

INSTITUTIONAL DEVELOPMENT DIVISION - STANDARDS UNIT

Head of Unit – MRS. LEAH MYLEN L. LUCERO, SWO IV

PROCESS OF ACCREDITATION OF SOCIAL WELFARE AGENCIES

I. ABOUT THE SERVICE

To set standards, register, accredit and provide consultative services to organizations engaged in social welfare and development activities .It enables the government, non-government organizations, local organizations and local governments to comply with and maintain the standards of social welfare and development programs and services.

II. WHO CAN AVAIL OF THE SERVICE

All licensed SWAs and Resource Agencies providing direct services, Local Government Units and other National Government Agencies implementing social welfare and development programs and services

III. REQUIREMENTS:

A. NEW/INITIAL REGISTRATION, LICENSING AND ACCREDITATION

1. Accomplished Application Form
2. Manual of Operations
3. Profile of governing board or its equivalent
4. Profile of employees
5. Work and Financial Plan for the two succeeding years
6. Audited Financial Statements for the two consecutive years
7. Accomplishment reports for two years prior to the assessment
8. Profile of clients served/caseload inventory for the preceding and current year
9. Building structural safety certificate
10. Fire safety certificate
11. Water sanitation or water potability certificate

B). RENEWAL OF ACCREDITATION

(Requirements numbers 1-11)

FOR RESIDENTIAL CARE AND COMMUNITY CENTER BASED FACILITIES

- Building structural safety certificate
- Fire safety certificate
- Water sanitation or water potability certificate

IV. FEES/CHARGES

Registration of Auxiliary Agency - Php 1,000.00

Registration & licensing of SWA - Php 2,500.00

Accreditation of SWD Programs & Services – Php 2,000.00 per program

V. SCHEDULE OF AVAILABILITY OF SERVICE:

MONDAY – FRIDAY 8:00 AM – 5:00 PM

VI. HOW TO AVAIL OF THE SERVICE

Step	Applicant/Client	Office Activity	Duration of Activity	Person-in-Charge
1	<p>Registered & licensed SWAs and Resource Agencies providing direct services shall confirm in writing its readiness to be accredited.</p> <p>Submit the accomplished application form and accreditation requirements to the DSWD - Standards Bureau within one (1) year from the issuance of registration certificate and license to operate.</p>	<p>Standards Bureau shall acknowledge the application in writing and the required accreditation documents</p> <p>Proposed schedule of accreditation assessment visit by the authorized Standards Bureau technical staff shall be specified in the acknowledgement letter, requiring the agency head, social worker and key staff to be available during the visit.</p>		<p>Leah Mylen L. Lucero Alicia C. Nisperos Alma C. Gonzales Shirlyn Deloeg</p>
2		<p>Conducts two days assessment visit within the specified dates confirmed by the SWA or Resource Agency</p> <p>Conduct an exit conference on the summary of findings and recommendations.</p>	2 days	<p>Leah Mylen L. Lucero Alicia C. Nisperos Alma C. Gonzales Shirlyn Deloeg</p>
3		<p>Inform the SWA or Resource Agency and the concerned DSWD FO on the result of assessment within fifteen (15) working days after the last day of visit..</p>	15 days	<p>Leah Mylen L. Lucero Alicia C. Nisperos Alma C. Gonzales Shirlyn Deloeg</p>
4		<p>Issues the Certificate of Registration</p> <p>Certificate shall be awarded to the accredited SWAs and Resource Agencies in a fitting ceremony at the concerned DSWD FO.</p>		<p>Leah Mylen L. Lucero Alicia C. Nisperos Alma C. Gonzales Shirlyn Deloeg</p>