

## **Annex A. Documentary Requirements for Registration of SWDAs**

1. Duly Accomplished and Notarized Application Form
2. Updated Copy of Certificate of Registration and latest Articles of Incorporation and by-laws indicating that the organization's primary purpose is within the purview of social welfare and development issued by SEC that gives a juridical personality to a non-stock non –profit organization to operate in the Philippines
3. Copy of any of the following:
  - 3.1. Handbook or Manual Operations of its programs policies and procedures to attain its purposes
  - 3.2. Brochure
  - 3.3. Duly signed Work and Financial Plan for at least two (2) Years by the Head of Agency

## Annex B. Documentary Requirements for Licensing of Auxiliary SWDA and Social Work Agency

### I. FOR APPLICANTS INTENDING TO OPERATE

<i>Requirements</i>	<i>Type of Applicant Private SWDA</i>	
	<i>Auxiliary SWDA</i>	<i>Social Welfare Agency</i>
<b>A. Basic Documents</b>		
1. Duly Accomplished and Notarized Application Form	√	√
2. a) A certification of plan to hire the required Registered Social Worker (RSW) or staff complement; or b) Profile of Employees and volunteers, whichever is applicable	√	√
3. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others	√	√
4. Profile of Board of Trustees	√	√
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
5. Certified true copy of General Information Sheet issued by SEC	√	√
<b>C. Documents Establishing Track Record and Good Standing</b>		
6. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's capacity to operate for at least two (2) years	√	√
7. Work and Financial Plan for the two (2) succeeding years	√	√

### II. FOR APPLICANT ALREADY IMPLEMENTING PRIOR ITS APPLICATION

<i>Requirements</i>	<i>Type of Applicant Private SWDA</i>	
	<i>Auxiliary SWDA</i>	<i>Social Welfare Agency</i>
<b>MANDATORY REQUIREMENTS</b>		
<b>A. Basic Documents</b>		
1. Duly Accomplished and Notarized Application Form	√	√
2. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others.	√	√
3. Profile of Board of Trustees	√	√
4. Profile of Employees and Volunteers		√
a. For Social Work Agency, to consider the following staff requirement: <ul style="list-style-type: none"> <li>a.1. At least one (1) RSW to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires social case management.</li> <li>a.2. For Center Based (Residential Based), to observe the caseload requirement of client ratio of the social worker and house parent</li> <li>a.3. For Center Based (Non-Residential Based), to observe at least one full time social worker for drop in center, processing center and vocational rehabilitation</li> </ul>		

Requirements	Type of Applicant Private SWDA	
	Auxiliary SWDA	Social Welfare Agency
<p>center while for senior citizens center and the like, a part-time social worker is considered.</p> <p>a.4. For Community Based, implementing community development or community organizing, any of the following shall be hired in full/part time basis per region:</p> <p>a.4.1. Graduate of Bachelor Degree in Social Work or Community Development; or</p> <p>a.4.2. Other professionals who have at least three (3) year work experiences in the field of social welfare and development</p> <p>b. For Auxiliary SWDA, at least one (1) full time staff who will manage its operations</p>	√	
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
5. Certified true copy of General Information Sheet issued by SEC	√	√
6. Certification of no derogatory information issued by SEC (for those operating more than six (6) months upon filing of the application)	√	√
7. <i>ABSNET Membership</i> Certification from the Regional ABSNET (RAB) President or Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA. <i>(Not applicable for first time applicants)</i>	√	√
8. Declaration of Commitment from the applicant SWDA of no support to tobacco in compliance with provisions of Executive Order No. 26 of 2017 (Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places) and RA No. 9211 (Tobacco Regulation Act of 2003)	√	√
<b>C. Documents Establishing Track Record and Good Standing</b>		
9. Duly signed Work and Financial Plan for the two (2) succeeding years	√	√
10. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's to operate for at least two (2) years	√	√
11. Annual Accomplishment Report of the previous year	√	√
12. Audited Financial Report of the previous year. Audited Financial Report submitted to SEC and/or Bureau of Internal Revenue (BIR) shall be accepted. However, financial report based on the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php 500,000, an unaudited financial statement prepared by the Financial Officer and concurred by the Head of Agency may suffice	√	√
13. Profile of clients/community being served for the preceding and current year	√	√
<b>ADDITIONAL REQUIREMENTS (both for intending and already operating)</b>		
<b>A. Basic Documents</b>		
1. For those operating in more than one region	√	√

Requirements	Type of Applicant Private SWDA	
	Auxiliary SWDA	Social Welfare Agency
a. List of main and satellite/branch offices with contact details, if any		
b. Certified true copy of the notarized written agreement of partnership or cooperation between the agency and its partner agency e.g Memorandum of Agreement (MOA), Contract of Partnership, among others	√	
2. For Applicant SWA's implementing Child Placement Services Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.		√
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
3. For those operating in more than one region Validation report from concerned DSWD Field Office or Certification from Regional ABSNET/Cluster or LGUs attesting to the existence and status of operation of the organization in the area/s of jurisdiction. There is no need to get a validation report/certification of existence for the region where the main office of the applicant is located.	√	√
4. For Center Based (Residential Based and Non-Residential Based) Copy of the valid safety certificates namely: a. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings) b. Fire Safety Inspection Certificate c. Water Potability Certificate or Sanitary Permit		√
5. For applicant serving within the Ancestral Domains of Indigenous People (IP) - Photocopy of NGO Accreditation from the NCIP	√	√
<b>C. Documents Establishing Track Record and Good Standing</b>		
6. For applicant with past and current partnership with the DSWD that involved transfer of funds Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability/obligation	√	√

**Notes:** For purposes of compliance with RA 11032, The Ease of Doing Business Act, those documentary requirements earlier submitted during the registration process that are also required for licensing and no changes was made as attested by the applicant organization, shall be deemed acceptable during the licensing application process. Similarly, during the renewal process of licensing, on top of the basic documents and those documents that are valid only for one year, and those needed to be updated shall be required. Details of these shall be stated in the manual of operation.

### Annex C. Documentary Requirements for Accreditation of SWD Programs and Services of both Public SWDAs and Private SWAs

<b>Requirements</b>	<b>Type of Application</b>	
	<b>New</b>	<b>Renewal</b>
<b>I. MANDATORY REQUIREMENTS</b>		
<b>A. Basic Documents</b>		
1. Duly Accomplished and Notarized Application Form	✓	✓
2. Pre-accreditation assessment conducted by concerned FO	✓	
3. Duly Accomplished Pre-accreditation assessment tool signed by the SWA's Head of Agency or Authorized Representative		✓
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
4. Certification of no derogatory information issued by SEC (except those in operation for less than six months upon filing of the application) <i>(not applicable for public SWDAs)</i>	✓	✓
5. <b>ABSNET Membership</b> Certification from the Regional ABSNET (RAB) President or Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWA.	✓	✓
<b>C. Documents Establishing Track Record and Good Standing</b>		
6. Work and Financial Plan for the two (2) succeeding years	✓	✓
7. Notarized Updated Certification from the Board of Trustees and/or the funding agency to financially support the organization's to operate for at least two (2) years <i>(not applicable for public SWDAs)</i>	✓	
8. Annual Accomplishment Report of the previous year	✓	✓
9. Audited Financial Report of the previous year	✓	✓
10. Profile of clients/community being served for the preceding and current year	✓	✓
<b>D. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
11. Certification from the SWA's Head of Agency on their observance and compliance to the provisions of Executive Order No. 26 of 2017 (Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places) and RA No. 9211 (Tobacco Regulation Act of 2003)	✓	✓
<b>II. ADDITIONAL REQUIREMENTS</b>		
<b>A. Basic Documents</b>		
1. Manual of Operation (MOP)	Only if there is an update or amendment on documents recently submitted to DSWD SB	
2. Profile of Board of Trustees or its equivalent		
3. Profile of Employees and Volunteers Staff requirement shall be based on Staff Client ratio per standards on accreditation of specific programs and services		

<b>Requirements</b>	<b>Type of Application</b>	
	<b>New</b>	<b>Renewal</b>
4. For those operating in more than one region List of main and satellite/branch offices, if any		
5. For applicant SWA's implementing Child Placement Services Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.	✓	✓
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
6. Certified true copy of General Information Sheet issued by SEC or any regulatory agencies <i>(not applicable for public SWDAs)</i>	Only if there is an update or amendment on documents recently submitted DSWD SB	
7. For Center Based (Residential Based and Non-Residential Based) Copy of the valid safety certificates namely: a. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings) b. Fire Safety Inspection Certificate c. Water Potability Certificate or Sanitary Permit	✓	✓
8. For applicant serving within the Ancestral Domains of Indigenous People (IP) - Photocopy of NGO Accreditation from the National Council on IP (NCIP)	✓	✓
<b>C. Documents Establishing Track Record and Good Standing</b>		
9. For applicant with past and current partnership with the DSWD that involved transfer of funds • Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability/obligation	✓	✓

**Notes:** For purposes of compliance with RA 11032, The Ease of Doing Business Act, those documentary requirements earlier submitted during the registration and licensing processes that are also required for accreditation and no changes was made as attested by the applicant organization, shall be deemed acceptable during the accreditation application process. Similarly, during the renewal process of accreditation, on top of the basic documents and those documents that are valid only for one year, and those needed to be updated shall be required. Details of these shall be stated in the manual of operation.

**Annex D. List of Application Forms and Supporting Document Templates for the applicant organizations.**

The following are the list of templates to be used by the SWDAs relative to its registration, licensing and accreditation (RLA) to DSWD, which shall be part of the RLA Manual :

1. Application Form for Registration of Private SWDAs
2. Application Form for Licensing of Private Auxiliary SWDA and SWA
3. Application Form for Accreditation of SWD Programs and Services
4. Profile of Board of Trustees and Employees
5. Work and Financial Plan
6. Manual of Operation
7. Accomplishment Report
8. List of Main & Satellite Office