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Department of Social Welfare and Development

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ADMINISTRATIVE ORDER

NO. 15
Series of 2011

SUBJECT: GUIDELINES FOR THE ACCREDITATION OF DAY CARE CENTERS AND DAY CARE WORKERS

I. INTRODUCTION

The Department of Social Welfare and Development (DSWD), in prioritizing its commitment to the human development concerns of children as a response to the country's ratification of the Convention on the Rights of the Child (CRC) on July 26, 1990, where the Philippines is a state party, recognizes the significant role of Day Care Service in the development of children's well being.

Hence, in 2004, the DSWD set standards for Day Care Centers (DCCs), other ECCD Centers and Service Providers (SP) (for children aged 0 – 5.11 years) through Administrative Order No. 29 which covers DCCs and other ECCD Center (e.g. Child Minding Centers) being managed by the National Government Agencies (NGAs), Government Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), Social Welfare and Development Agencies (SWDAs), Peoples' Organizations (POs) and other individuals. This Administrative Order focused on five areas that are deemed necessary in any ECE-ECCD program where specific, measurable and observable indicators are enumerated to ensure that the standards for each area are being met.

However, in the course of the implementation of Administrative Order 29, series of 2004, several issues and concerns were raised by the same stakeholders, mostly on areas of Partnership with Families, Community and Local Government, particularly on user's fee or participation fee, and the Human Resource Development (HRD) i.e. educational level of the Day Care Workers and their qualifications. Consequently, these issues and concerns were considered since they play vital roles in the continuing operation of Day Care Service. Likewise, the HRD is critical because of its role in the delivery of quality care and education to children beneficiaries of the day care service.

The different concerns were expressed at the time when Executive Order (EO) 685, also known as Expanding the Preschool Coverage to Include Children Enrolled in Day Care Centers where children referred to are those who are 5 years old and above, signed by the former president on January 10, 2008. Hence, this new Administrative Order shall focus on the new guidelines for the accreditation of Day Care Centers and Day Care Workers.

Further, this new guidelines will cover Day Care Centers catering to children 3 years old to 4.11 years old children, operated by NGAs, GOCCs, LGUs, SWDAs, POs and

other private individuals. The Day Care Workers are also covered in this new guideline to ensure that the physical, intellectual, social and emotional needs of the children are being addressed.

II. MANDATE AND LEGAL BASES

The Department draws its authority to accredit day care centers (DCCs) and Day Care Workers (DCWs) for children 3 to below 5 years old from the following:

1. Presidential Decree No. 603 (1974) – the Child and Youth Welfare Code Title II Article 6 – “The Day Care Service and other substitute parental arrangements shall be provided to a child whose parents and relatives are not able to care for him/her during the day. Such arrangement shall be subjected to accreditation and licensing by the Department of Social Welfare.”
2. Republic Act No. 6972 (1990) – Barangay Total Development and Protection of Children Act, Section 5 (a) – “The Department of Social Welfare and Development shall formulate the criteria for the selection, qualifications, training and accreditation of day care workers and the standards for the implementation of the total development and protection of children program.”
3. Republic Act No. 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.”
4. Executive Order No. 340 series of 1997 – Directing National Government Agencies and Government Owned and Controlled Corporations to Provide Day Care Services for their Employees’ Children Under Five Years of Age, Section 3 Lead Agency (4) “... the DSWD is tasked to license and accredit the services, facilities and day care workers.”
5. Executive Order No. 221 series of 2003 – Amending Executive Order No. 15 series of 1998, Redirecting the Functions and Operations of DSWD which states that to accomplish its roles and functions 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 welfare activities both public and private.”
6. Republic Act 8980 (2000) – also known as the Early Childhood Care and Development (ECCD) Act which provides under its Implementing Rules and Regulations (IRR) as mentioned in Section 27, Specific Roles and Responsibilities of DSWD that it shall “Register, license and accredit public and private ECCD centers, programs and service providers catering to children below 5 years of age.”

7. Executive Order No. 685 (2008) – also known as Expanding the Preschool Coverage to Include Children Enrolled in Day Care Centers which states that “preschool experiences provide the essential stimulation needed by 5 year old children to become ready for formal schooling in Grade 1, thus should be expanded to reach all children aged 5 years old, with first priority to reaching those children least likely to enter school or most likely to drop out or repeat in Grades 1-3.”

III. OBJECTIVES

This guidelines aims to:

1. Provide an enhanced set of standards for the DCCs and DCWs for a more efficient and effective delivery of Day Care Service.
2. Protect and promote the best interest of the children availing of the Day Care Service.
3. Promote accountability in the implementation of the service in the community and in the workplace.

IV. COVERAGE AND APPLICABILITY

This guideline covers and applies to all DCCs and DCWs whether based in the community i.e. run and managed by the barangay, SWDAs, POs, private individuals or in the workplace, i.e. NGAs and GOCCs.

V. GENERAL POLICIES

1. The C/MSWDO and Field Offices will follow the entire accreditation process provided in the accreditation tool. There is a separate tool for the DCCs operated by the LGUs, SWDAs, POs and for the DCCs operated by the NGAs/GOCCs.
2. The accreditation of the DCC and DCW is interdependent with each other. Hence, both may either be accredited or not accredited. Thus, separate certificates shall be awarded to the accredited DCC and DCW.
3. If on the first visit for the accreditation the DCC and/or DCW does not meet the minimum standards, they will be given six (6) months to comply with all the other requirements needed in the work areas where they have failed.
4. The star rating will be re-adopted in the assessment tool under this Administrative Order.
5. The Certificate of Accreditation of DCCs issued by the Field Offices shall have a validity period of minimum of three (3) years and a maximum of five (5) years. There will be a ladderized system for accreditation wherein indicators of compliance shall be categorized as follows:

- a. Three star rating is equivalent to a satisfactory rating which means that the DCC have met the basic standards set and will be awarded a three year accreditation.
 - b. Four star rating is equivalent to a highly satisfactory rating which means that the DCC has met the basic standards and is practicing optional services that increases the quality of service implementation to a higher level. Four star rating to the center will be awarded a four year accreditation.
 - c. Five star rating is equivalent to outstanding rating. This means that the center is following the highest of standards and will be awarded a five year accreditation.
6. The Certificate of Accreditation of the Day Care Workers issued by the Field Offices shall also have a minimum validity period of three (3) years and maximum of five (5) years. There will be a ladderized system for accreditation wherein indicators of compliance shall be categorized as follows:
- a. Capable and Knowledgeable rating would be given to the DCW who has met the basic standards set and will be awarded a three year accreditation.
 - b. Highly Competent rating would be given to the DCW who has met the basic standards and is practicing optional services that increases the quality of service implementation to a higher level. Meanwhile, four star rating to the Day Care Worker will be awarded a four-year accreditation.
 - c. Expert rating would be given to the Day Care Worker who is following the highest of standards and that the Day Care Worker will be awarded a five-year accreditation.
7. The presence or absence of the indicators are determined through a review of documents (document review or DR), interview with the various stakeholders (I), and observation of a session or sessions in the ECCD centers (O).
8. The accreditation may be suspended/revoked if compliance to standards is not maintained during validity period.
9. To promote the use of the revised standards, continuous conduct of orientation, advocacy, capability building and technical assistance to NGAs, GOCCs, LGUs, SWDAs, POs, and private individuals shall be included in the list of priority activities of the Field Offices.

VI. STANDARDS

There are five areas wherein the standards would focus on as follows:

A. Advancement of Children's Growth and Development

The advancement of children's growth and development is the primary objective of day care service and service providers. Service providers are tasked to facilitate children's progress in all aspects of development. This is achieved through the following:

1. Assessment of children that provides the service providers with a thorough knowledge about each child in their care;
2. Integration of health, nutrition, and other complementary services; and
3. Utilization of a developmentally appropriate curriculum for young children

B. Partnership with Families, Communities and Local Government

Partnership with families, community and local government indicates that a high quality ECCD program is the result of the shared responsibility among parents and members of the families, service providers, community members, organizations, and the local government unit.

C. Human Resource Development (HRD)

HRD refers to the recruitment and hiring; training and development; competencies and continuing education of the service providers; supervision and conditions of employment that are part of the management and administration of the ECCD program.

D. Program Management

This section refers to planning and budgeting, implementation, supervision, monitoring and evaluation, management information system and financial management of the program that ensures the high standard of service delivery to the children.

All projects and activities must be responsive to the needs of the children, appropriate resources are allocated and utilized efficiently to achieve the goal of effectively managing the Day Care Service which is to seek the continuous improvement of program delivery so that the needs of children and families are met, and that program staff are supported in their efforts.

E. Physical Environment and Safety

This refers to giving of importance to child-friendliness of the location, the indoor and outdoor environments of the center and the ensuing quality and safety measures that are critical in protecting and promoting children's holistic development.

It shall conform to the basic safety standards and program requirements for the day to day activities of the children.


VII. REPEALING CLAUSE

Administrative Order No. 29 s 2004 and all other issuances inconsistent with the provisions of this Order are hereby revoked.

VIII. EFFECTIVITY

This order shall take effect immediately.

Issued in Quezon City this 24th day of August 2011.


CORAZON JULIANO-SOLIMAN
Secretary
