

REGISTRATION AND LICENSING OF SOCIAL WELFARE AND DEVELOPMENT AGENCIES (SWDAs)

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. Any organization, corporation or agency intending to be accredited must first comply with the registration and licensing policy of the department before the said accreditation.

REQUIREMENTS FOR REGISTRATION

1. Accomplished Application Form
2. Certificate True Copy of Certificate of Registration and Articles of Incorporation and by-laws indicating that the SWDAs primary purpose is within the purview of social welfare and development issued by any of the following regulatory government agencies: (1) SEC for non-stock, non-profit, or non-stock profit oriented-oriented –entity , or (2) CDA—for a Cooperative
3. Updated certification e.g. Certificate of Corporate Filing/ Accomplished SEC general Information Sheet or Certificate of Good Standing if the date of registration with the concerned regulatory government agency is more than five (5) years prior to application
4. Profile of governing board or its equivalent
5. Profile of employees
6. Work and Financial Plan
7. SWDA operating more than one year—at least two (2) succeeding years
8. For those already operating prior to the application, if applicable:
 - Annual Accomplishment Report of the previous year
 - Audited Financial Report of the previous year, Audited Financial Report submitted to SEC, CDA and/or Bureau of Internal Revenue shall be accepted. Note: Financial Report conform to the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php 500,000, an audited financial statement prepared by the Financial Officer and concurred by the Head of Agency may suffice.
9. For those operating in more than one region:
 - Profile of client/beneficiary/community served/caseload inventory for the preceding and current year.
 - Validation assessment report from any of the following attesting to the existence and status of operation of the SWDA in the area/s of jurisdiction
 - ⇒ DSWD/FO/s
 - ⇒ Local Government Units (LGUs)
 - ⇒ ABSNET Regional / Cluster
10. List of main and satellite/branch offices to include the contact person/s, address/es and contact number/s and programs and services to be or being implemented, if with satellite/branch offices.

* If not available upon SWDAs application, the Standards Bureau shall Bureau shall request such certification of existence from the concerned DSWD-FOs in which the letter is expected to provide response fifteen (15) working days upon receipt of the Bureau's request.

*If auxiliary SWDA, a certified true copy of the written agreement of partnership or cooperation between the Agency and its partner e.g. MOA, Contract of Partnership, among others.

REQUIREMENTS FOR REGISTRATION AND LICENSE

1. All Documentary Requirements for Registration
2. SWA's certificate of hiring of residential and community based staff and Certificate of Employment/appointment of hired full time staff considering the following:
 - a. A registered social worker/s to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires case management to include but not limited to child placement, children in conflict with the law (CICL), crisis center and drop-in center.
 - b. One (1) RSW is required per location of the residential facility
 - c. For SWDAs implementing community development or community organizing, or other related profession who have at least two (2) years work experience in the field of social welfare and development
3. For child caring institution or residential care agency for youth, women, older persons and persons with disability, or center-based facilities in a community based services.
 - List and profile and residents/clients currently served, if applicable
 - An occupancy permit for a newly constructed facility or valid certificate of annual building inspection
 - Updated Fire Safety Inspection Certificate
 - Updated Sanitary Permit or water Portability Certificate
4. For Child Placing Agencies:
 - Certification from DSWD FOs or a recognized training agencies/ institute that the SWDAs Registered Social Worker is trained in child placement service e.g. adoption and foster care;
 - List of adoptive / foster families and children for adoption/ under foster care if applicable

Step	Applicant	Office Activity	Time	Person/s-in-Charge
1	The applicant apply for registration/ license and submit requirements	The documents will be recorded in the incoming logbook and Data Tracking System	5 minutes	Admin Assistant (Standards Unit)
2		Review of application and documents	5 minutes	Social Welfare Officer IV
3		Designated staff of the Unit review, assess the completeness of the documentary requirements and acknowledge the applicant within 15 working days upon receipt of the application. When the applicant confirms availability, a technical staff conduct one day assessment/validation.	Within 15 days upon receipt of application	Technical Staff
4		If assessment is favorable for issuance of Certificate of Registration and License, the concerned staff prepares the assessment of profile of SWDA and confirmation report.	3 hours	Technical Staff
5		The Unit Head reviews/provides inputs/ or approved the report	20 minutes	Leah Mylen Lucero, SWO IV
6		The Admin Aide requests for the issuance of Security Paper (SecPa) to the Administrative Assistant II.	3 minutes	Administrative Aide
7		The SWO IV/Unit Head will approve the request for Issuance of the SecPa.	2 min	SWO IV/Unit Head
8		The approved request will be the basis of the Admin. Asst. to issue the SecPa	3 min	Administrative Aide
9		The Administrative Aide will print the Certificate of Registration/ License	10 minutes	Administrative Aide
10		The Admin Aide will route the document to Admin Assistant of Institutional Development Division.	3 minutes	Administrative Aide
11		The OIC Division Chief will review and sign the documents. The reviewed documents will be forwarded to the ORD to be received by the Secretary.	30 minutes	OIC Division Chief
12		The Regional Executive Assistant (REA) will review the document prior to the approval of the Regional Director		Regional Executive Assistant
13		The reviewed document by the REA will be signed/approved by the RD. The approved documents will be forwarded by the Secretary to the Standards Unit	10 minutes	Regional Executive Asstant Regional Director
15		The confirmation letter will be emailed to the concerned SWDA. Emailed documents will be forwarded to the Records Unit for transmission.	3 minutes	Administrative Aide
16		The awarding of Certificate will be done in a fitting ceremony.		

Application Fee : Php 2,500.00