

STANDARDS BUREAU STANDARDS AND CAPACITY BUILDING GROUP

DSWD-SB-GF-040 | REV 01 | 03 OCT 2022

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 Operating only in	e than one (1) region one (1) region

Put a **check** ($\sqrt{}$) 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 (Note: Per Secretary's advisory, during state of public health emergency. Application need not be notarized)		
	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 (Please see Annex 4. DSWD-RLA-004 Guide in the Preparation of Manual of Operation, as attached)		
	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:		



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 		
		c) Any of the following attesting to the existence and status of operation of the organization in the area/s of jurisdiction:		
		 Validation report from the concerned DSWD Field Office Certification from Cluster ABSNET Certification from the LGUs 		
		There is no need to get a validation report/certification of existence for the region where the main office of the applicant is located		
	9	For applicant serving within the Ancestral Domains of Indigenous people (IP) – Photocopy of NGO Accreditation from the NCIP		
		If none, certification from the head of agency that no IP beneficiaries		
		For applicant with past and current partnership with the DSWD that involved transfer of funds		
	10	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.		
	11	Duly Accomplished Data Privacy Consent Form (In compliance with the Data Privacy Act of 2021)		
	12	Copy of Official Receipt (OR) of processing fee on licensing amounting to P1,000.00		

Available		List of Docume	Remarks			
Other documents submitted by the SWDAs :						
Remarks	:	For endorsemer	nt 🔲 For submis	sion 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.