

Checklist of Requirements for Registration of Private Auxiliary Social Welfare and Development Agency (SWDA) and Social Work Agency (SWA)

Name of Agency : _____

Address : _____

Areas of Coverage : _____

Scope of Operation:

- Nationwide/ more than one (1) region
 Operating only in one (1) region

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

Available		List of Documentary Requirements	Remarks
	1	Duly Accomplished and Notarized Application Form <i>(Note: Per Secretary's advisory, during state of public health emergency. Application need not be notarized)</i>	
	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 two succeeding years) by the Head of Agency	

Available		List of Documentary Requirements	Remarks
	4	Copy of Official Receipt (OR) of processing fee on registration amounting to P1,000.00	
Other documents submitted by the SWDAs :			

Remarks: For endorsement For submission of lacking documents

Reviewed by:

Name and signature of staff

Date

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.