

**Checklist of Requirements on Accreditation of Social Workers Managing Court Cases (SWMCCs) for Direct Social Workers**

Name of Applicant : \_\_\_\_\_

Address : \_\_\_\_\_

Agency where presently connected : \_\_\_\_\_

Put a **check** (✓) in the corresponding box if the document is **available** or **(X)** mark if **not**.

Available	List of Documentary Requirements	Remarks
	<b>New</b>	
<b>1</b>	Duly Accomplished Application Form	
<b>2</b>	Valid Professional Regulations Commission Registration ID Card	
<b>3</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	
<b>4</b>	Summary of documentation of 4 cases managed	
<b>5</b>	A letter of recommendation attesting to the competence of the social worker to be secured from any of the following: <ul style="list-style-type: none"> <li>• Supervisor of the applicant;</li> <li>• Philippine Association of Social Workers, Inc. (PASWI)</li> <li>• If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI)</li> </ul> The following documents on cases handled must be made available during the on-site assessment: <ul style="list-style-type: none"> <li>• case study reports</li> <li>• progress/running notes</li> <li>• case summaries</li> </ul>	

Available		<b>List of Documentary Requirements</b>	<b>Remarks</b>
		<ul style="list-style-type: none"> <li>case conference proceedings/notes</li> </ul>	
		<b>Renewal</b>	
	1	Duly Accomplished Application Form	
	2	Certificate of attendance to relevant trainings attended or refresher source of at least 24 hours given by DSWD or its recognized training institutions	
	3	Summary of documentation of cases managed for the last six months	
	4	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: <ul style="list-style-type: none"> <li>case study reports</li> <li>progress notes, and</li> <li>other relevant documentations pertaining to the cases</li> </ul>	
<b>Other documents submitted by the Applicant:</b>			

**Recommendations/Action Taken:**

- For endorsement to SB-Central Office
- For follow up of lacking documents
- For technical assistance
- Others, please specify: For virtual assessment on \_

Reviewed / Assessed by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation / Position

\_\_\_\_\_  
Date