

Checklist for Licensing of Social Work Agency (SWA) Intending to Operate

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	a) A certification plan to hire the required Registered Social Worker (RSW) or staff complement; or b) Profile of Employees and volunteers, which is applicable	
	3	Manual of Operation containing the SWDAs' program and administrative policies, procedures and strategies to attain its purpose/s, among others <i>(Please see Annex 4. DSWD-RLA-004 Guide in the Preparation of Manual of Operation, as attached)</i>	
	4	Profile of Board of Trustees	
	5	Certified True Copy of General Information Sheet (GIS) issued by SEC or any regulatory agencies	
	6	Notarized Updated Certification from the Board of Trustees and/or the funding agency to financially support the organization to operate for at least two years	
	7	Work and financial Plan for the two (2) succeeding years	
	8	For those operating in more than one (1) region: a. List of main and satellite/branch offices with contact details, if any	

Available		List of Documentary Requirements	Remarks
		<p>b. Any of the following attesting to the existence and status of operation of the organization in the area/s of jurisdiction:</p> <ul style="list-style-type: none"> • Validation report from the concerned DSWD Field Office • Certification from Cluster ABSNET • Certification from the LGUs <p>There is no need to get a validation report/certification of existence for the region where the main office of the applicant is located</p>	
	9	<p>For applicant SWA implementing Child Placement Services.</p> <p>Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service</p>	
	10	<p><u>For Center Based (Residential Based and Non-Residential Based)</u></p> <p>Copy of the valid safety certificates namely:</p> <p>a. Occupancy permit (only for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings)</p>	
		<p>b. Fire Safety Inspection Certificate</p>	
		<p>c. Water Potability Certificate or Sanitary Permit</p>	
	11	<p>For applicant serving within the Ancestral Domains of Indigenous people (IP) – Photocopy of NGO Accreditation from the NCIP</p> <p>If none, certification from the head of agency that no IP beneficiaries</p>	
	12	<p>For applicant with past and current partnership with the DSWD that involved transfer of funds</p> <p>Certification from DSWD Office and/or other concerned government agencies that the applicant is free from any financial liability /obligation</p>	

Available		List of Documentary Requirements	Remarks
		If none, certification from the head of agency that no funds/grants received from any of the government agencies.	
	13	Situationer to establish the need for a residential facility serving a particular sector and the absence of related facility to cater them	
	14	Duly Accomplished Data Privacy Consent Form <i>(In compliance with the Data Privacy Act of 2021)</i>	
	15	Copy of Official Receipt (OR) of processing fee on licensing 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.