

**Checklist for Licensing of Auxiliary Social Welfare and Development Agency (SWDA) 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
	<b>1</b>	Duly Accomplished and Notarized Application Form <i>(Note: Per Secretary's advisory, during state of public health emergency. Application need not be notarized)</i>	
	<b>2</b>	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	
	<b>3</b>	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>	
	<b>4</b>	Profile of Board of Trustees	
	<b>5</b>	Certified True Copy of General Information Sheet (GIS) issued by SEC or any regulatory agencies	
	<b>6</b>	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	
	<b>7</b>	Work and financial Plan for the two (2) succeeding years	
	<b>8</b>	For those operating in more than one (1) region:	

Available		List of Documentary Requirements	Remarks
		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	
		<p>c) 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"> <li>• Validation report from the concerned DSWD Field Office</li> <li>• Certification from Cluster ABSNET</li> <li>• Certification from the LGUs</li> </ul> <p><i>There is no need to get a validation report/certification of existence for the region where the main office of the applicant is located</i></p>	
	<b>9</b>	<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>	
	<b>10</b>	<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. If none, certification from the head of agency that no funds/grants received from any of the government agencies.</p>	
	<b>11</b>	Duly Accomplished Data Privacy Consent Form ( <i>In compliance with the Data Privacy Act of 2021</i> )	
	<b>12</b>	Copy of Official Receipt (OR) of processing fee on licensing amounting to P1,000.00	

