
  - d.2. Evaluation of performance based on the standards set for specific category of home-based program implemented;

- d.3. Generate feedback with the ECCD service provider after each evaluation period; and
- d.4. Conduct of annual recognition for best performers

**F. STANDARDS SPECIFIC TO EACH CLASSIFICATION OF HOME-BASED ECCD PROGRAM**

1. Parents/Surrogate Parents as Primary Caregiver to Own Child/Children- In this classification the one accountable in meeting the necessary standards is the implementing agency. Therefore, the accreditation is focused on the agency.

- a. Curriculum/Contents

Basic curriculum to educate and enhance the knowledge and skills of parents as primary caregivers and first teachers of children below six years old should comprise of the following topics:

- a.1. Understanding of One's Self as individual and as a Parent
- a.2. Rights and Duties of Parents and Children
- a.3. Strengthening Husband and Wife, Child and Parent Relationships
- a.4. Child Developmental topics/module
- a.5. Effective Parenting Module
- a.6. Behavioral Skills and Development of Children 0 – 6 years old
- a.7. Techniques in Managing the Behavior of Children
- a.8. Learning Activities and materials to Stimulate Growth and Development of Children
- a.9. Health Care and Nutrition of Children 0 – 6 years old
- a.10. Use of Health Records e.g. ECCD Checklist, Growth Monitoring Chart and Immunization
- a.11. Anger management and Values inculcation

- b. Learning Materials

- Provides the ECCD service provider learning materials that deal on the above topics such as Parent Effectiveness Service (PES), Empowerment and Reaffirmation of Parental Abilities (ERPAT), Supervised Neighborhood Play (SNP), Day Care Mom manual etc.

- c. Caseload

- 1 service provider for a maximum of 15-20 parents/surrogate parents

- d. Frequency of sessions

- d.1. Sessions should be conducted at least once a week, 2 to 3 hours per session within a period of six months (sessions on PES topics completed within 6 months period)

- d.2. Follow-up activity is conducted one week after each session to monitor application of learning gained by parents
- e. Records
  - e.1. Profile of parents provided with parent education sessions
  - e.2. Report on topics discussed per session with number of parent participants including learning insights, issues and concerns for follow up
  - e.3. Report on the result of monitoring conducted
  - e.4. Attendance of parents
2. Parents as ECCD Service Provider to other Parents - under this classification, the one accountable in meeting the necessary standards is the implementing agency. Therefore, the focus of the accreditation is the agency.
  - a. Curriculum/contents
 

These shall include topics that would develop the parents as advocates for ECCD activities in the community, such as but are not limited to the following:

Phase 1

    - a.1. Parenting: A Right and a Duty
    - a.2. Parents as Partners
    - a.3. Filipino Values on Children
    - a.4. Overview of Parent Effectiveness Service (PES)
    - a.5. Roles and Tasks of Volunteers for home-based ECCD program implementation
    - a.6. Parents Mobilization and Involvement
    - a.7. Deepening sessions/hands-on exercises on songs, toys, poems ,storytelling and games/play for 0-6 year old children
    - a.8. Behavior management
    - a.9. Facilitating Skills
    - a.10. Reproductive health and family planning
    - a.11. Other topics/related law and issuances on children as maybe deemed relevant by the implementing agency

Phase 2

    - Practicum/OJT for the actual conduct of parent education sessions (6 months)

Phase 3

    - Processing of experience/insights gained during practicum phase
    - Developing Self-esteem

- Community participation and development to include working with families and communities
  - Concept and importance of volunteerism
  - Basic skills in helping parents as partners
- b. Parents as ECCD Service Provider's involvement in the following activities:
- b.1. Conduct of survey on the number and situation of children below six (6) years old and their families
  - b.2. Records keeping of children/families needing ECCD interventions and home-based program implementation
  - b.3. Organization of Parents Committee to advocate for ECCD in the community
  - b.4. Conduct of orientation on parent's role in the advocacy of ECCD activities
  - b.5. Conduct of regular ECCD advocacy activities
  - b.6. Updating of parents' activities on ECCD programs
  - b.7. Act as resource person in training/orientation on ECCD related activities/parent education session
- c. Frequency of sessions
- c.1 Training sessions for ECCD Service Providers are conducted in three phases. The first phase will be conducted on a staggered basis for a period of one month, second phase is actual conduct of parent education sessions by the ECCD service provider within a period of six (6) months, while the third phase has a total of 16 hours (2 days).
  - c.2 ECCD Service Provider conducts sessions once a week
- d. Caseload
- 1 ECCD Service Provider for a minimum of 8 and maximum of 20 parents/surrogate parents/caregivers
- e. Learning Materials/Resources
- Utilizes a variety of learning materials that satisfy the requirements of the above curriculum/contents such as PES, ERPAT etc.
- f. Records
- f.1. Profile of parent community ECCD volunteers
  - f.2. Profile of parents provided parent education sessions
  - f.3. Record on topics discussed per session with number of parent participants including actions to take for follow up in the next meeting
  - f. 4. Quarterly reports on ECCD advocacy activities conducted

g. Physical Structure

Uses a structure/facility/venue that:

- g.1. Is accessible to parents/surrogate parents/caregivers where home-based ECCD program is delivered
- g.2. Has an adequate space appropriate to the number of parents attending ECCD sessions/activities
- g.3. Is an area away from dumpsites, rivers, gambling dens, bus terminals/parking places or areas that produce unnecessary noise
- g.4. Has a well ventilated and lighted room/place

3. Parents/Surrogate Parents as ECCD Service Provider to other Children - Under this classification the implementing agency and the ECCD Service provider are both accountable for meeting the standards based on the required standards as indicated.

a. Curriculum/Contents

Uses a content/curriculum that:

- a.1. Is based on children's interest and socio-cultural background
- a.2. Promotes small and large muscle development
- a.3. Promotes social skills
- a.4. Uses or adapts indigenous resources, ex. folk literature, music, traditional games, cultural events, etc.
- a.5. Integrates health, nutrition, sanitation, environment, gender fairness and good moral values
- a.6. Whenever necessary and depending on the needs and interest of children, utilizes the assessment results of children on the development domain
- a.7. Uses first aid/safety of children

b. Activities

Provides creative activities that:

- b.1. Are based on the assessment results of needs and interest of children
- b.2. Are based on the curriculum, content and themes of activities undertaken
- b.3. Use indigenous activities, e.g. folk literature, music, traditional games, cultural events
- b.4. Provides various activities that promotes values on love of God, country, one-self, respect for elders, parents and environment
- b. 5. Promotes personal hygiene i.e. washing of the hands, proper toileting, visit to health center

c. Learning Materials

Utilizes learning materials that include:

- c.1. Indigenous or locally available resources or commercially produced (workbooks and coloring books are not recommended)
- c.2. Storybooks, picture books and toys that are preferably made by the service provider, parents or children
- c.3. Art materials, musical instruments, puzzles, play boards and drawing tools that are made of indigenous or locally available or reusable items
- c.4. Safe, durable and made of non-toxic/hazardous materials

d. Frequency of Sessions

- At least 3 sessions a week at 2-3 hours/session

e. Caseload

- In no case shall exceed 12 children for every ECCD service provider for 3-6 years old.

f. Records

- f. 1. Uses individual intake form/ family data form
- f. 2. Updated profile of children registered in home-based program
- f. 3. Uses ECCD checklist/ growth monitoring chart for each child
- f. 4. Maintains a copy of health records for each child e.g. history, allergies, log of medications administered, injury reports and other health observations
- f. 5. Weekly session plans/guide
- f. 6. Observations of children's developmental milestone and work samples
- f. 7. Maintains report on individual/group parent conferences/feedback on children's progress
- f. 8. Quarterly report on the conduct of home-based ECCD activities

g. Physical Structure and Safety

Uses a structure/facility/venue that:

- g.1. Is accessible to parents/surrogate parents/caregivers and/or children where home-based ECCD program is delivered
- g.2. Is far from gambling dens, computer games, video-oke, rivers, canals and dumpsites, and/or there are safety measures to protect the children e.g fences.
- g.3. Is free from smoke, hazards and away from vehicular traffic
- g.4. Has access to potable water

- g.5. Has appropriate and adequate space that allows interaction between and among parents and/or children
- g.6. Has a well lighted room/place
- g.7. Has a well ventilated room/place
- g.8. Has floors/ground that are free from splinters, cracks and protruding objects
- g.9. Has access to clean toilet with sufficient water supply
- g.10. Uses tables and chairs (if necessary) appropriate to the number of parents and/or children

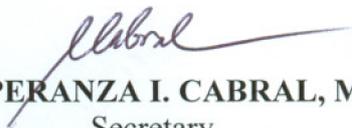
#### **G. ASSESSMENT OF COMPLIANCE**

1. Compliance with the above standards shall be assessed using the assessment tool in the accreditation of Home-based ECCD. Assessment shall be done based on the classification of home-based ECCD program being implemented by the agency after having met the mandatory general standards herein required.
2. Renewal of accreditation of any of the home-based ECCD program classifications shall be made every three years.

#### **H. EFFECTIVITY**

This Administrative Order shall take effect immediately and supersedes other orders inconsistent with the provisions herein.

Issued in Quezon City on this 16<sup>th</sup> day of June, 2008.

  
**ESPERANZA I. CABRAL, M.D.**  
Secretary

