



Republic of the Philippines
Department of Social Welfare and Development

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Administrative Order No. 1
Series of 2008

SUBJECT : Revised Guidelines in the Accreditation of Social Workers Managing Court Cases (SWMCCs)

A. Rationale

The Department of Social Welfare and Development (DSWD) through the Standards Bureau (SB) issued AO 138 "Guidelines in the Accreditation of Social Workers Managing Court-Related Cases" on June 6, 2002. It aims to promote professional practice of social workers in managing court-related cases thereby ensuring delivery of quality service. Through accreditation, recognition is given to the social worker's competence as an expert witness in court litigation and to exercise professional handling of cases in the court setting.

This revised guidelines respond to the issues and gaps identified during the implementation of A.O. 138 series of 2002.

B. Mandate and Legal Bases

The Department draws its authority to accredit social workers managing court-related cases from the following:

1. **Executive Order No. 15** – Redirecting the Functions and Operations of the Department of Social Welfare and Development, Section 3, "(F) set standards, accredit and provide consultative services to institutions, organizations and person engaged in social welfare activities and monitor performance of institutions and persons engaged in social welfare activities, both public and private".
2. **Republic Act 8369** – (Family Courts Act of 1997) Section 11. Alternative Social Services. In accordance with Section 17 of this Act, in areas where no family court has been established or no regional trial court was designated by the Supreme Court due to limited number of cases, the DSWD shall designate and assign qualified, trained, and DSWD accredited social workers of the local government units to handle juvenile and family cases filed in the designated regional trial court of the place".

C. Definition of Terms

1. **Accreditation** – refers to the recognition accorded by the Department of Social Welfare and Development to registered social workers who had satisfactorily complied with the requirements and standards in managing court related cases.

2. **Social Worker** – refers to a registered social worker who is employed by government and or private agency, or an independent practitioner who practices through sole proprietorship or independently outside of these agencies.
3. **Disadvantaged Groups** – refer to children, youth, women, families, older persons, persons with disabilities and other persons who are victims of abuse, neglect, exploitation, discrimination and other conditions prejudicial to their welfare and development whose cases are filed in court.
4. **Service User** – refers to any disadvantaged group availing the service of the social worker.
5. **Court Cases** – refer to civil and or criminal cases filed in court for and in behalf of the disadvantaged groups subject of litigation whether as victims, witness or accused. These may include but are not limited to adoption, legal guardianship, cases of abuse, exploitation and discrimination and cases of children and youth in conflict with the law.
6. **Case Management** – refers to the specific social work method applied to disadvantaged group in collaboration with professional inter-disciplinary helping team with an end view of empowering them to become a fully functional individual.

D. Coverage

This guideline covers all social workers who are direct practitioners including supervisors from the DSWD Field Offices, residential and center-based facilities, Local Government Units, other National Government Agencies, Court Social Workers, Non-Government Organizations as well as those individual practitioners managing court cases of the disadvantaged groups.

Court social workers may now be accredited by the DSWD under the revised guidelines.

E. Qualifications

1. Must be a registered social worker;
2. Must have completed a basic/refresher course on managing court cases conducted by DSWD or its recognized training institutions;
3. Must have direct experience and presently handling at least four (4) cases of any of the disadvantaged groups;
4. For supervisors, should have four (4) supervisees with two (2) limited caseloads.

F. Requirements

Applicants for accreditation must submit a duly accomplished application form (*Annex A*) together with the following documents in 2 duplicate:

1. New Applicants:

1.1 For Social Workers

- a. Valid Professional Regulations Commission Registration ID Card
- b. Certificate of attendance to basic course training (at least 32 hours) on the management of court cases from DSWD or its recognized training institutions; In case of lost certificate, a certified true copy from the training provider may be presented
- c. Summary documentation of 4 cases managed (*Annex B*)
- d. A letter of recommendation attesting to the competence of the social worker to be secured from any of the following:
 - Supervisor of the applicant;
 - Philippine Association of Social Workers, Inc. (PASWI)
 - If court social worker, from the Philippine Association of Court Social Workers, Inc (PACSWI)

The following documents on cases handled must be made available during the on-site assessment:

- case study reports
- progress/running notes
- case summaries
- case conference proceedings/notes

1.2 For Supervisors

- a. First three (3) requirements stated above under new applicants for social worker;
- b. Technical supervisory notes of 2 supervisees as proof of providing technical assistance;

The following documents on cases handled must be made available during the on-site assessment:

- case study reports
- progress/running notes
- case summaries
- case conference proceedings/notes

2. Renewal

2.1 For Social Worker

- a. Certificate of attendance to relevant trainings attended or refresher course of at least 24 hours given by DSWD or its recognized training institutions;
- b. Summary documentation (*Annex B*) of cases managed for the last six months;
- c. Recommendation from the Supervisor attesting to the competence of the social worker in managing court cases;

The following documents on cases handled must be made available during the on-site assessment visit:

- case study reports
- progress notes, and
- other relevant documentations pertaining to the cases

2.2 For Supervisor

- a. First three (3) requirements stated above under renewal for social worker;
- b. Technical supervisory notes of 2 supervisees as proof of providing technical assistance.

The following documents must be made available during the on-site assessment visit:

- case study reports
- progress/running notes/marginal notes
- case summaries
- case conferences proceedings/notes

G. Procedures for Accreditation

1. **Application.** The applicant shall file application (*Annex A*) at the concerned DSWD-Field Offices (FO) with the two (2) copies of documentary requirements stated in item F. Original copies of documents submitted shall be presented for verification purposes. Once verified, the focal person shall acknowledge receipt of the application with the two (2) copies of each document presented. One copy will be endorsed to DSWD-SB for final review and reference during the on-site accreditation assessment. FO shall keep a file copy of all submitted documents for reference purposes.
2. **On-site Assessment.** The SB shall review the application and documents submitted by the applicant and conduct on-site assessment through review of case records, interview of the applicant and client/s and conduct of other relevant activities.

Confirmation report shall be sent to the concerned FO within ten working days after the on-site assessment. In cases where the applicant/s falls below the set standards, the said applicant/s shall be given

appropriate technical assistance on the areas needing improvement. A re-assessment shall be conducted after six months.

3. **Issuance of Accreditation Certificate and Identification (ID) Card.** A Certificate of Accreditation and ID shall be issued by the Secretary or his/her duly authorized representative as endorsed by the SB through the FO to qualified social workers within 15 working days after the validation visit. The Certificate of Accreditation and ID are valid for 3 years from date of issuance and are non-transferable.
4. **Renewal of Accreditation.** Renewal of accreditation shall be every three (3) years from the date of issuance following steps 1, 2 and 3.

For reference, attached is the Procedures Flowchart (Annex C)

H. Grounds for Non-Accreditation and Non-renewal of Accreditation

Accreditation or renewal of Accreditation shall not be granted to social workers on the following grounds:

1. Receiving payment or gifts outside of the prescribed fees required by the agency and as provided by law;
2. Incompetence, exploitation, abuse or neglect of the case;
3. Revoked PRC license;
4. Conviction of a crime;
5. Other activities inimical to the best interest of clients and the profession.

I. Benefits of an Accredited Social Worker

1. Accredited Social Workers shall be given priority for:
 - a. Continuing technical assistance to include attendance to training, seminars/workshops, lecture series and other forms of capability building activities
 - b. Consultation meeting/s for program development, policy formulation and other related activities of the Department; and
 - c. Inclusion in the list of professionals for consideration in scholarships, fellowships and post-graduate studies in regional, national and foreign level courses or trainings relative to management of court cases of disadvantaged individuals or groups;
2. Inclusion of his/her name in the list of accredited SWMCCs that will be posted at the DSWD website
3. Recognition/appreciation at appropriate ceremonies at FOs/LGUs.
4. Access to reading/informative materials on laws and other issuances available at the Local Social Welfare and Development Office and DSWD-CO and FOs.

I. Institutional Arrangement.

1. Social Welfare and Institutional Development Bureau
 - a. Provide FOs a list of DSWD recognized training institutions;
 - b. Conduct of trainer's training;
 - c. Ensure continuity of training programs to enhance the competence of service providers.
2. Standards Bureau
 - a. Provide technical assistance to FOs on the interpretation of the guidelines and requirements for accreditation;
 - b. Assess applicants for accreditation;
 - c. Ensure nationwide dissemination of the guidelines and compliance of Social Welfare and Development Agencies (SWDAs) through Area Based Standards Network (ABSNET), Philippine Association of Social Workers, Inc (PASWI), National Association of Provincial/City/Municipal Social Welfare Developmental Offices; and Philippine Association of Court Social Workers, Inc (PACSWI);
 - d. Coordinate with the Supreme Court/ RTCs and other courts of law on the Guidelines in the accreditation of SWsMCCs;
 - e. Maintain an updated inventory of accredited SWsMCCs as well as SWsMCCs whose accreditation have been revoked to facilitate monitoring of compliance and provision of technical assistance;
 - f. Issue ID card and certificate of accreditation;
 - g. Post the list of accredited SWsMCCs and list of SWsMCCs whose accreditation have been revoked at the DSWD website.
3. Program Management Bureau
 - a. Provide technical assistance to FOs on the management of court cases;
 - b. Provide reading/informative materials on laws and other issuances to accredited SWsMCCs
4. Social Marketing Service
 - a. Develop advocacy materials for the promotion of the guidelines.
5. Field Offices
 - a. Ensure compliance of service providers to the guidelines;
 - b. Advocacy through regular orientation/consultation and dialogue to promote the guidelines especially at LGU and NGO levels. Quarterly report on these activities shall be submitted to the Standards Bureau every 10th day of the succeeding month, to be included in the quarterly accomplishment report submitted by FOs;
 - c. Train LGU/NGO social workers involved in the management of court cases;
 - d. Conduct of pre-accreditation assessment and keep file copies of all documents submitted by the applicants for reference purposes;
 - e. Assess and recommend the accreditation and renewal of SWsMCCs.

6. Philippine Association of Court Social Workers, Inc.
 - a. Encourage and support court social workers to be accredited;
 - b. Provide training/refresher courses on topics related to management of court cases;
 - c. Advocate the guidelines during trainings/conferences/meetings.


J. Fees and Charges:

An applicant for accreditation of SWMCCs shall be charged with an assessment fee to be determined by NEDA as per Memorandum Circular No. 132 series of 2007 issued by the Office of the President. The amounts collected shall accrue and be deposited to the national treasury under the General Fund.

K. Effectivity

This order shall take effect immediately and supersedes other DSWD guidelines and issuances inconsistent thereof..

Issued this 2nd day of Jan 2008, at Quezon City.


ESPERANZA I. CABRAL
Secretary



Annexes:

- | | |
|----------|--|
| Annex A: | Application Form |
| Annex B. | Summary Documentation of Cases Managed |
| Annex C. | Procedures Flowchart |
| Annex D. | Certificate of Accreditation |

Republic of the Philippines
Department of Social Welfare and Development
STANDARDS BUREAU

***Application Form for Accreditation of Social Workers
Managing Court Cases***

Field Office: _____

Date: _____

- ☐ New
☐ Renewal

A. Personal Information:

1. Name: _____ 3. Age: _____ Civil Status: _____

2. Address: _____

Tel. No. : _____ Mobile No: _____

E-mail Address: _____

3. Tertiary Education: _____

4. Graduate Studies, if any _____

5. PRC Registration No. _____ 8. Validity Period: _____

6. Agency where Presently Connected: _____

7. Address: _____

8. Present Position: _____

9. No. of Years in Service: _____

10. No. of Years Managing Court Cases: _____

11. No. of Cases Handled in the Past 3 years: _____

12. No. of Active Cases: _____

13. No. of Cases Terminated: _____

14. Nature of Cases Handled:

- ☐ Adoption
☐ Foster Care
☐ Cases of abuse/exploitation/discrimination of children, women, youth
☐ Legal guardianship
☐ CICAL
☐ Marital Conflict
☐ Children In Conflict with the Law
Others: _____

B. Experiences in Managing Court Cases

1. Please describe your activities and interaction with service users on the following circumstances:

1.1 .Preparing service user to stand as witness/complainant in court.

1.2 After each court trial

2. Describe your most significant/difficult experience/s in handling court-related cases and how were you able to manage it/these?

3. What were your insights from this/these experience/s?(Please use separate sheet when necessary)

C. Training Attended in the last 3 years Related to Management of Court Cases of any of the disadvantaged groups.

Title	Date	Duration	Conducted By

Note: Please use another sheet when necessary.

Signature of Applicant

For DSWD-Staff use only
(To be accomplished in two copies)*

1. Checklist of Documentary Requirements

- ☐ Valid Professional Regulation Commission (PRC) Registration;
- ☐ Certificate(s) of attendance to training related to managing court cases from DSWD or its recognized institutions;
- ☐ Sample of Summary Documentation of Cases Managed
- ☐ Document for review during assessment visit
 - ☐ Sample of Case Study Reports
 - ☐ Progress Reports
 - ☐ Case Summary Reports
 - ☐ Case Conference Proceedings
 - ☐ Referral Letters
 - ☐ Technical supervisory notes of 2 supervisees
- ☐ Letter of Recommendation from any of the following:
 - ☐ Supervisor of applicant
 - ☐ Philippine Association of Social Workers, Inc. (PASWI)
 - ☐ If court social worker, from the Philippine Association of Court Social Workers, Inc (PACSWI)
- ☐ Others:

2. Recommendations/Action Taken:

- ☐ For endorsement to SB-Central Office
- ☐ For follow up of lacking documents
- ☐ For technical assistance
- ☐ others, please specify

Assessed/Reviewed by:

Signature Over Printed Name

Designation

Date

** one copy to be given to the applicant*

Summary Documentation of Cases Managed*

Date _____

1. Period Covered: _____

2. Problem presented and Helping Goals:

Problem Presented	Helping Goals
Case 1	
Case 2	
Case 3	
Case 4	

(please use separate sheet when necessary)

3. Highlights of Interventions

Cases	Helping Interventions	Result/Status
<u>Case 1</u>		
<u>Case 2</u>		
<u>Case 3</u>		
<u>Case 4</u>		

(Please use separate sheet when necessary)

Prepared by:

Signature over Printed Name

Designation

Date

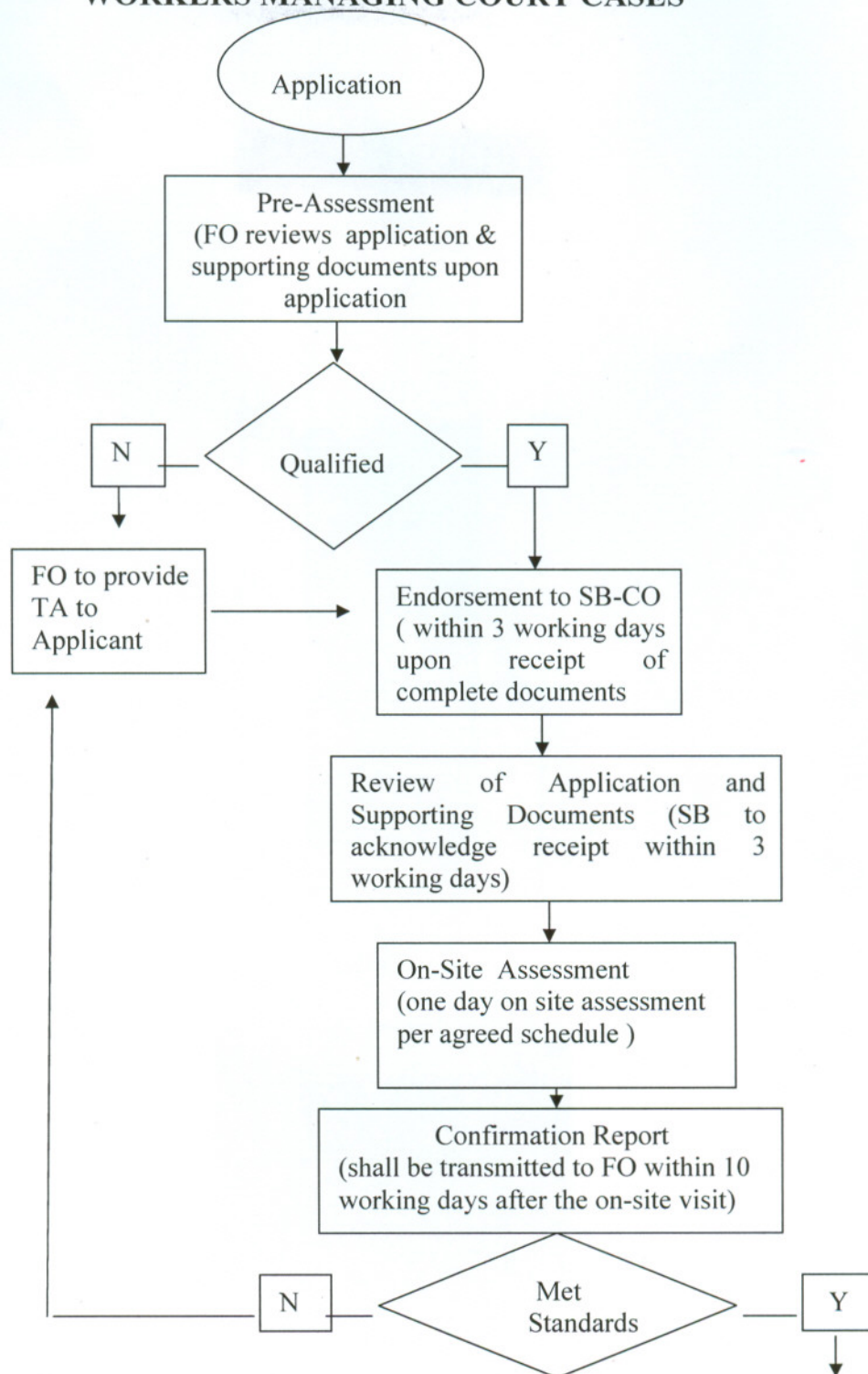
Noted by:

Signature over Printed Name of Supervisor

Date

*Period Covered shall start from the date the case was assigned to the Social Worker to present and/or termination

FLOWCHART IN THE ACCREDITATION OF SOCIAL WORKERS MANAGING COURT CASES



Note:. Same procedure shall be followed for renewals

3. Issuance of Accreditation Certificate and I.D
(within 15 working days after the on-site visit, SB to forward to concerned FO)



Republic of the Philippines
STANDARDS BUREAU
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills, Quezon City

Awards this

Certificate of Accreditation

to

Name

for demonstrating competence as a Social Worker Managing Court Cases

*This Certification is valid for a period of three (3) years from _____
_____ unless sooner revoked for cause.*

Issued this _____ in Quezon City, Philippines.
(Date Issued)

ALICIA R. BALA

Undersecretary for Policy and Programs Group

Accreditation No.: **SB-ACRC 2007-001**