DSWD
Department of Social Welfare and Development

Checklist of Requirements for Accreditation of SWA's Programs and Services (Senior Citizens Center)

Name of SCC   :   _____

Address   :   _____

Region/FO   :   _____

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

Available		List of Documentary Requirements	Date / Year	Remarks
	1	Accomplished Application Form		
	2	SEC Registration/Constitution and By-Laws/ Local Ordinance or Resolution		
	3	Work and Financial Plan for current and succeeding year / LGU approved budget for the year		
	4	Annual Accomplishment Report for the past year		
	5	Financial Report for the past year		
	6	Occupancy permit (for new buildings) or Annual Building Inspection/Structural Safety Certificate (for old buildings)		
	7	Fire Safety Inspection Certificate		
	8	Water Potability Certificate		
	9	Manual of Operation		
	10	Profile of Clients Served		
		Other records submitted by the SCC applicant*(pls. file at the bottom and do not put earmark/s)*		
	11	Pre-accreditation assessment report conducted by the DSWD FO		
	12	Duly accomplished assessment tool signed by the Head of the Agency (Pre-assessment for new applications or self-assessment for renewal of applications)		
	13	Certificate of no derogatory information issued by the Securities and Exchange Commission (SEC) (If the agency is already a DSWD Registered and Licensed SWDA)		

Available		List of Documentary Requirements	Date / Year	Remarks
	14	Certification from ABSNET Regional President and Cluster President (If the agency is already a DSWD Registered and Licensed SWDA)		
	SB Records			
	15	Accomplished Assessment Tool		
	16	Confirmation report		
	17	Accreditation Certificate		
		☐ expired certificate (original/photocopy)		
		☐ newly issued certificate (photocopy)		

Remarks: ☐ for endorsement   ☐ for submission of lacking requirements

Reviewed by:

_____   _____
Name and signature of staff   *Date*