

Checklist for Licensing of Social Work Agency (SWA) Already Implementing

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	
	2	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>	
	3	Profile of Board of Trustees	
	4	Profile of Employees and Volunteers a. For Social Work Agency, to consider the following staff requirement: <ul style="list-style-type: none"> • At least one (1) RSW to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires social case management • For Center Based (Residential Based), to observe the caseload requirement of client ratio of the social worker and houseparent 	

Available		List of Documentary Requirements	Remarks
		<ul style="list-style-type: none"> • For Center Based (Non-Residential Based), to observe at least one (1) full time social worker for drop in center, processing center and vocational rehabilitation center while for senior citizens center and the like, a part-time social worker is considered • For community based, implementing community development or community organizing, any of the following shall be hired in full/part time basis per region: <ul style="list-style-type: none"> ➢ Graduate of Bachelor Degree in Social Work or Community Development; or ➢ Other professionals who have at least three (3) year work of experiences in the field of social welfare and development 	
	5	<p>Certified True Copy of General Information Sheet (GIS) issued by SEC or any regulatory agencies</p> <p><i>*Undertaking to Comply with the Requirements per memo of the Secretary dated February 4, 2022</i></p>	
	6	<p>Certificate of No Derogatory Record information issued by SEC (<i>except those in operation for less than six months upon filing of the application</i>)</p> <p><i>*Undertaking to Comply with the Requirements per memo of the Secretary dated February 4, 2022</i></p>	
	7	<p>ABSNET Membership</p> <p>Certification from the Regional ABSNET (RAB) President/Chairperson of the Cluster ABSNET (CAB) or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWA</p>	
	8	<p>Declaration of Commitment from the applicant SWDA of no support to tobacco in compliance with provisions of Executive</p>	

Available		<i>List of Documentary Requirements</i>	<i>Remarks</i>
		Order No. 26 of 2017 (Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places) and RA No. 9211 (Tobacco Regulation Act of 2003)	
	9	Duly signed Work and financial Plan for the two (2) succeeding years	
	10	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	
	11	Annual Accomplishment Report of the previous year	
	12	Audited Financial Report of the previous year submitted to SEC and/or Bureau of Internal Revenue (BIR) shall be accepted; and/or Financial report based on the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php500,000.00, an unaudited financial statement prepared by the Financial Officer and concurred by the Head of Agency, may suffice	
	13	Profile of clients/community being served for the preceding and current year	
	14	For those operating in more than one (1) region: a) List of main and satellite/branch offices with contact details, if any	
		b) Any of the following attesting to the existence and status of operation of the organization in the area/s of jurisdiction: <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>	

Available		List of Documentary Requirements	Remarks
	15	<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>	
	16	<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>	
		b. Fire Safety Inspection Certificate	
		c. Water Potability Certificate or Sanitary Permit	
	17	<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> <p><i>*On hold until June 30, 2022</i></p>	
	18	<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>	
	19	Duly Accomplished Data Privacy Consent Form <i>(In compliance with the Data Privacy Act of 2021)</i>	
	20	Copy of Official Receipt (OR) of processing fee on licensing amounting to P1,000.00	

Available		List of Documentary Requirements	Remarks
	21	Undertaking to comply with the requirements on the application for License to Operate and/or Accreditation of Programs and Services	
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.