

MINIMUM STANDARDS, COMPETENCIES, AND QUALIFICATIONS REQUIRED FOR PERSONNEL/STAFF IN DIFFERENT SWDA SETTINGS

I. RESIDENTIAL-BASED SOCIAL WELFARE AND DEVELOPMENT (SWD) PROGRAMS AND SERVICES	
PERSONNEL / STAFF	COMPETENCIES AND QUALIFICATIONS STANDARDS
Executive Director/Head of Agency	<p>One (1) per SWA with the following qualifications:</p> <ul style="list-style-type: none"> • A graduate of any bachelor's degree or four (4) year course or a registered social worker (RSW) with valid license; • At least eighty (80) hours of training on topics relevant to the services or skills needed to work with the beneficiaries of the agency • Three (3) years relevant experience on administration/management of social welfare agency or on area of major service delivery i.e. Children in Conflict with the Law (CICL), Children in Need of Special Protection (CNSP), and Women in Especially Difficult Situation (WEDC), livelihood management, etc. and • Three (3) years of general knowledge on facility management and the management of sector that they are catering
Center Head	<p>For SWA with only one (1) facility, the Executive Director may also serve as the Center Head, following the required qualifications of the Executive Director.</p> <p>For SWA with two (2) or more facilities either in a different or the same locations, there should be one (1) Center Head for each center/facility.</p> <p>The Center Head shall have the following qualifications:</p> <p>For Private SWA:</p>

	<ul style="list-style-type: none"> • A RSW with valid license; • Attended at least two (2) days or sixteen (16) hours of relevant training; and • At least one (1) year supervisory/managerial experience or has earned units in SW or SW post-graduate studies with at least one (1) year experience in a related field. <p>For DSWD SWA:</p> <ul style="list-style-type: none"> • A RSW with valid license; • Three (3) years of relevant experience; and • Sixteen (16) hours of relevant training. <p>For LGUs:</p> <ul style="list-style-type: none"> • One (1) full-time personnel/staff per center/facility; and • At least a second-level position (supervisory) per EO 292 s. 1987
Supervising Social Worker (as applicable)	<p>One (1) for every maximum of seven (7) Social Workers (SW) supervisees and at most ten (10) other non-social work/technical staff, with the following qualifications:</p> <ul style="list-style-type: none"> • A RSW with valid license; • At least eight (8) hours of relevant trainings; • Has at least one (1) year of supervisory experience in handling beneficiaries under care
Social Workers (SWs) – number of SWs will depend on the type of beneficiaries and actual number of cases at any given time (refer to Annex A. Worker-Beneficiary Ratio and Other Staffing Requirements)	<ul style="list-style-type: none"> • A RSW with valid license; • One (1) year of relevant experience; and • Four (4) hours of relevant training in handling cases/managing cases/casework etc.
Social Welfare Assistant (SW Assistant)	<p>For Private SWA:</p> <ul style="list-style-type: none"> • Completion of two (2) years of studies in college preferably B.S. Social Work;

	<ul style="list-style-type: none"> • One (1) year relevant experience; and • Attended one (1) training in handling cases/managing cases/casework etc. from the DSWD Academy. <p>For Public SWAs: In addition to the above-mentioned requirements, preferably with career service (sub-professional)/ first (1st) level eligibility.</p> <p>Note: In excess of at least 50% of the standard ratio for RSWs, the SWA shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.</p>
f. Adoption Para-social worker	<ul style="list-style-type: none"> • At least two (2) years experience in the field of social work; and • Attended one (1) training in handling alternative child care/adoption from the DSWD Academy. <p>Note: In excess of at least 50% of the standard ratio for RSWs, the Adoption Para-social worker/SWA shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.</p>
Administrative Staff/ Supervisor and/or Supervising House parents (as applicable)	<p>One (1) for at most fifteen (15) non-social work staff/ house parents/ administrative staff with the following qualifications:</p> <p>For Private SWA:</p> <ul style="list-style-type: none"> • Graduate of four (4) year course • At least one (1) year of relevant experience or supervisory experience; and • Eight (8) hours of relevant training <p>For Public SWAs: In addition to the above-mentioned requirements, preferably with career service (professional)/ 2nd level eligibility.</p>
Houseparent (HPs)	<ul style="list-style-type: none"> • High school graduate provided that he/she has training in house parenting from the DSWD Academy; or • A high school level but has been employed with the SWA for more than two (2) years shall be considered, provided he/she has training on house

	<p>parenting from the DSWD Academy and has at least a very satisfactory rate on performance evaluation.</p> <p>One per eight (8) hour shift, exclusive of time for work break. <i>(In compliance with Labor Law and CSC guidelines)</i></p> <p>In excess of a regular 40/48 working hours per week, for government/private SWA's respectively, a corresponding compensation or day-off shall be remunerated based on the actual number of hours served/rendered.</p> <p>Stay-in staff may be considered, provided that the core working hours per week are 40/48 hours only.</p> <p><u>Applicable only during national health / disaster emergencies:</u></p> <p>24-hour shift per HP may be allowed to prevent or lessen any threat of contagion or in the exigency of work. Further, HPs should not be on duty for two (2) consecutive days on a 24-hour shift of duty to ensure that they are rested and in good physical/mental condition for their next duty. Likewise, the corresponding compensation must be provided based on the number of hours served/rendered.</p> <p>Stay-in staff may be considered, provided that the core working hours per week are 40/48 hours only given the set-up.</p>
<p>Cook/s</p> <p>Most applicable to facilities catering to Child Care Agency (CCAs), Senior Citizens</p>	<p>At least Elementary School Graduate with at least one (1) year of experience.</p> <p>Note: At least one (1) per center/facility, except for those catering to older beneficiaries who are at the age of majority and can perform the tasks as part of their daily activities.</p>

<p>Security Guard/s (mandatory for facilities handling CICL with court cases)</p>	<ul style="list-style-type: none"> • Licensed security guard with at least forty (40) hours of training/seminars in handling specific types of beneficiaries under care. • One (1) per 12-hour shift with one (1) reliever • He/she has a basic orientation on gender and development and Child/Client Protection Policy with conformity.
<p>Other program and administrative staff</p>	<p>Completed the required training, education, degree or obtained appropriate license/ registration or eligibility for the position as provided by law or as stipulated in the SWA's written policies.</p> <p>For Nurse or Nursing Assistant:</p> <ul style="list-style-type: none"> • At least part time/ in contract or in a MOA or MOU with a government or private hospital/clinics/individual, especially to those catering to toddlers, senior citizens and persons with special needs; • A graduate of Bachelor of Nursing with relevant experience; or a certificate of completion as Nursing Assistant or at least high school graduate with completed basic training course on health care. <p>OR</p> <p>For Full time Nursing Assistant or Full-time Nurse:</p> <ul style="list-style-type: none"> • With full time employed or in contract or in a MOA or MOU with a government or private hospital/clinics/individual, especially to those catering to toddlers, senior citizens and persons with special needs • A Registered Nurse (RN) with valid license with at least one (1) year relevant experience or A Certified Nursing Attendant (CNA) with at least one (1) year relevant experience <p>For Psychologist and/or Psychometrician:</p> <ul style="list-style-type: none"> • At least part-time/ in contract or in a MOA or MOU with a government or private hospital/clinics/individual, especially to those catering to toddlers, senior citizens and persons with special needs

	<ul style="list-style-type: none"> • Psychologist: A graduate of B.S. in Psychology with a valid license, has at least one (1) year relevant experience and four (4) hours relevant training • For Psychologist Position under public SWDA: A Master's Degree in Psychology (<i>per CSC MC 14 series of 2019</i>) • For Psychometrician: A graduate of B.S. in Psychology with valid license and has at least one (1) year relevant experience
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CENTER-BASED SOCIAL WELFARE AND DEVELOPMENT (SWD) PROGRAMS AND SERVICES	
PERSONNEL/ STAFF	COMPETENCIES AND QUALIFICATION STANDARDS
Executive Director/Center Head/ Head of the Agency	<p>For SWA with only one (1) facility, the Executive Director may also serve as the Center Head, following the required qualifications of the Executive Director.</p> <p>For SWA with two (2) or more facilities either in a different or same locations, there should be one (1) Center Head for each center/facility.</p> <ul style="list-style-type: none"> • For SWA with only one (1) facility, the Executive Director may also serve as the Center Head, following the required qualifications of the Executive Director. • For SWA with two (2) or more facilities either in a different or same locations, there should be one (1) Center Head for each center/facility. • A graduate of any bachelor's degree or 4-year course or a RSW with valid license; • At least eighty (80) hours of training on topics relevant to the services or skills needed to work with the beneficiaries of the agency; • Three (3) years relevant experience on administration/management of social welfare agency or on area of major service delivery i.e. CNSP, WEDC livelihood management, etc. providing center-based SWD programs and services; and

	<ul style="list-style-type: none"> • Three (3) years of general knowledge on facility management and the management of sector that they are catering <p>For LGUs:</p> <ul style="list-style-type: none"> • 1 full-time personnel/staff per center/facility; and • At least a second-level position (Supervisory) per EO 292 s. 1987 <p>However, specific qualifications shall apply on these types of centers:</p> <ul style="list-style-type: none"> • For Reception and Action Centers (RAC), Drop-In Centers and other centers providing similar programs and services, three (3) years relevant experience in social welfare administration or administration/management or on area of major service delivery i.e. crisis intervention, handling, processing and rehabilitation of victims of violence and abuse, trafficking and displacement, crisis management; etc. • For National Vocational Rehabilitation Center (NVRC), Area Vocational Rehabilitation Centers (AVRCS) and other centers providing similar programs and services, three (3) years experience as manager, administrator or head of a SWDA, center or institution.
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<p>Program Administrative Head/ Supervisor or</p>	<p>One (1) for every maximum of seven (7) SW supervisees and at most ten (10) other non-social work/technical staff, with the following qualification:</p> <p>For Private SWA:</p> <p>Program Head or Supervisor, a RSW with valid license, with at least one (1) year of accumulated supervisory experience in social welfare and development; or</p> <p>The Administrative Supervisor must have at least one (1) year of relevant supervisory experience.</p> <p>For DSWD SWA:</p> <ul style="list-style-type: none"> • Bachelor's degree relevant to the job, • Two (2) years of relevant experience; • Eight (8) hours of relevant training; • Career service (professional)/2nd level eligibility, or if SW, an RSW. <p>However, specific qualifications shall apply to these types of centers:</p> <ul style="list-style-type: none"> • For RAC, Drop-In Centers and other centers providing similar programs and services, Program or Administrative Head/ Supervisor is a bachelor's degree holder with at least three (3) years supervisory experience in social welfare and development. • For NVRC, AVRCS and other centers providing similar programs and services, Program or Administrative Head/ Supervisor is a bachelor's degree holder with at least three (3) years supervisory experience in social welfare and development.
<p>Program Officer/ Social Worker/Social Welfare Officer</p>	<ul style="list-style-type: none"> • The center's social worker/program officer is a RSW with valid license; • Has one (1) year of experience in managing related cases; and • Four (4) hours of relevant training
<p>Social Welfare Assistant/s / Program Assistant/s</p>	<ul style="list-style-type: none"> • Completion of two (2) years studies in College preferably B.S. Social Work; • One (1) year relevant experience; and • Has attended one (1) training in handling cases/managing cases/casework etc. from the DSWD Academy

	Note: In excess of at least 50% of the standard ratio for RSWs, the SWA shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.
Manpower Development Officer/s	<p>For Private SWA:</p> <ul style="list-style-type: none"> • A bachelor's degree holder; • Has an existing TESDA License and Trainer's Certificate • With one (1) year experience in the manpower development program or in centers like the NVRC, AVRC and other Centers providing similar programs and services. <p>For DSWD SWA:</p> <ul style="list-style-type: none"> • A bachelor's degree holder; • With one (1) year relevant experience in centers like the NVRC, AVRC and other Centers providing similar programs and services. • With four (4) hours of relevant training; and • Career service (professional)/ 2nd level eligibility.
Psychologist	As employed or accessed by the center, the psychologist is a Registered Psychologist (RPsy) with at least one (1) year of accumulated experience in handling the center's cases.
Psychometrician	As employed or accessed by the center, the psychometrician is a Registered Psychometrician (RPm) with at least one (1) year experience in the academe or handling cases similar to the center's cases.
Medical/ Dental Personnel	As employed or accessed by the center, the medical/dental personnel must have completed the required education/degree and obtained the appropriate license or eligibility as required by this position/function.
Physiatrist or Physical Medicine and Rehabilitation Physician	As needed, the center accesses the services of duly registered Physiatrist or Physical Medicine and Rehabilitation Physician for centers like the Stimulation and Therapeutic Activity Centers (STACS), Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services.
Development Pediatrician	As needed, the center accesses the services of a duly registered Developmental Pediatrician for centers like the STACS, Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services.

Physical Therapist	<p>As employed or accessed by the center, the Physical Therapist or other allied professionals has the required and valid license (e.g. Registered and Licensed Physical Therapist) with at least one (1) year of experience in providing therapy sessions.</p> <ul style="list-style-type: none"> For STACS, Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services, the center engages the full-time services of a RPT with at least one (1) year experience in working with physically/mentally challenged individual
Occupational Therapist	As needed, the center engages the services of a registered and licensed occupational therapist (OT) for centers like the STACS, Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services.
Special Education Teacher	As needed, the center engages the services of a licensed Special Education Teacher (SPED) Teacher. Support staff have the required training or license necessary for their job/function (i.e. driver's license, TESDA certificate/s) for centers like the STACS, Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services.
Speech Therapist	As needed, the center engages the services of a licensed speech therapist for centers like the STACS, Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services.
Houseparent/s (as necessary)	<ul style="list-style-type: none"> High school graduate, provided that she/he has training in house parenting from the DSWD Academy; or A high school level but has been employed with the SWA for more than two (2) years shall be considered, provided he/she has training on house parenting from the DSWD Academy and has at least a very satisfactory rate on performance evaluation. <p>As needed, the center engages the services of part-time or on-call houseparent/s to supervise client/s in shelter services that shall apply at the RAC, Drop-In Centers and other centers providing similar programs and services.</p>

Cook/s (as applicable) Most applicable to facilities catering to infants and toddlers- i.e Child Caring Agency (CCAs)	As needed, the center engages the services of cook/s who is/are at least Elementary School Graduate with at least 1 year of experience. Note: One Cook (1) per Center/facility, except for those catering to older residents who are at the age of majority and can perform the tasks as part of their daily activities.
Program and Administrative Support staff	Program and Administrative support staff must have completed the required education/degree as required by the position/function (i.e. Secretarial Science for clerk, B.S. Accounting, Banking or Finance for bookkeepers).
Other support staff	Must have the required training or license necessary for his/her job/function (i.e. driver's license, TESDA certificate/s).
Volunteers	As provided in the SWDA's Manual of Operation, volunteers, on-the-job trainees (OJTs) and student interns must have the necessary qualifications and be assigned to tasks according to their courses/specialization.

I. COMMUNITY-BASED/ SOCIAL WELFARE AND DEVELOPMENT (SWD) PROGRAMS AND SERVICES

PERSONNEL / STAFF	COMPETENCIES AND QUALIFICATIONS STANDARDS
Executive Director/Head of Agency	<p>A graduate of social work or any behavioral science courses (i.e. psychology, anthropology, cognitive science, sociology, social science, applied behavioral science, etc.), or any bachelor's degree or 4-year course with the following additional qualification:</p> <ul style="list-style-type: none"> • Three (3) year accumulated experience in managing a SWDA • At least eighty (80) hours of training on topics relevant to the services being provided to the beneficiaries of the agency
Program or Administrative Head/ Supervisor	<p>For Program Head or Supervisor:</p> <ul style="list-style-type: none"> • A bachelor's degree holder with at least three (3) years of supervisory experience in SWDA; or

	<ul style="list-style-type: none"> • A RSW with a valid license and at least three (3) years supervisory experience in a SWDA <p>For Administrative Supervisor:</p> <ul style="list-style-type: none"> • Must be a graduate of four (4) year course; and • Must have at least three (3) years of relevant supervisory experience
Program Officers / Social Welfare Officers	<p>For agencies implementing programs and services requiring case management and catering to CNSP, Violence Against Children and their Children (VAWC), CICL and victim-survivors of trafficking:</p> <ul style="list-style-type: none"> • A full time RSW with a valid license is hired and with at least two (2) years of experience in a generalist approach. <p>For agencies that implement community organization/development (CO/CD), any of the following is hired on a full-time basis:</p> <ul style="list-style-type: none"> • Graduate of a Bachelor's Degree in Social Work or Community Development; or other professionals with at least two (2) years of experience in social welfare and development
Program Assistant / Social Welfare Assistant (SW Assistant)	<p>For agencies implementing programs and services requiring case management and catering to CNSP, VAWC, CICL and trafficked persons and for agencies that implement community organization/development (CO/CD):</p> <ul style="list-style-type: none"> • Completion of two (2) years studies in College preferably B.S. Social Work; • At least one (1) year relevant experience; and • Has attended one (1) training in handling cases/managing cases/casework etc/ social welfare and development from the DSWD Academy. <p>For Public SWAs:</p> <ul style="list-style-type: none"> • In addition to first and second bulleted qualifications, preferably with career service (sub-professional)/ 1st level eligibility. <p>Note: In excess of at least 50% of the standard ratio for RSWs, the SW / Program Assistant shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.</p>

Program or Administrative Support Staff	Must have completed the required education/degree or obtained the appropriate license or eligibility as required by his position/function (i.e. Secretarial Science for clerk, B.S. Accounting or Banking and Finance for bookkeeper).
Other support staff	Completed the required training education, degree or obtained appropriate license/ registration or eligibility for the position as provided by law or as stipulated in the SWA's written policies.

II. CHILD PLACEMENT SERVICES	
PERSONNEL / STAFF	COMPETENCIES AND QUALIFICATIONS STANDARDS
Executive Director/Head of Agency	<p>One (1) per SWDA with the following qualifications:</p> <p>A graduate of any bachelor's degree or four (4) year course qualifies if he/she has any of the following:</p> <ul style="list-style-type: none"> • Three (3) years relevant experience on administration/management of SWA or on the area of major service delivery i.e. CICL, CNSP, and WEDC livelihood management, etc.; • At least eighty (80) hours of training on topics relevant to the services or skills of working with the clients of the agency; and • Three (3) years of general knowledge on facility management and the management of the sector that they are catering <p>OR</p> <p>A RSW with two (2) years supervisory or managerial experience or its equivalent professional grade eligibility or relevant training.</p>
Supervising Social Worker (as applicable)	One (1) for every maximum of seven (7) social workers and at most 10 other non-social work/technical staff, with the following qualification: He/she is a RSW who has at least one (1) year supervisory experience in handling adoption and alternative child care programs.

Social Workers (SWs) – number of SWs will depend on the type of residents and actual number of cases at any given time (refer to caseload under III. Case Management)	<p>A RSW with a valid license with at least three (3) years of experience in handling alternative child care or adoption cases or one hundred eighty (180) hours of formal training in handling cases/managing cases/casework etc.</p> <p>Note: All SWs hired must be a RSW. Hiring of adoption Social Welfare Assistants may be applicable provided that only RSW shall sign and submit pertinent documents.</p>
Adoption Para-social worker/ Social Welfare Assistant (SW Assistant)	<ul style="list-style-type: none"> • For Adoption Para-social worker, at least two (2) years experience in the field of social work; For SW Assistant, at least one (1) year of relevant experience; and • Has attended one (1) training in handling alternative child care/adoption from the DSWD Academy. <p>Note: In excess of at least 50% of the standard ratio for RSWs, the SWA shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.</p>
Administrative Staff/ Supervisor	One (1) for at most fifteen (15) non-social work staff/ administrative staff with the following qualifications: Graduate of a four (4) year course with at least one (1) year of relevant experience or supervisory experience.
Other support staff	Completed the required training education, degree, or obtained appropriate license/ registration or eligibility for the position as provided by law or as stipulated in the SWDA's written policies.

III. AUXILIARY SWDA

PERSONNEL / STAFF

COMPETENCIES AND QUALIFICATIONS STANDARDS

At least one (1) full time staff



**Annex K Assessment Form for
Registration and Licensing of SWDA**

**ASSESSMENT FORM FOR REGISTRATION AND LICENSING OF
APPLICANT SWDA**

TO BE FILLED UP BY DSWD

Date of Receipt of Application (mm/dd/yy): _____ Time of Receipt of Application: _____
 Date of Release of Certificate (mm/dd/yy): _____ Time of Release of Certificate: _____
 Tracking No.: _____ SWDA CRLTO No: _____

Type of Application: (Please check the appropriate box)

- New
 Renewal
 3-validity
 Perpetual validity

Organizational Status

- ☐ Planning to Engage
☐ Already Engaged
 Specify no. years: _____

Scope/Coverage:

- ☐ More than one region
 Specify regions: _____
☐ Within one region
- ☐ Registration and Licensing of Social Work Agency (SWA)
- ☐ Residential-Based
☐ Center-Based
☐ Community-Based
 ☐ Child Placing Agency
 ☐ Others
- ☐ Registration and Licensing of Auxiliary SWDA
- ☐ People's Organization
☐ Resource Agency
☐ SWD Network

I. Identifying Information:

Name of Applicant SWDA (as stated on the SEC Registration)		
Other Name (e.g., acronym, short name, previous name, etc., if applicable)		
Business Address (based on the submitted application form):	No. and Street/ Subdivision:	
	Barangay	
	City/Municipality	
	Province	

	Zip Code	
Head of Applicant SWDA	Name	
	Position/Designation	
Contact details	Landline No.	
	Mobile No.	
	Social Media Account	
	E-mail address	
	Website	
Principal Registration (Juridical Personality)	Agency (<i>as stated on SEC Certificate</i>)	
	Registration No.	
	Date Registered	
Barangay Certificate	Place Issued	
	Issued No.	
	Date Issued:	
	Validity Period:	

II. Registration and Licensing Criteria and Assessment

In assessing the application of the organization for registration and licensing, the applicant should have the potential to comply with the following requirements prior to issuance of a certificate of registration and license to operate (CRLTO):

1. That the applicant must be engaged mainly or generally in social welfare and development (SWD) activities;
2. That the applicant has employed a sufficient number of duly qualified staff and/or registered social workers to supervise and take charge of its social welfare and development activities and/or social work interventions in accordance with the set standards;
3. That the applicant must show in a duly certified financial statement that at least seventy percent (70%) of its funds are disbursed for direct social welfare and development programs and services while 30% of the funds are disbursed for administrative services;
4. That the SWDA must have a financial capacity to operate for at least two (2) years; and
5. That the applicant keeps a record of all social development and/or welfare activities it implements.

III. Notes/Fill-up Instructions for the DSWD Staff:

- The findings and observations column must be well and fully accomplished to establish compliance with the set requirements and criteria.
- Accomplishment of the tool through handwriting is accepted as long as it is legibly written and readable.
- The assessor may print the specific table attached in this form that will be used for assessment depending on the type of applicant:

Table A. For Applicants Planning to Engage

Table B. For Applicants engaged prior its application

Table C. For Renewal of CRLTO and Accreditation (as applicable)

Table D. Additional Requirements if applying for perpetual validity of CRLTO

IV. Other Salient Findings/Observations (to be filled up by the DSWD assessor)

V. Recommendations: (Please check the appropriate box and fill up the requested information below:**A. For Issuance:**

Based on the above findings, _____ **(Name of Applicant Agency)** _____ is ready for issuance of certificate of registration and license to operate (CRLTO) as a/an:

- | | |
|---|--|
| <input type="checkbox"/> Social Work Agency (SWA) | <input type="checkbox"/> Auxiliary SWDA |
| <input type="checkbox"/> Residential-Based Agency | <input type="checkbox"/> People's Organization |
| <input type="checkbox"/> Center-based Agency | <input type="checkbox"/> Resource Agency |
| <input type="checkbox"/> Community-based Agency | <input type="checkbox"/> SWD Network |
| <input type="checkbox"/> Child Placing Agency | |
| <input type="checkbox"/> Others | |

B. If Non-Compliant:

Based on the above findings, the agency was not able to meet the following minimum standards set by the Department, specifically: (specify the indicator where they failed)

- 1.
- 2.
- 3.

Hence, (Name of Applicant Agency) will be given thirty (30) calendar days to comply with the unmet requirements and re-apply without needing to pay the ₱2,000.00 processing fee. Re-application beyond the said period shall require the payment of the processing fee.

Assessed by:

*(Name and Signature of DSWD Technical Staff or
Authorized Intermediary)*

(Office)

(Designation)

(Date)

Concurred by:

*(Signature and Printed Name of the SWDA Head or
authorized representative)*

(Date)

(Designation)

Endorsed by:

*(Signature and Printed Name of the assigned Standards
Bureau Division Chief)*

(Date)

Approved by:

*(Signature and Printed Name of the Standards Bureau
Director)*

(Date)

TABLE A.
FOR APPLICANTS PLANNING TO ENGAGE

Requirements	Compliant?		Findings/Observations
	Yes	No	
A. Legal Entity			
1. There is a submitted copy of Certificate of Incorporation with the Securities and Exchange Commission (SEC)			
2. The submitted copy of the Articles of Incorporation and by-laws is updated or amended, if necessary; and states that the applicant's purpose is mainly or generally engaged in social welfare and development activities.			
3. For SWAs: An updated copy of Barangay Certification is submitted as proof of existence of the SWDA. For Auxiliary SWDAs: An updated copy of Barangay Certification or written agreement of partnership or corporation is submitted as proof of existence of SWDA.			
B. Organizational Structure/Policies & Procedures			
4. There is a submitted Manual of Operations containing the minimum prescribed content (Annex C) <i>Note: SWAs may opt to initially submit the version of their MOO containing the mandatory contents for RL (under item A of Annex C) during their RL application. However, the complete contents of the MOO, which includes the contents for accreditation (under item B of Annex C), should be submitted prior to the scheduled accreditation assessment visit, if applicable.</i>			
C. Financial Requirement			
5. The submitted Work and Financial Plan using Annex D is for at least two (2) years, aligned with the prescribed fund allocation (70% for program expenses and 30% for administrative expenses) and is duly signed by the Head of Agency.			

TABLE A.
FOR APPLICANTS PLANNING TO ENGAGE

Requirements	Compliant?		Findings/Observations
	Yes	No	
6. There is a submitted RLA Notarized Declaration Form (Annex N)			

TABLE B.
FOR APPLICANTS ALREADY ENGAGED PRIOR ITS APPLICATION

Requirements	Compliant?		Findings/Observations
	Yes	No	
A. Legal Entity			
1. There is a submitted copy of Certificate of Incorporation with the SEC			
2. The submitted copy of the Articles of Incorporation and by-laws is updated and states that the applicant's purpose is mainly or generally engaged in social welfare and development activities.			
3. If SWAs: An updated Barangay Certification is submitted as proof of existence of the SWDA. If Auxiliary SWDAs: An updated Barangay Certification or written agreement of partnership or corporation is submitted as proof of existence of SWDA.			
B. Organizational Structure/Policies & Procedures			
4. There is a submitted Manual of Operations containing the minimum prescribed content (Annex C) <i>Note: SWAs may opt to initially submit the version of their MOO containing the mandatory contents for RL (under item A of Annex C) during their RL application. However, the complete contents of the MOO, which includes the contents for accreditation (under item B of Annex C), should be</i>			

TABLE B.
FOR APPLICANTS ALREADY ENGAGED PRIOR ITS APPLICATION

Requirements	Compliant?		Findings/Observations
	Yes	No	
<i>submitted prior to the scheduled accreditation assessment visit, if applicable.</i>			
C. Personnel Requirement			
5. The profile of employees is accomplished or submitted using the DSWD Annex L through HELPS; and is aligned with the Worker-Beneficiary Ratio and minimum standard for staffing requirements per Annexes A and B.			
D. Financial Requirement			
6. The submitted Work and Financial Plan using the DSWD Annex D is for at least two (2) years, aligned with the prescribed fund allocation (70% for program expenses and 30% for administrative expenses), and is duly signed by the Head of Agency.			
7. The submitted duly accomplished financial report using DSWD Annex E is for the past year; prepared and certified true and corrected by either the accountant, treasurer, bookkeeper, or finance officer; and noted by the Head of the Agency.			
8. If the applicant SWDA was issued with a solicitation permit by the DSWD, the proceeds from the public solicitation conducted shall be reflected in the submitted financial report.			
E. Facility Standard			
9.1. If Residential-Based and Center-Based, the following documents are submitted: <ol style="list-style-type: none"> 1. Valid or updated Certificate of Occupancy (only for new buildings) or Annual Building Inspection Certificate (for old buildings) 2. Water Potability Certificate valid for the past three (3) months or valid Sanitary Permit 3. Valid or updated Fire Safety Inspection Certificate (FSIC) 9.2. If Community-Based, a valid or updated FSIC is submitted. <i>Note: Permits that are named under a different establishment or entity due to rental or lease, shall be</i>			

TABLE B.**FOR APPLICANTS ALREADY ENGAGED PRIOR ITS APPLICATION**

Requirements	Compliant?		Findings/Observations
	Yes	No	
<i>allowed as long as the indicated address in the submitted permits is the same with the applicant's declared address.</i>			
F. Service Delivery & Standard			
10.1 If Residential: An updated caseload inventory is accomplished or submitted using the DSWD Annex F through HELPS.			
10.2 If Community-based: An updated profile of its beneficiaries is accomplished or submitted using the DSWD Annex M through HELPS.			
G. Reporting & Documentation			
11. There is a submitted Annual Accomplishment Report of the previous year containing the prescribed content of DSWD Annex G.			
12. There is a submitted RLA Notarized Declaration Form (Annex N)			
<i>Note: If the applicant is applying for perpetual validity during the renewal of its license, additional requirements must be complied with. Please refer to Table C for the list of additional requirements.</i>			

TABLE C.
FOR RENEWAL OF CRLTO AND ACCREDITATION (AS APPLICABLE)

Requirements	Compliant?		Findings/Observations
	Yes	No	
A. Legal Entity			
1. There is a submitted copy of Certificate of Incorporation with the SEC*			
2. The submitted copy of the Articles of Incorporation and by-laws is updated or amended, if necessary; and states that the applicant's purpose is mainly or generally engaged in social welfare and development activities*			
<p>3. There is a submitted Certification of No Derogatory Information (CNDI) issued by the SEC is valid within six (6) months from the time of filing of the application.</p> <p>In case the CNDI is not yet available, the latest submission of General Information Sheet (GIS) to the SEC shall be submitted, provided that:</p> <ul style="list-style-type: none"> • There is a proof that the GIS has been received by the SEC; and • The CNDI will still be submitted on the next monitoring visit of the DSWD to the SWDA. 			
<p>4. For SWAs: An updated copy of Barangay Certification as the proof of the existence of SWDA</p> <p>For Auxiliary SWDAs: An updated copy of Barangay Certification or written agreement of partnership or corporation, as the proof of the existence of SWDA</p>			
B. Organizational Structure/Policies & Procedures			
5. The submitted Manual of Operations containing the minimum prescribed content under the DSWD Annex C is updated, if necessary.*			
C. Personnel Requirement			
6. The profile of employees is accomplished or			

TABLE C.
FOR RENEWAL OF CRLTO AND ACCREDITATION (AS APPLICABLE)

Requirements	Compliant?		Findings/Observations
	Yes	No	
submitted using the DSWD Annex L through HELPS; and is aligned with the Worker-Beneficiary Ratio and minimum standard for staffing requirements per Annexes A and B.			
D. Financial Requirement			
7. The submitted Work and Financial Plan using the DSWD Annex D is for at least two (2) years, aligned with the prescribed fund allocation (70% for program expenses and 30% for administrative expenses), and is duly signed by the Head of Agency.			
8. The submitted duly accomplished financial report using DSWD Annex E is for the past year; prepared and certified true and corrected by either the accountant, treasurer, bookkeeper, or finance officer; and noted by the Head of the Agency.			
9. If the applicant SWDA was issued with a solicitation permit by the DSWD, the proceeds from the public solicitation conducted shall be reflected in the submitted financial report.			
E. Facility Standard			
<p>10. Facility Standard</p> <p>10.1 If Residential-Based and Center-Based, the following documents are submitted:</p> <ul style="list-style-type: none"> Valid or updated Certificate of Occupancy (only for new buildings) or Annual Building Inspection Certificate (for old buildings) Water Potability Certificate valid for the past three (3) months or valid Sanitary Permit Valid or updated FSIC <p>10.2. If Community-Based, a valid or updated FSIC is submitted.</p> <p><i>Note: Permits that are named under a different establishment or entity due to rental or lease, shall be allowed as long as the indicated address in the</i></p>			

TABLE C.
FOR RENEWAL OF CRLTO AND ACCREDITATION (AS APPLICABLE)

Requirements	Compliant?		Findings/Observations
	Yes	No	
<i>submitted permits is same with the applicant's declared address.</i>			
F. Service Delivery & Standard			
11.1. If Residential: An updated caseload inventory is accomplished or submitted using the DSWD Annex F through HELPS.			
12.2 If Community-based: An updated profile of its beneficiaries is accomplished or submitted using the DSWD Annex M through HELPS.			
G. Reporting & Documentation			
12. There is a submitted Annual Accomplishment Report of the previous year containing the prescribed content of DSWD Annex G.			
13. There is a submitted RLA Notarized Declaration Form (Annex N)			
<i>*No need to submit if there have been no updates since the last submission. Documents shall be validated instead during assessment and/or monitoring visits.</i>			

TABLE D.
ADDITIONAL REQUIREMENTS IF APPLYING FOR PERPETUAL VALIDITY
(FOR RENEWAL OF CRLTO)

CRITERIA	Modes of Verification	Available		Findings/Observations
		Yes	No	
1. The SWDA has received positive findings from all the monitoring visits conducted by the DSWD from the time it was issued with the CRLTO.	Confirmation Report from the DSWD			
2. The SWDA received an award/recognition in the form of a Plaque of Recognition/Center of Excellence from DSWD, Government Agencies, LGUs, and other entities within the validity of its current CRLTO.	Scanned copy or photo of the award/recognition given within the validity period of the CRLTO			
3. The SWDA has good financial management with 80/20 financial utilization.	Accomplished financial report (Annex E) covering the previous 2-year operations of the SWDA			
4. The SWDA has received a positive public rating as reflected in at least two (2) of their public pages via online platforms (e.g. official website or social media accounts). A favorable public rating garners at least four (4) points/stars out of five (5), with five (5) as the highest.	Screenshot/photo of the SWDAs online platforms with favorable ratings.			
5. The SWDA's core staff has received at least five (5) trainings within the three (3) year validity of its CRLTO.	Scanned copy of training certificates issued within the specified period			
6. The SWDA has documented at least one good practice in its agency, implemented within the validity period of its CRLTO, with the following content: <ul style="list-style-type: none"> • Title • Date and venue • Objectives, outcomes, and target 	Scanned copy of the documentation			

TABLE D.

**ADDITIONAL REQUIREMENTS IF APPLYING FOR PERPETUAL VALIDITY
(FOR RENEWAL OF CRLTO)**

CRITERIA	Modes Verification	Available		Findings/Observations
		Yes	No	
<ul style="list-style-type: none"> • Why is this activity regarded as good practice? • Impact, outcome, or result of the strategy on the target clients • How did the strategy contribute to the achievement of the overall targets or goals of the program? • What elements or aspects of the activity are replicable? 				
7. The SWDA has established partnerships through a Memorandum of Understanding/ Agreement (MOU/A) to support its programs and services.	At least one (1) scanned copy of the MOU/A valid during the time of renewal.			