

**MEMORANDUM CIRCULAR**No. 13  
Series of 2022**SUBJECT : Enhanced Guidelines in the Accreditation of Social Workers Managing Court Cases (SWMCCs)****I. RATIONALE**

The Department of Social of Welfare and Development (DSWD) through the Standards Bureau (SB) issued Administrative Order No. 138 entitled "Guidelines in the Accreditation of Social Workers Managing Court-Related Cases" thereby ensuring delivery of quality service in 2002. After six (6) years of its implementation and identification of some gaps, Administrative Order No. 1, series of 2008, entitled "Revised Guidelines in the Accreditation of Social Workers Managing Court Cases (SWMCC)" was issued.

During the implementation of Administrative Order No. 1 series of 2008, there was a demand for the expertise of Social Workers in handling of court cases to represent, act as witness, and support not only the children but also the women, youth, persons with disabilities and older persons. At present, these cases include those involving online platforms. The requirement for qualified Social Workers managing court cases is intended to uphold and advocate the best interest and welfare of children, the youth, women, older persons, and persons with disabilities.

With this increasing demand to further the skills of the Registered Social Workers (RSWs), the recognition given to the Social Worker's competence as an expert witness in court litigation and to exercise professional handling of cases in the court setting can be expressed in their accreditation by the DSWD Standards Bureau. Republic Act (RA) No. 11032 or The Ease of Doing Business and Efficient Government Service Delivery Act in the accreditation procedures while meeting the quality standards required for RSWs managing court cases.

In the event of national emergency/state of calamity situations, additional procedures on virtual assessment are also included in the guidelines.

**II. MANDATE AND LEGAL BASES**

The Department draws its authority to accredit Social Workers Managing Court Cases taking into consideration the relevant provisions of the following:

1. **Executive Order No.15 - Redirecting the functions and Operations of the DSWD Section 3**, "(F) set standards, accredit and provide consultative services to institutions, organizations and persons engaged in social welfare activities





- and monitor performance of institutions and persons engaged in social welfare and development activities both public and private”.
2. **Republic Act No. 8369 known as the “Family Courts Act of 1997”**. Section 11. Alternative Social Services. In accordance with Section 17 of this Act, in areas where no family courts have been established or no regional trial court was designated by the Supreme Court due to limited number of cases, the DSWD shall designate and assign qualified, trained, and DSWD accredited social workers of the Local Government Units to handle juvenile and family cases filed in the designated regional trial court of the place.
  3. **Republic Act No. 11032, known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”**. Section 2. Declaration of Policy. It is hereby declared the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Towards this end, the State shall maintain honesty and responsibility among its public officials and employees, and shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and none business related transactions in government.”
  4. **Republic Act No. 10630 known as the “An Act Establishing a Comprehensive Juvenile Justice and Welfare System, Creating the Juvenile Justice and Welfare Council under the Department of Social Welfare and Development, Appropriating Funds Therefor, and for Other Purposes”**. Section 2 states that a multi-disciplinary team composed of a Social Worker, a psychologist/mental health professional, medical doctor, an educational/ guidance counselor and a Barangay Council for the Protection of Children (BCPC) member shall operate the “Bahay Pag-asa”. The team will work on the individualized intervention for the child and child’s family.
  5. **Republic Act 7610, known as the “Special Protection of Children Against Abuse, Exploitation and Discrimination Act**. Article XI Sections 27 (d) and (e) and 28 state that an Officer, social worker or representative of a licensed child-caring institution; Officer or social worker of the Department of Social Work and Development may file a complaint, and the offended party shall be immediately placed under the protective custody of the Department of Social Work and Development pursuant to Executive Order No. 56, Series of 1986.
  6. **DSWD AO No. 7 Series of 2005**, known as the “Roles and Responsibilities of Social Workers in Handling Cases on Annulment, Nullity of Marriage, and Child Custody where it stated that a Social Worker is an Advocate, Mediator, Enabler, Counselor/Therapist, and Social Broker. A Social Worker is expected to conduct and perform responsibilities such as but not limited to Interview and





Assessment, to act as Expert Witness, to monitor and provide after care services and prepare the termination of the case.

7. **Republic Act No. 4373 known as “An Act to Regulate the Practice of Social Work and the Operation of Social Work Agencies in the Philippines and for Other Purposes.** A Social Worker as defined in this Act, is a practitioner who by accepted academic training and social work profession experience possesses the skill to achieve the objectives as defined and set by the social work profession, through the use of the basic methods and techniques of social work (casework, group work, and community organization) which are designed to enable individuals, groups and communities to meet their needs and to solve the problems of adjustment to a hanging pattern of society and, through coordinated action, to improve economic and social conditions, and is connected with an organized social work agency which is supported partially or wholly from government or community solicited funds.
8. **Republic Act No. 10847 known as “An Act Lowering the Age Requirement for Applicants taking the Board Examination for Social Workers, Providing for Continuing Social Work Education, and Upgrading the Sundry Provisions Relative to the Practice of Social Work”.** Section 4 (a) on Penal Provisions state that (a) Any person who shall practice or offer to practice social work in the Philippines without being registered or exempted from registration in accordance with the provisions of this Act shall be penalized with a fine of not less than one hundred thousand pesos (P100,000.00) but not more than two hundred thousand pesos (P200,000.00), or imprisonment for not less than six (6) months but not more than two (2) years, or both, at the discretion of the court.
9. **Republic Act No. 10175 known as “Cybercrime Prevention Act of 2012, an Act Cybercrime, providing for the Prevention, Investigation, Suppression, and the Imposition of Penalties Therefor and For Other Purposes”.** Section 4 (c)(2) content-related offenses states that the unlawful and prohibited acts defined and punishable by Republic Act No. 9775 of the Anti-Child Pornography Act of 2009, committed through a computer system. Accordingly, RA 9775 Section 6 (d)(e)(f) state that officers, social workers of child-caring agencies , the DSWD and LSWDO may file complaints on any form of the child pornography and other offenses punishable under this Act.
10. **Republic Act 9208 known as “Anti-Trafficking in Persons Act of 2003, An Act to institute policies to eliminate trafficking in persons especially women and children, establishing the necessary institutional mechanisms for the protection and support of trafficked persons, providing penalties for its violations, and for other purposes”.** Section 23, Mandatory Services to Trafficked Persons — To ensure recovery, rehabilitation and reintegration into the mainstream of society; concerned government agencies shall make available the following services to trafficked persons; Section 23 (c) — Free legal services which shall include information about the





victims' rights and the procedure for filing complaints, claiming compensation and such other legal remedies available to them, in a language understood by the trafficked person

11. **A.M. No. 03-04-04-SC, the Rule on Custody of Minors and Writ of Habeas Corpus in Relation to Custody of Minors.** Section 8 – Case study: duty of social workers states that upon filing the verified answer or the expiration of the period to file it, the court may order a social worker to make a case study of the minor and the parties and to submit a report and recommendation to the court at least three days before the scheduled pre-trial.
12. **A.M. No. 004-07-SC, the Rule on Examination of a Child Witness.** Section 5 Guardian ad litem states that the court may appoint guardian ad litem for a child who is a victim of, accused of, or a witness to a crime to promote the best interest of the child. The court shall consider the background of the guardian ad litem and his/her familiarity with the judicial process, social services programs, and child development, giving preference to the parents of the child, if qualified.
13. **DSWD AO No. 11 series of 2011 known as the Omnibus Guidelines for Domestic Adoption Process as amended to Memorandum Circular No. 7 series of 2015.** Section IV of the General Policies No. 11 states that a licensed social worker shall be designated to handle adoption cases on a full time basis, both at the Adoption Resource and Referral Unit (ARRU) in the Field Offices and Adoption Resource and Referral Office (ARRO) in the Central Office.
14. **Section 3 (b) Guiding Principles of the Implementing Rules and Regulations of Executive Order No. 138 series of 2021,** states that “the devolution of the provision of basic services and facilities to the LGUs and the determination of the functional assignments between and among the different levels of the government. (1) Public services with little or no benefit spillover are best administered and financed by lower governments, while public services with significant inter-jurisdictional externalities or benefit and cost spillovers are best assigned to higher levels of government. Public services with significant inter-jurisdictional externalities are those whose costs are incurred or benefits are received by more than one or multiple LGUs”. Hence, the accreditation of SWMCC shall remain as a regulatory function of the DSWD Central Office.

### III. OBJECTIVES

Generally, the revised guidelines aim to enhance the standards in the accreditation assessment of SWMCCs to ensure quality, efficient and effective case management of Social Workers both in the government and private sector. Thus the objectives are to:

1. Ensure SWMCCs are trained and equipped to handle court cases.





2. Ensure SWMCCs are qualified and possess the knowledge, attitude and skills in handling and managing court cases.
3. Ensure excellent delivery service and monitor progress of court cases managed.

#### IV. DEFINITION OF TERMS

1. **Accreditation** – refers to the recognition accorded by the DSWD to Registered Social Workers who have satisfactorily complied with the requirements and standards in managing court related cases.
2. **Active cases / caseloads** – refer to court cases handled by the Social Worker in an agency which may or may have not yet gone to judgment.
3. **Court Cases** – refer to civil and/or criminal cases filed in court for and in behalf of the individual/persons subject to litigation whether as victims, witness, or accused. These may include but are not limited to adoption, legal guardianship, cases of abuse, exploitation and discrimination and cases of children and youth in conflict with the law;
4. **Direct Social Worker** - refers to a Social Worker who facilitates and manages people and/or group in crisis situation through the provision of appropriate assistance and services.
5. **Guardian ad litem** - is a person appointed by the court where the case is pending to protect the best interests of a child who is a victim of, accused of, or a witness to a crime.
6. **Social Workers Managing Court Cases (SWMCCs)** – refers to a Registered Social Worker handling court cases who is employed by the government and/or private agency that facilitates and manages cases like, but not limited to adoption, CICL, abuse, guardianship, and trafficking and have the appropriate training or competence so that when an initial assessment is conducted, he/she will be able to determine the appropriate interventions for the client.
7. **Supervising Social Worker**- refers to a Senior Social Worker who provides technical assistance and support, monitors and oversees the activities of the supervisee social workers and ensures the promotion of the best interest and welfare of the client/s, with and/or without court case.
8. **Service User/client/beneficiaries**– refer to any individual/persons availing of the service of the social worker.
9. **Social Work Case Management** – refers to the specific social work method applied to individuals/persons in collaboration with professional multidisciplinary helping team with an end view of empowering them to become a fully functional individual.





10. **Victim/Survivor of abuse** - refer to person/s who are victims of abuse, neglect, exploitation, discrimination, and other conditions prejudicial to their welfare and development whose cases are filed in court.

## V. COVERAGE

These Guidelines cover all Social Workers who are direct practitioners (Direct Social Workers) including Supervising Social Workers from the DSWD Field Offices, center-based and community-based social welfare and development agencies (SWDAs), Local Government Units (LGUs), other National Government Agencies (NGAs), LGU Designated Court Social Workers, Private Social Welfare and Development Agencies managing court cases of the disadvantaged groups.

## VI. QUALIFICATIONS

### A. Direct Social Worker

1. Must be a Registered Social Worker with valid license.
2. Must have completed a basic / refresher course on client specific and managing court cases or at least forty-five (45) hours for renewal and new applicants of training/seminar on case management of court-related cases or relevant laws from the last three (3) years conducted by DSWD or its recognized institutions including but not limited to Philippine Association of Social Workers Incorporated (PASWI), Center for the Prevention and Treatment of Child Sexual Abuse (CPTCSA), DOJ, PNP, UNICEF, etc.
3. Must have direct experience and must have handled at least three (3) active cases for the past three (3) years for renewal; or for a new applicant and has no experience yet in handling court cases, at least ten (10) cases managed for the past three (3) years of any of the disadvantaged groups.
4. Must possess and have passing points on knowledge, attitude and skills of a SWMCC.

### B. Supervising Social Worker

1. Must be a Registered Social Worker with a valid license.
2. Must have completed a basic / refresher course on client specific and managing court cases or at least forty-five (45) hours for renewal and new applicants of training/seminar on case management of court-related cases or relevant laws from the last three (3) years conducted by DSWD or its recognized institutions including but not limited to Philippine Association of Social Workers Incorporated (PASWI), Center for the Prevention and Treatment of Child Sexual Abuse (CPTCSA), DOJ, PNP, UNICEF, etc.
3. Must have at least two (2) active caseloads for the past 3 years.
4. Must have at least one (1) supervisee with three (3) active cases.  
Must possess and have passing points on knowledge, attitude and skills of a SWMCC.





**VII. REQUIREMENTS**

Applicants for accreditation must submit a **duly accomplished application form (Annex A)** together with the following documents:

	<b>New Applicant</b>	<b>Renewal</b>
<b>Direct Social Workers</b>	1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card	1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card
	2. Photocopy of training Certificate to basic course and client specific training at least 45 hours from training, seminars, conference and other relevant training on case management of court related cases from DSWD or its recognized training institutions, licensed and/or accredited partner agencies (i.e. PASWI, CPTCSA, DOJ, PNP etc.) from the last three (3) years prior to application; In case of lost certificate, a certification issued by the training provider may be presented.	2. Photocopy of Certificate of Attendance to relevant and/or client specific trainings attended or refresher course of at least 45 hours given by DSWD or its recognized training institutions, licensed and/or accredited partner agencies (i.e. PASWI, CPTCSA, DOJ, PNP etc.) from last three (3) years prior to application; In case of lost certificate, a certification issued by the training provider may be presented.
	3. Photocopy of recent Certificate of Completion/Participation on refresher course on case management of court related cases (if basic course was taken more than 3 years ago) or at least twenty (20) hours of training on relevant laws	3. Photocopy of recent Certificate of Completion/Participation on refresher course on managing court cases (if basic course was taken more than 3 years ago) or at least twenty (20) hours of training on relevant laws
	4. Summary of documentation of at least ten (10) cases managed for the past three (3) years of any of the disadvantaged groups (Annex B)	4. Summary of documentation of at least three (3) active cases managed for the past three (3) years (Annex B)
	5. A letter of recommendation attesting to the competence of	5. Recommendation from the Supervisor attesting to the



	the social worker from any the following: <ul style="list-style-type: none"> <li>• Supervisor of the applicant;</li> <li>• Philippine Association of Social Workers, Inc. (PASWI)</li> <li>• If LGU Designated court social worker, from the clerk of court.</li> </ul>	competence of the social workers in managing court cases;
	6. The following documents on cases handled must be made available during the on-site assessment: <ul style="list-style-type: none"> <li>• Updated Social case study reports</li> <li>• Updated Progress/running notes</li> <li>• Case summaries</li> <li>• Case conference proceedings/notes</li> <li>• Court Order/Decisions</li> <li>• Other relevant documentation pertaining to the cases</li> </ul>	6. The following documents on cases handled must be made available during the on-site assessment visit <ul style="list-style-type: none"> <li>• Updated Social Case Study reports</li> <li>• Updated Progress notes</li> <li>• Case conference proceedings/notes</li> <li>• Court Order/Decision</li> <li>• Other relevant documentation pertaining to the cases</li> </ul>
		7. Copy of previous Certificate of Accreditation
<b>Supervising Social Workers</b>	1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card	1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card
	2. Photocopy of training Certificate to basic and/or client specific course training (at least 45 hours) from training, seminars, conference and other relevant training on case management of court related cases from DSWD or its recognized training institutions and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) from last three (3) years prior to application; In case of lost certificate, a certification issued by the training provider may be presented.	2. Photocopy of Certificate of Attendance to relevant and/or client specific trainings attended or refresher course of at least 45 hours given by DSWD or its recognized training institutions, and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) from last three (3) years prior to application; In case of lost certificate, a certification issued by the training provider may be presented.
	3. Summary of documentation of at least two (2) cases managed for the last three (3) years. (Annex B)	3. Summary of documentation of at least two (2) cases





		managed for the last three (3) years. (Annex B)
	4. Summary list of cases reviewed/approved as supervisor (Annex C) <ul style="list-style-type: none"> <li>• Technical supervisory notes to at least one (1) supervisee as proof of providing technical assistance;</li> </ul>	4. Summary list of cases reviewed/approved as supervisor (Annex C); <ul style="list-style-type: none"> <li>• Technical supervisory notes to at least one (1) supervisee as proof of providing technical assistance</li> </ul>
	5. The following documents on cases handled must be made available during the on-site assessment: <ul style="list-style-type: none"> <li>• Updated Case study reports</li> <li>• Progress/running notes</li> <li>• Case Summaries;</li> <li>• Case Conference proceedings/notes</li> <li>• Court Order/Decisions</li> <li>• Other relevant documentation pertaining to the cases</li> </ul>	5. The following documents must be made available during the on-site assessment visit: <ul style="list-style-type: none"> <li>• Updated Case study reports</li> <li>• Progress/running notes</li> <li>• Case Summaries;</li> <li>• Case Conference proceedings/notes</li> <li>• Court Order/Decisions</li> <li>• Other relevant documentation pertaining to the cases</li> </ul>
		6. Copy of previous Certificate of Accreditation

## VIII. PROCEDURES FOR ACCREDITATION

### 1. Application procedures

The application is filed directly to the DSWD Field Office Standards Section (DSWD FO SS) where the applicant is located. DSWD FO SS shall review the application form together with the submitted documents in two (2) sets as to completeness and compliance. Original copies of documents submitted shall be presented for verification purposes. Once secured, reviewed, and initially assessed, an acknowledgement receipt of complete and compliant application documents, as stated in *item VII (Requirements)*, shall be provided or transmitted to the applicant copy furnished DSWD Standards Bureau (DSWD SB). Further, an endorsement report or pre-assessment report (*Annex I*) shall be submitted to DSWD SB along with all the submitted application documents for reference during the accreditation assessment. FO SS shall keep a file copy of all submitted documents for reference purposes as well.





If, however, incomplete and uncompliant application documents are submitted, these shall be returned to the applicant and shall then be notified in writing that the application cannot be favorably acted upon unless the needed requirements to proceed with the accreditation are submitted. The respective FO SS shall provide technical assistance thereafter. These actions shall be accomplished within **five (5) working days**.

All application documents endorsed by DSWD FO SS to DSWD SB are assumed complete and compliant. Hence, once the DSWD SB Technical Staff received the application documents, schedule for final accreditation assessment shall be coordinated and agreed on with the applicant. This process shall be completed within **one working (1) day**.

## 2. Conduct of SWMCC Accreditation Assessment

After an agreed final schedule of assessment with the applicant, the DSWD SB shall conduct the assessment through review of case records, interview of the applicant, and conduct of other relevant activities within **one (1) working day**.

## 3. Facilitation and Preparation of Confirmation Report and Certificate of Accreditation

The DSWD SB shall prepare and facilitate the Confirmation Report and Certificate of Accreditation within **eight (8) working days** after the conduct of assessment.

- a. Should the applicant meet the SWMCC accreditation standards, the Confirmation Report along with the Certificate of Accreditation shall be prepared and submitted to the Office of the Undersecretary supervising the Standards Bureau for approval and signature.
- b. In cases where the applicant/s falls below the set standards, the applicant shall be notified that the application cannot be feasibly acted upon, copy furnished the FO SS who shall then give appropriate technical assistance to the applicant/s on the areas needing improvement. A re-assessment may be conducted upon request of the applicant addressed to DSWD-SB copy furnished the FO SS but only after six (6) months from receipt of the letter from DSWD-SB.

## 4. Endorsement for approval

Upon completion of the Confirmation Report, the DSWD SB shall endorse it along with the Certificate of Accreditation for approval and signature to the Office of the Undersecretary supervising the Standards Bureau within **two (2) working days**.





5. Issuance of approved Confirmation Report and Certificate of Accreditation

The Undersecretary or his/her duly authorized representative shall issue **within two (2) working days** after the receipt of the Certificate of Accreditation with the Confirmation Report. The DSWD SB then shall endorse the duly signed Certificate of Accreditation to the qualified Social Workers within **one (1) working day** after the approval of the Undersecretary.

6. Timetable for accreditation procedures

	DSWD Procedure	Responsible Office	Timeline (working days)
<b>Application</b>			
1	<p>Application with documentary requirements is filed directly to the DSWD Field Office Standards Section (DSWD FO SS) where the applicant is located. DSWD FO SS shall review the application form together with the submitted documents as to completeness and compliance.</p> <p>An acknowledgement receipt of complete and compliant application documents, as stated in <i>item VII (Requirements)</i>, shall be provided or transmitted to the applicant copy furnished DSWD SB.</p>	DSWD FO SS	2 days
2	<p>Endorse the complete and compliant application and documentary requirements to DSWD Standards Bureau (DSWD SB) with endorsement report or pre-assessment report (<i>Annex I</i>).</p> <p>Incomplete and uncompliant application documents submitted, shall be returned to the applicant who shall then be notified in writing that the application cannot be favorably acted upon unless the needed requirements to proceed with the accreditation are submitted.</p> <p>The respective Field Office Standards Section (FO SS) shall provide technical assistance thereafter.</p>	DSWD FO SS	3 days





3	Setting of the schedule for assessment with the applicant. FO SS shall be furnished with a copy of the agreed schedule.	DSWD SB	1 day
<b>Conduct of SWMCC Accreditation Assessment</b>			
4	Conduct of assessment through review of case records, interview of the applicant, and conduct of other relevant activities	DSWD SB	1 day
<b>Facilitation and Preparation of Confirmation Report and Certificate of Accreditation</b>			
5	Preparation of Confirmation Report, regardless if the applicant has passed or has not met the SWMCC accreditation standards.	DSWD SB	5 days
6	For applicants who met the accreditation standards, preparation of Certificate of Accreditation	DSWD SB	1 day
7	For applicants who failed to meet the accreditation standards, a letter that the application cannot feasibly acted upon shall be sent and copy furnished FO SS for technical assistance	DSWD SB	2 days
<b>Endorsement for Approval</b>			
8	Endorsement of approved Confirmation Report and Certificate of Accreditation to the Office of the Undersecretary supervising the Standards Bureau for approval	Office of the Assistance Secretary supervising the Standards Bureau	2 days
<b>Issuance of duly approved Confirmation Report and Certificate of Accreditation</b>			
9	Issuance of the duly signed Confirmation Report and Certificate of Accreditation to SB	Office of the Undersecretary supervising the Standards Bureau	2 days
10	Endorsement of the duly signed Certificate of Accreditation to the applicant	DSWD SB	1 day
Total			<b>20 working days</b>

## IX. VIRTUAL ASSESSMENT

This assessment procedure will be used during the state of National Emergency/ State of Calamity declared by the President of the Philippines or by the appropriate national





agency, provided that both the assessor and the applicant agree to this mode of assessment.

Moreover, a virtual assessment shall be considered if a lone application for renewal is located in a remote/far flung area or it is the only application in the region.

The same timetable during regular accreditation shall be followed and will be used but means of assessment will be through available and/or preferred online platforms. Furthermore, the submission of application documents using the prescribed application form along with the requirements is to be submitted as scanned copy via email copy furnished DSWD SB.

## **X. RENEWAL AND VALIDITY OF ACCREDITATION**

Renewal of accreditation shall be filed sixty (60) working days prior to the expiration of the existing SWMCC Accreditation.

The Certificate of Accreditation is valid for five (5) years from date of issuance and is non-transferable. The Certificate of Accreditation shall indicate the accreditation number (DSWD-SB\_\_SWMCC-FO\_\_-20\_\_), issuance and validity date.

For SWMCC who have passed the three (3) consecutive accreditation assessments, their 4<sup>th</sup> accreditation will have 7 years validity subject to regular monitoring.

The issued SWMCC Certificate of Accreditation is valid as long as the holder's PRC ID is also valid. The same valid SWMCC Certificate of Accreditation can be carried over in case of resignation from current workplace and transfer to a new job placement.

## **XI. GROUNDS FOR NON-ACCREDITATION AND NON-RENEWAL OF ACCREDITATION**

Accreditation or renewal of accreditation shall not be granted to social workers on the following grounds:

1. Having been charged under Republic Act No. 3019 otherwise known as the Anti-Graft and Corrupt Practices Act. Being charged means a criminal information is filed in any court;
2. Clear and convincing evidence of incompetence, exploitation, abuse or neglect of the case;
3. Found guilty of any administrative charge in connection with abuse and exploitation of clients and beneficiaries;
4. Having been criminally charged before any court in relation to abuse and exploitation of clients and beneficiaries;





5. Possess revoked, invalid, and/or expired PRC license;
6. Have been criminally charged for violation of Republic Act No. 7610 Special Protection of Children Against Abuse, Exploitation and Discrimination Act, Republic Act No. 8353 The Anti-Rape Law of 1997 and Republic Act No. 9208 The Anti-Trafficking in Persons Act of 2003;
7. Other activities inimical to the best interest of clients and the profession.

## **XII. BENEFITS OF AN ACCREDITED SOCIAL WORKER**

An accredited Social Worker shall be given priority for:

1. Inclusion in the list of professionals for consideration in scholarships, fellowships, and Post graduate studies in regional, national, and foreign level courses or trainings relative to management of court cases of disadvantaged individuals or groups
2. Continuing technical assistance to include attendance in training/seminar/workshops/lecture series and other forms of capability building activities.
3. Attendance in consultation meeting/s for program development, policy formulation and other related activities of the Department
4. Inclusion of his/her name in the list of accredited Social Workers Managing Court Case that will be posted at the DSWD Website
5. Access to DSWD knowledge management center

## **XIII. INSTITUTIONAL ARRANGEMENT**

### **1. Field Offices**

- a. Ensure compliance of service providers to the guidelines.
- b. Ensure applicant/s' complete and compliant documentary requirements
- c. Provide technical assistance to applicant/s' complete and compliant documentary requirements
- d. Pursue advocacy through regular orientation/consultation and dialogue to promote the guidelines especially at LGUs, Courts and Private SWAs and SWDAs
- e. Include SWMCC Accreditation facilitation and Accredited SWMCC Monitoring Report (*Annex H*) on Quarterly report and shall be submitted to the Standards Bureau every 10<sup>th</sup> day of the first month of the succeeding quarter;
- f. Include LGU/Private SWAs and SWDAs' Social Workers in the provision of trainings on management of court cases;
- g. Provide technical assistance to LGUs/SWAs/SWDAs on the management of court-related cases.
- h. Provide LGUs/SWAs/SWDAs of lists of DSWD recognized training institutions.



**2. Standards Bureau**

- a. Ensure nationwide dissemination of the guidelines and tools.
- b. Provide technical assistance to FOs on the interpretation of the guidelines, tools and requirements for accreditation;
- c. Assess application for accreditation;
- d. Coordinate with the Supreme Court/RTC and other courts of law on the Guidelines in the accreditation of Social Workers Managing Court Cases;
- e. Maintain a collated updated inventory of national accredited Social Workers Managing Court Cases as well as Social Workers Managing Court Cases whose accreditation have been revoked to facilitate monitoring of compliance and provision of technical assistance;
- f. Issue Certificate of Accreditation to accredited SWMCC;
- g. Develop advocacy materials for the promotion of the guidelines in coordination with SMS;
- h. Post the list of accredited Social Workers Managing Court Cases and list of Social Workers Managing Court Cases whose accreditation have been revoked at the DSWD Website in accordance with the Data Privacy Act.

**3. Program Management Bureau**

- a. Provide technical assistance to FOs on the management of court-related cases

**4. Social Welfare and Institutional Development Bureau**

- a. Provide FOs a list of DSWD recognized training institutions;
- b. Develop training modules and conduct of training program to further enhance the skills of social workers managing court cases;
- c. Ensure continuity of training programs to enhance the competence of service providers;
- d. Provide reading/informative materials on laws and other issuances to accredited Social Workers Managing Court Cases
- e. Coordinate with the PRC Board the CPD Points applied for the capability building of the Bureau intended for the SWMCC.

**5. Social Marketing Service**

- a. Post advocacy materials in DSWD Website and other official online platform;
- b. Post names of SWMCC with valid accreditation, handling of which is in accordance with the Data Privacy Act.

**6. Philippine Association of Court Social Workers, Inc.**

- a. Encourage and support court social workers, especially the LGU designated court social workers, to be accredited;
- b. Provide training/refresher course on topics related to management of court cases;
- c. Advocate the guidelines during trainings/conferences/meetings.





#### XIV. MONITORING

As part of the continuing verification and monitoring, accredited Social Workers Managing Court Cases must submit Annex B or the Summary of Documentation of Cases Managed annually or every 25<sup>th</sup> day of January the following year to FO SS and copy furnish the SB. Non-submission of the same for **two consecutive years** shall be a ground for revocation of their accreditation.

#### XV. TRANSITORY PROVISIONS

##### A. Virtual Assessment

A virtual assessment shall only be considered for the following circumstance or when any of the condition stated-below are met:

- a. All applications for Social Workers managing court cases shall be assessed through virtual **except** for new applications;
- b. If the assessment schedule is set and the assessor has contracted or was identified as close contact of a COVID positive patient;
- c. If a State of National or Regional Calamity/Emergency is declared that to include high risk situations such as disasters, health emergencies, high alert level and/or threat to peace and order or in critical areas with armed conflict;
- d. If there is a local declaration of alert levels 2 to 5 in line with Republic Act Nos. 11469 and 11494 otherwise known as the Bayanihan to Recover as One Act 1 and 2; and
- e. If a lone application for renewal is located in a remote/far flung area or it is the only application in the region

*Provided that*, no new applications shall be assessed virtually;

*Provided further*, all assessment conducted virtually must be recorded for documentation following the provisions of Republic Act 10173 otherwise known as the Data Privacy Act of 2012.

*Provided further*, documents and other references to be used during assessment must be submitted to the assessor.

*Provided further*, stable internet connectivity is available for both assessor and applicant, and that virtual assessment is conducted in an undisrupted and private location/environment as case work may be discussed.

*Provided that*, all applications assessed virtually shall be subjected for monitoring.

*Provided that*, the transitory period is effective only until **31 December 2022**.

##### B. Advocacy Period





The Department shall observe a six-month (6) advocacy period prior the full implementation of this guideline and its corresponding accreditation tools.

## XVI. REPEALING CLAUSE

Administrative Order No. 01 series of 2008 Revised Guidelines in the Accreditation of Social Workers Managing Court Cases (SWMCCs), and Memorandum Circular No. 17 series of 2010 Enhanced Guidelines in Monitoring of Social Welfare and Development Agencies (SWDAs) and Service Providers, rules and regulations and all other issuances or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed and revoked accordingly.

## XVII. EFFECTIVITY

This order shall take effect immediately after its filing at the University of the Philippines Law Center and submission of a copy thereof with the office of the National Administrative Register, University of the Philippines Law Center.

Issued this 29th day of June 2022 at Quezon City



**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

### Annexes:

- Annex A. Application Form
- Annex B. Summary of Documentation of Cases Managed
- Annex C. Summary List of Cases reviewed/approved as supervisor
- Annex D. Assessment Tool for Direct Social Worker
- Annex E. Assessment Tool for Supervising Social Worker
- Annex F. Flowchart
- Annex G. Certificate of Accreditation
- Annex H. Matrix of Monitoring for Accredited SWMCCs
- Annex I. Pre-assessment Report Template

Cert. True Copy:



01 JUL 2022  
**MYRNA H. REYES**  
OIC, Division Chief  
Records and Archives Mgt. Division

Insert Insignia (IF APPLICABLE)  
 (follow specifications as indicated in  
 the DSWD Branding Guidelines)

**Annex A-Application Form SWMCC**

**Annex A**

**Application Form for the Accreditation of Social Workers Managing Court Cases (SWMCCs)**

Field Office: \_\_\_\_\_

Date: \_\_\_\_\_

New  Renewal

**Fill in all appropriate spaces/boxes. Mark appropriate boxes with an (x).**

**A. PERSONAL INFORMATION**

1. Name: _____		2. Age: _____	3. Civil Status: _____
4. Present Address: _____			
5. E-mail Address: _____		6. Mobile No: _____	7. Telephone No: _____
8. Tertiary Education: _____		9. Graduate Studies (if applicable): _____	
10. PRC Registration No. _____		Validity Period: _____	
Agency where presently connected: _____			
Address (of agency): _____			
14. Present position: _____		No. of Years in Service: _____	
16. No. of Years managing court cases: _____		No. of court cases handled in the past 3 years: _____	No. of active court cases: _____
19. No of court cases resolved/dismissed: _____		Nature of court cases handled: <input type="checkbox"/> Child Custody <input type="checkbox"/> Adoption / Legal Guardianship <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Marital Conflict/Legal Separation <input type="checkbox"/> Child Support <input type="checkbox"/> CICL <input type="checkbox"/> Child Abuse <input type="checkbox"/> Cybercrime <input type="checkbox"/> VAWC <input type="checkbox"/> Others: _____	

Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.



**B. TRAINING ATTENDED**

Trainings attended in the last 3 years related to management of court cases of any of the disadvantaged group:

Title	Date	Duration	Conducted by

*Note: Please use another sheet if necessary.*

**C. AGREEMENT**

I agree that once I have passed the assessment, the Department shall have the right to post my name and place of work under the category of accredited Social Workers Managing Court Cases in its website.

**D. SWORN STATEMENT**

KNOWN ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_, of legal age, and a resident of \_\_\_\_\_, Philippines, sworn that:

1. I have no pending case of graft and corruption;
2. I have no record or case of incompetence, exploitation, abuse or neglect of the case;
3. I am not found guilty of any administrative charge in relation to abuse and exploitation of clients and beneficiaries, with decision;
4. I have not been criminally charged before any court in relation to abuse and exploitation of clients and beneficiaries;
5. I have a valid PRC License; and
6. I have no other activities inimical to the best interest of clients and the profession

I am executing this Sworn Statement in support of my application on the Accreditation of Social Workers Managing Court Cases (SWMCCs) with the Department of Social Welfare and Development (DSWD) Central Office. I understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility, Certificate of Accreditation, granted to me.

Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Signature over printed name of Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_  
Affiant Exhibiting to me a competent proof of identity issued at \_\_\_\_\_ on \_\_\_\_\_.

**NOTARY PUBLIC**

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**For DSWD-Staff use only**

*(To be accomplished in two (2) copies) \**

**1. Checklist of Documentary Requirements**

- Valid Professional Regulation Commission (PRC) Registration ID Card;
- Photocopy of Certificate(s) of attendance to training, seminar, conference, orientation and other relevant training on basic and refresher course on case management of court-related cases or related to laws, legal issues and litigations from DSWD or its recognized institutions;
- Sample Summary Documentation of Cases Managed
  - Direct Social Worker (at least ten (10) cases managed for the past three (3) years of any of the disadvantaged groups for new applicants; and at least three (3) active cases managed for the past three (3) years for renewal)
  - Supervising Social Worker (at least two (2) cases managed for the last three (3) years for new applicants; and at least two (2) cases managed for the last three (3) years)
- Letter of Recommendation from any of the following:
  - Supervisor of applicant

Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.



- Philippine Association of Social Workers, Inc. (PASWI)
- If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI) or Head Clerk of Court
- Document for review during assessment visit:
  - Sample of Updated Social Case Study Reports
  - Updated Progress Reports
  - Case Summary Reports
  - Case Conference Proceedings/notes
  - Court Order/Decision
  - Technical supervisory notes of at least 1 supervisee (for Supervising Social Worker)
- Copy of previous Certificate of Accreditation (for renewal)
- Other relevant documents:

\_\_\_\_\_

\_\_\_\_\_

**2. Recommendations/Action Taken:**

- For endorsement to Standards Bureau
- For return to applicant due to: \_\_\_\_\_
- For follow up of lacking documents
- For technical assistance
- Others, please specify: \_\_\_\_\_

**Assessed/Reviewed by:**

\_\_\_\_\_

Signature over printed name of the DSWD-FO SS Assessor

\_\_\_\_\_

Designation

\_\_\_\_\_

Date

*\*One copy will be given to the applicant*

Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.

**Insert Insignia** (IF APPLICABLE)  
 (follow specifications as indicated in the DSWD Branding Guidelines)

*Annex B-Summary of Documentation of Cases Managed*

**Annex B.**  
**Summary of Documentation of Cases Managed**

Date: \_\_\_\_\_

1. Period Covered\*: \_\_\_\_\_
2. Problem presented and Helping Goals: (Bulleted type only)

Case	Problem presented	Helping Goals
se 1		
se 2		
se 3		
se 4		

*Note: Please indicate all handled court cases within period covered. Please use another sheet if necessary.*

3. Highlights of Interventions (Bulleted type only)

Case	Helping Interventions	Result/Status
se 1		
se 2		
se 3		
se 4		

*Note: Please indicate all handled court cases within period covered. Please use another sheet if necessary.*

**\*\*Period Covered:** from the date the first case was assigned to the Social Worker (last 3 years). This form can also be used by the Supervising Social Worker (SSW) Direct Cases (at least 2 handled cases).

Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.



4. Experiences in Legal Issues and Litigation

- a. Please describe your activities and interactions with Service Users on the following:
  - a.1. Preparing Service User to stand as witness/complainant in court.

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a.2 After each court trial

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- b. Describe your most significant /difficult experience/s in handling court related cases within the period covered and how were you able to manage it/these?

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- c. What were your insights from this/these experience/s? (Please use separate sheet when necessary).

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**Prepared by:**

\_\_\_\_\_

Signature over Printed name of Applicant

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Noted by:**

\_\_\_\_\_

Signature over Printed name of Supervisor

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.

Insert Insignia (IF APPLICABLE)  
 (follow specifications as indicated in  
 the DSWD Branding Guidelines)

*Annex C- Summary List of Cases  
 Reviewed/Approved as Supervisor*

**Annex C**  
**Summary List of Cases Reviewed/Approved as Supervisor**

Date: \_\_\_\_\_

Name of Supervisee	Brief Case Summary	Technical Assistance given to Supervisee	Remarks

*Note: Please use another sheet if necessary. \*Period Covered: from the date the first case was assigned to the Social Worker (last 3 years).*

**Submitted by:**

\_\_\_\_\_

Signature over Printed name of Applicant

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.



## ANNEX D

### ASSESSMENT TOOL IN THE ACCREDITATION OF SOCIAL WORKERS MANAGING COURT CASES (FOR DIRECT SOCIAL WORKERS)

Date: \_\_\_\_\_

Field Office: \_\_\_\_\_

<b>Name:</b>	<b>(Surname Name)</b>	<b>(First Name)</b>	<b>(Middle Name)</b>
<b>Present Address:</b>			
<b>Name and Address of Office/Agency:</b>			
<b>Contact Information</b>			
<b>E-mail Address:</b>		<b>Mobile Phone:</b>	<b>Telephone:</b>

 STATUS OF ACCREDITATION:  New  Renewal

 STATUS OF ASSESSMENT:  1<sup>ST</sup> Assessment  Re-assessment

Fill in all appropriate columns. Mark in appropriate box/column with an (x).

#### I. Documentary Requirements

Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
<b>A. New Applicant</b>				
a. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card				

Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
b. Photocopy of training Certificate to basic course and client specific training at least 45 hours from training, seminars, conference and other relevant training on case management of court related cases from DSWD or its recognized training institutions, licensed and/or accredited partner agencies (i.e. PASWI, CPTCSA, DOJ, PNP etc.) from the last three (3) years prior to application				
c. Photocopy of recent Certificate of Completion/Participation on refresher course on case management of court related cases (if basic course was taken more than 3 years ago) or at least twenty (20) hours of training on relevant laws				
d. Summary of documentation of at least ten (10) cases managed for the past three (3) years of any of the disadvantaged groups (Annex B)				
e. Letter of recommendation attesting to the competence of the social worker from any the following: <ul style="list-style-type: none"> <li>• Supervisor of the applicant</li> <li>• Philippine Association of Social Workers, Inc. (PASWI)</li> <li>• If LGU designated court social worker, from the Head Clerk of Court or a Special Order of designation</li> </ul>				
f. Availability of documents of cases handled:				
f.1. Updated Social case study reports				
f.2. Updated Progress/running notes				
f.3. Case summaries				
f.4. Case conference proceedings/ Notes				
f.5. Court Order/Decisions				
f.6. Other relevant documentation pertaining to the cases				
<b>B. Renewal</b>				
a. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card				
b. Photocopy of Certificate of Attendance to relevant and/or client specific trainings attended or refresher course of at least				



Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
45 hours given by DSWD or its recognized training institutions, licensed and/or accredited partner agencies (i.e. PASWI, CPTCSA, DOJ, PNP etc.) from last three (3) years prior to application				
c. Photocopy of recent Certificate of Completion/Participation on refresher course on managing court cases (if basic course was taken more than 3 years ago) or at least twenty (20) hours of training on relevant laws				
d. Summary of documentation of at least three (3) active cases managed for the past three (3) years (Annex B)				
e. Recommendation from the Supervisor attesting to the competency of the social worker in managing court cases				
f. Availability of documents on cases handled: e.1. Updated Social case study reports				
e.2. Updated Progress/running notes				
e.3. Case conference proceedings /Notes				
e.4. Court Order/Decisions				
e.5. Other relevant documentation pertaining to the cases				
g. Copy of previous Certificate of Accreditation				

**II. TRAININGS/SEMINARS ATTENDED**

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
<b>A. Basic Training/Seminar/Orientation</b>				
<b>1. Children</b>				
<b>1.1. Social Work and the Law</b>				
1.1.a. Trends, innovations, and challenges				

Variables/Indicators	Y	N	NA	<b>Remarks</b> (Indicate the year when was attended, presented documents, other observations/findings)
1.1.b. Social Work in Child Welfare				
<b>1.2. Alternative Parental Care</b> 1.2.a. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.2.b. Child Placement and Permanency Case Management (but not limited to processing of DVC and other related documents, tri-media, preparation of children and families for placement, matching children with their Possible Adoptive Parents (PAPS), Adoptive/Foster Care Family Pre-Placement Assessment, Post Placement Services)				
1.2.c. Basic psycho-social counseling techniques for children and families				
1.2.d. Social Work Counseling				
1.2.e. Social Case Study Report on Alternative Parental Care				
1.2.f. Family Counseling (theories, perspective, skills etc.)				
1.2.g. Healing and Recovery Intervention				
1.2.h. Para Legal Training/Court Protocol				
1.2.i. Trainings/ Seminar / Orientation on Related Laws/Policies -PD 603 Child and Youth Welfare Code				
-RA 8552 Domestic Adoption Act of 1998				
-RA 8043 Inter-Country Adoption Law				
-RA10165 An Act to Strengthen and Propagate Foster Care and to provide Funds Thereof				
-RA 9523 An Act Requiring The Certification Of The Department Of Social Welfare And Development				



Variables/Indicators	Y	N	NA	<b>Remarks</b> (Indicate the year when was attended, presented documents, other observations/findings)
(DSWD) To Declare A "Child Legally Available For Adoption"				
-Others				
<b>1.3 Abuse, Neglect, Abandoned, and Exploitation</b> 1.3.a. Social Workers Role in Child Protection (rescue, protective custody, court cases etc.)				
1.3. b. Data Gathering and Reporting of cases (theories, perspective, skills etc.)				
1.3.c. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.3.d. Basic psycho-social counseling techniques for children and families				
1.3.e. Social Work Counseling				
1.3.f. Social Case Study Report for abuse, neglect, abandoned, and exploited children				
1.3.g. Family Counseling (theories, perspective, skills etc.)				
1.3.h. Healing and Recovery Intervention				
1.3.i. Orientation on Medico-Legal Protocol				
1.3.j. Adolescent Sexuality: Physical, Psychological, and Emotional				
1.3.k. Seminar on Criminal Justice System and procedural filing of case				
1.3.l. Orientation on Supreme Court Rules on Examination of Child Abuses				
1.3.m. Para Legal Training/Court Protocol				
1.3.n. Trainings/ Seminar / Orientation on Related Laws/Policies - PD 603 Child and Youth Welfare Code				

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
- RA 7610 Special Protection of Filipino Children				
- RA 9262 Anti-Violence Against Women and their Children				
- RA 9208 Anti-Trafficking in Persons Act of 2003				
- RA 10175 Cybercrime Prevention Act of 2012				
- Others				
<b>1.4. Child Custody</b>				
1.4. a. Roles of Social Workers in Child Custody				
1.4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.4.c. Basic psycho-social counseling techniques for children and families				
1.4. d. Social Work Counseling				
1.4.e. Social Case Study Report for child custody				
1.4.f. Family Counseling (theories, perspective, skills etc.)				
1.4.g. Healing and Recovery Intervention				
1.4.h. Orientation on procedures in child custody				
1.4.i. Para Legal Training/Court Protocol				
1.4.h. Training/ Seminar / Orientation on Related Laws/policies - EO 209 Family Code of the Philippines				
- Others				
<b>1.5. Children in Conflict with the Law (CICL)</b>				



Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
1.5.a Social Workers roles in managing CICL				
1.5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.5.c. Basic psycho-social counseling techniques for children and families				
1.5.d. Social Work Counseling				
1.5.e. Social Case Study Report for CICL				
1.5.f. Family Counseling (theories, perspective, skills etc.)				
1.5.g. Adolescent Sexuality: Physical, Psychological and Emotional				
1.5.h. Healing and Recovery Intervention				
1.5.i. Para Legal Training/Court Protocol				
1.5.j. Training on DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL				
1.5.k. Seminar on Criminal Justice System and procedural filing of case				
1.5.l. Procedures and Protocols in Handling CICL cases				
1.5.m. Training/ Seminar / Orientation on Related Laws/Policies - RA 9344 Juvenile Justice Welfare Act				
- RA 10630 An Act Strengthening the Juvenile Justice System				
- Others				
<b>2. Women in Crisis</b>				
2.a. Social Workers roles in handling Women in Crisis				

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
2.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
2.c. Social Case Study Report for Women in Crisis				
2.d. Basic psycho-social counseling for women and their families				
2.e. Social Work Counseling				
2.f. Healing and Recovery Intervention				
2.g. Drugs and its Effects on Drug Dependents and Families				
2.h. Para Legal Training/Court Protocol				
2.i. Seminar on Criminal Justice System and procedural filing of case				
2.j. Orientation on Medico-Legal Protocol				
2.k. Training/ Seminar / Orientation on Related Laws/Policies				
- RA 9262 Anti-Violence Against Women and their Children				
- RA 8972 Solo Parent Welfare Act				
- RA 9710 Magna Carta on Women				
- RA 6725 Prohibition on Discrimination Against Women				
- RA 6425 Dangerous Drugs Act				
- RA 9208 Anti-Trafficking in Persons Act of 2003				
- RA 8353 Anti-Rape Law of 1997				
- EO 209 Family Code of the Philippines				
- RA 11313 Safe Spaces Act				
- RA 11210 Expanded Maternity Leave Law				
- RA 7882 Provision of Assistance to Women Engaging in Micro and Cottage Business Enterprises				

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
- Others				
<b>3. Older Persons/Elderly</b>				
3.a. Social Workers roles in handling Older Persons/Elderly				
3.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
3.c. Social Case Study Report for Older Persons/Elderly				
3.d. Basic psycho-social counseling for Older Persons/Elderly and their families				
3.e. Social Work Counseling				
3.f. Family Counseling (theories, perspective, skills etc.)				
3.g. Healing and Recovery Intervention				
3.h. Para Legal Training/Court Protocol				
3.i. Seminar on Criminal Justice System and procedural filing of case				
3.j. Orientation on Medico-Legal Protocol				
3.k. Training / Seminar / Orientation on Related Laws/Policies				
- RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens				
- Others				
<b>4. Persons with Disabilities</b>				
4.a. Social Workers roles in handling persons with disabilities				



Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
4.c. Social Case Study Report for persons with disabilities				
4.d. Social Work Counseling				
4.e. Family Counseling (theories, perspective, skills etc.)				
4.f. Healing and Recovery Intervention				
4.g. Para Legal Training/Court Protocol				
4.h. Seminar on Criminal Justice System and procedural filing of case				
4.i. Orientation on Medico-Legal Protocol				
4.j. Training/ Seminar / Orientation on Related Laws/ Policies				
- Orientation on RA 7277 and RA 9442: Magna Carta for Disabled Persons, Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and International Labour Organization (ILO) Convention No. 159 Vocational Rehabilitation of Persons With Disability				
- Others				
<b>5. Indigenous Peoples</b>				
5.a. Social Workers roles in handling Indigenous Peoples				
5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
5.c. Social Case Study Report for persons with disabilities				
5.d. Social Work Counseling				
5.e. Family Counseling (theories, perspective, skills etc.)				

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
5.f. Basic psycho-social counseling for Indigenous Peoples and their families				
5.g Healing and Recovery Intervention				
5.h. Para Legal Training/Court Protocol				
5.i. Seminar on Criminal Justice System and procedural filing of case				
5.j. Orientation on Medico-Legal Protocol				
5.k. Training/ Seminar / Orientation on Related Laws				
- RA 8371 Indigenous Peoples Right's Act (IPRA) of 1997				
- Others				
<b>B. Refresher Course</b>				
1. Trauma and crisis management (stress debriefing techniques)				
2. Managing Court Cases for Social Workers				
3. Gender and development				
4. Introduction to Family system therapy				
5. Marriage counseling				
6. Seminar on motivational addiction				
7. Therapeutic counseling				
8. Creative art therapy				
9. Mental Health and Psychosocial Support (MHPSS)				
10. Handling of children with disabilities				
11. Intervention and treatment for recovery and healing of sexually abused children				
12. Updates on newly enacted laws relative to the care and protection of children, women, youth, older persons, and children and family				
13. Rehabilitation of perpetrators				
14. Seminar workshop on strengthening barangay justice system				

Variables/Indicators	Y	N	NA	Remarks (Indicate the year when was attended, presented documents, other observations/findings)
15. Mediation				
16. Understanding children in Conflict with the Law				
17. Understanding and preventing child abuse and neglect				
18. Others				

**III. Special Training, Seminar, and/or Orientation**

Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
<b>1. Children</b>				
<b>a.1 Alternative Parental Care</b>				
a.1.1. Orientation on documentation, process, and procedures on local adoption				
a.1.2 Orientation on documentation, process, and procedures on international adoption				
a.1.3 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.1.4. Others				
<b>a.2 Abuse, Neglect, Abandoned, and Exploitation</b>				
a.2.1. Training on Forensic Social Work and Social Case Study Report				
a.2.2 Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians.				
a.2.3 Trained to arrange protective custody for a child and other disadvantage/survivor client/s				



Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
a.2.4 Trained to file protection or provisional orders				
a.2.5 Orientation on Protocol for Case Management of Child Victims of Abuse, Neglect, and Exploitation				
a.2.6 Orientation on filing for DOJ Victim compensation assistance under RA 7309 Sec. 3				
a.2.7 Training on protocols of conducting rescue operations and placing children under protective custody				
a.2.8 Training on protocols of Online Sexual Abuse and Exploitation of Children (OSAEC)				
a.2.9 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.2.10. Others				
<b>a.3. Children in Conflict with the Law (CICL)</b>				
a.3.1 Training on Integrated Care Management Protocol for Handling CICL and Children at Risk (CAR) (preferably conducted by JJWC staff)				
a.3.2 Training on Handling Cases of Children at Risk and Children in Conflict with Law				
a.3.3. Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.3.4. Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians.				
a.3.5. Others				
<b>2. Women in Crisis</b>				
1. Training on Women Empowerment through Skills and Capabilities				

Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
2. Trained to file protection or provisional orders				
3. Orientation on RA 10354 The Responsible Parenthood and Reproductive Health Act of 2012				
4. Orientation on RA 7192 Women in Development and Nation-Building Act				
5. Seminar/Orientation on UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)				
6. Seminar on Fundamentals of Gender Mainstreaming				
7. Others				
<b>3. Persons with Disabilities</b>				
1. Basic skills on sign language				
2. Orientation on Helping Process and Interventions for PWDs and their families				
3. Orientation on mandated programs and services for PWDs				
4. Seminar/Orientation on UN Convention on the Rights of PWDs (CRPD)				
5. Others				
<b>4. Older/Elder Persons</b>				
1. Orientation on Social Work with the Elderly and Adulthood and Aging				
2. Orientation on mandated special benefits for Senior Citizens				
3. Orientation/training on Geriatric Care				
4. Orientation on UN Principles for Older Persons				
5. Others				
<b>5. Indigenous Peoples</b>				
1. Orientation on programs and services for Indigenous Peoples				
2. Orientation on the Indigenous and Tribal Peoples Convention 1989				
3. Orientation on UN Declaration on the Rights of Indigenous Peoples				

Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
4. Others				

**IV. Knowledge**

Social Workers must achieve the following passing points depending on the handled clientele.

	Variables / Indicators	Needs Improvement (2)	Good (3)	Proficient (4)	Points/ Score
	<b>A. Children</b>				
	<b>a.1 Alternative Parental Care</b>	<b>New Applicant: 15 pts. and above</b>		<b>Renewal: 18 pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (ex. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (ex. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (ex. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on children's rights and welfare	Could recall and cite at least three (3) basic children's rights and briefly define welfare in the context of children.	Could recall and enumerate 5 children's rights and able to briefly define welfare in the context of	Could enumerate and cite ten (10) children's rights, able to briefly define welfare in the context of children and applies and reflect such on its	



		<p>(ex. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>children. (ex. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>documentations. (ex. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	
3	<p>Knowledge on children growth and development and characteristics of age group</p>	<p>Can identify diagnostic assessment to acquire knowledge and understanding of the child's behavior based on his/her growth and development and per age group</p>	<p>Can identify, uses diagnostic assessment and lists the observed and noticed changes of behavior of a child to better acquire knowledge and understanding.</p>	<p>Can identify and uses diagnostic assessment, list the changes in behavior as observed and noticed and records such on the child's progress reports and social case study report. (e.g. Erick</p>	

		characteristics (ex. Erick Erickson; Sigmund Freud's Theory)	(e.g. Erick Erickson; Sigmund Freud's Theory)	Erickson; Sigmund Freud's Theory)	
4	Knowledge on relative laws/policies on alternative parenting and child placement	Can cite least 2 related laws/policies on alternative parenting and child placement (ex. PD 603, RA 8552, RA 8043, RA9523, RA10165)	Can cite and at least 4 related laws/policies on alternative parenting and child placement and able to briefly state its importance to current cases handled. (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165)	Can cite least 5 related laws on alternative laws/policies and child placement, able to briefly state and explain its importance to current cases handled and applies such and reflected through case recordings. (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165)	
5	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
	<b>a.2 Abuse, Neglect, Abandoned, and Exploitation</b>	<b>New Applicant: 24 pts. and above</b>		<b>Renewal: 28 pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (ex. individuality, independence, privacy, partnership, choice, dignity, respect, rights,	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy,	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports,	

		equality and diversity, participation and inclusion, equality and non-discrimination etc.)	partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation.	Is knowledgeable on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation and have an actual exposure / experience on rescue operation	Has comprehensive knowledge on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court	Is knowledgeable on the process, have actually filed cases in court and religiously documents the interventions in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current	



			reports like progress notes, Social Case Study report etc.	situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Is aware of the psychosocial and other helping interventions to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on children's rights and welfare	<p>Could recall and cite at least three (3) basic children's rights and briefly define/describe welfare in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p>	<p>Could recall and enumerate eight (8) children's rights and able to briefly define/describe welfare in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p>	<p>Could enumerate and cite ten (10) children's rights, able to briefly define/describe welfare in the context of children and applies and reflect such on its documentations. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p>	

		<p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	
7	<p>Knowledge on children growth and development and characteristics of age group</p>	<p>Can identify diagnostic assessment to acquire knowledge and understanding of the child's behavior based on his/her growth and development and per age group characteristics (e.g., Erick Erickson; Sigmund Freud's Theory)</p>	<p>Can identify, uses diagnostic assessment and lists the observed and noticed changes of behavior of a child to better acquire knowledge and understanding. (e.g. Erick Erickson; Sigmund Freud's Theory)</p>	<p>Can identify and uses diagnostic assessment, list the changes in behavior as observed and noticed and records such on the child's progress reports and social case study report. (e.g. Erick Erickson; Sigmund Freud's Theory)</p>	
8	<p>Knowledge on relative laws/policies on abuse, neglect, abandonment, and exploitation</p>	<p>Cited 1 related law on abuse, neglect, abandonment, and exploitation (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.)</p>	<p>Can cite at least 2 related laws on abuse, neglect, abandonment, and exploitation and able to briefly explain/describe its importance to current cases handled. (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.)</p>	<p>Can cite at least 4 related laws on abuse, neglect, abandonment, and exploitation, able to briefly explain/describe its importance to current cases handled and applies such and reflected through case recordings. (e.g. PD 603, RA 7610, RA</p>	

				9262, RA 9208, RA 10175 etc.)	
	<b>a.3 CICL</b>	<b>New Applicant: 30 pts. and above</b>		<b>Renewal: 35 pts. and above</b>	
1	Escorting / Assisting of clients to court hearings and other court proceedings	Have an overview on how to escort and assist CICL to court hearings and other court-related proceedings.	Have an understanding and knowledge and have escorted/assisted CICL in court.	Have understanding and knowledge and have escorted/assisted CICL in court and ensure its recordings in the clients' progress notes and Social Case Study Report.	
2	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court	Is knowledgeable on the process, have filed cases in court and religiously documents the interventions in the client's recordings such as progress notes, Social Case Study Report etc.	
3	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
4	Knowledge on Psychosocial and	Is aware of the psychosocial and	Is knowledgeable, can identify, and	Has comprehensive knowledge, can	



	other helping interventions per clientele handled	other helping interventions to some of his/her clients Social Case Study report	describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Is aware of the psychosocial and other helping interventions to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on children's rights and welfare	<p>Could recall and cite at least three (3) basic children's rights and briefly define/describe welfare in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p>	<p>Could recall and enumerate eight (8) children's rights and able to briefly define/describe welfare in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p>	<p>Could cite ten (10) children's rights, able to briefly define/describe welfare in the context of children and applies and reflect such on its documentations. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p>	

		<p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	
7	<p>Knowledge on children growth and development and characteristics of age group</p>	<p>Can identify diagnostic assessment to acquire knowledge and understanding of the child's behavior based on his/her growth and development and per age group characteristics (e.g. can at least cite 2 Erick Erickson's psychosocial stage of development: Trust vs Mistrust; Autonomy vs. Shame and Doubt, Initiative vs. Guilt, Industry vs. Inferiority, Identity vs Role Confusion,</p>	<p>Can identify, uses diagnostic assessment and lists the observed and noticed changes of behavior of a child to better acquire knowledge and understanding. (e.g. can at least cite 4 Erick Erickson's psychosocial stage of development: Trust vs Mistrust; Autonomy vs. Shame and Doubt, Initiative vs. Guilt, Industry vs. Inferiority, Identity vs Role Confusion,</p>	<p>Can identify and uses diagnostic assessment, list the changes in behavior as observed and noticed and records such on the child's progress reports and social case study report. (e.g. can at least cite 6 Erick Erickson's psychosocial stage of development: Trust vs Mistrust; Autonomy vs. Shame and Doubt, Initiative vs. Guilt, Industry vs. Inferiority, Identity vs Role Confusion, Intimacy vs. Isolation, generativity vs.</p>	

		Intimacy vs. Isolation, generativity vs. Stagnation, and Integrity vs Despair; Sigmund Freud's Theory)	Intimacy vs. isolation, generativity vs. Stagnation, and Integrity vs Despair; Sigmund Freud's Theory)	Stagnation, and Integrity vs Despair; Sigmund Freud's theory)	
8	Knowledge on related laws/protocols/policies on CICL	Is aware of related laws and /or protocol on CICL (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	Is aware of and can briefly explain/describe at least 1 related laws and/or protocol on CICL (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	Has knowledge of and can briefly explain/describe at least related laws and/or protocol on CICL (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	
9	Use of DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL	Has knowledge on the discernment tool	Has knowledge and uses the discernment tool to just some of the CICL cases handled.	Has knowledge and uses the discernment tool accurately and consistently to all the CICL cases handled.	
10	Independent living	Has idea on what independent living program but have not assisted or recommended any client yet.	Knows about independent living program and have matched/identified at least 2 clients providing them with appropriate program/training based on client's existing knowledge, skills and abilities.	Knows about independent living program, have matched/identified at least 3 clients providing them with appropriate program/training based on client's existing knowledge, skills and abilities and regularly monitors and documents their progress.	
<b>B. Women in Crisis</b>		<b>New Applicant: 27 pts. and above</b>		<b>Renewal: 32 pts. and above</b>	
1	Rights-based and client-centered	Can identify rights-based and client-centered	Can identify and briefly explain the importance/meanin	Can identify, briefly explain the importance/meaning	



	intervention approach	intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	g of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court	Is knowledgeable on the process, have filed cases in court and religiously documents the interventions in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions to some of his/her	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping	

		clients Social Case Study report	his/her clients' documentation reports like progress notes, Social Case Study report etc.	interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Is aware of the psychosocial and other helping interventions to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on women in crisis' rights and welfare	Can cite at least three (3) basic rights and welfare and define it in the context of women in crisis. (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc)	Can provide at least five (5) or more basic rights and welfare and define it in the context of women in crisis. (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in	Could cite eight (8) rights, able to briefly define welfare in the context of women and applies and reflect such on its documentations. (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc)	

			conflicts and crises etc.)		
7	Knowledge on women in crisis' psychosocial needs	Somewhat understands the psychosocial needs of women in crisis (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	Understands well and able to describe the psychosocial needs of women in crisis reflecting such in cases' documentations (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	Knowledgeable, understands and describes well the psychosocial needs of women in crisis while addressing it as reflected in all the clients' documentations. (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	
8	Knowledge on related laws/policies on women in crisis	Is aware of at least 1 related law/policies on women in crisis. (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	Is familiar with and can briefly explain/describe at least 2 related laws/policies on women in crisis. (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	Has knowledge of and can briefly explain/describe at least 3 related laws/policies on women in crisis. (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	
9	Knowledge on Reproductive Health	Has available and accessible information materials on reproductive health and	Has available and accessible information materials on reproductive health and can cite examples of reproductive health concerns of women.	Has available and accessible information materials on reproductive health, able to cite examples of reproductive health concerns of women and able to conduct counseling sessions about such to clients, group or individual, twice a month.	



	<b>C. Older Persons/ Elderly</b>	<b>New Applicant: 27 pts. and above</b>		<b>Renewal: 32 pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court	Is knowledgeable on the process, have actually filed cases in court and religiously documents the interventions in the client's recordings such as progress notes, Social Case Study Report etc.	

4	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the client/s' family	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on older persons/elderlies' rights and welfare	Can cite at least 2 basic rights and welfare and define/describe it in the context of older persons (e.g.. right to suffrage, adequate standard living, health, participate in the society etc.)	Can cite at least 3 basic rights and welfare and define/describe it in the context of older persons (e.g. right to suffrage, adequate standard living, health, participate in the society etc.)	Could cite 5 rights, able to briefly define/describe welfare in the context of women and applies and reflect such on its documentations. older persons (e.g. right to suffrage, adequate standard living, health, participate in the society etc.)	
7	Knowledge on older persons/elderlies'	Somewhat understands the psychosocial needs of older persons (e.g.	Understands well and able to describe the psychosocial	Knowledgeable, understands and describes well the psychosocial needs of	

	psychosocial needs.	Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	needs of older persons reflecting such in cases' documentations (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	older persons while addressing it as reflected in all the clients' documentations. (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	
8	Knowledge on geriatric care and needs	Has heard of geriatric care and needs of older/elder persons	Is familiar with the geriatric care and needs of older/elder persons	Is knowledgeable with the geriatric care and needs of older/elder persons putting it into practice as reflected in the documentations of the client/s like SCSR, progress notes.	
9	Knowledge on related laws/policy on older persons/elderly	Is aware of at least 1 related law/policy on older persons/elderly. (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage	Is aware of and can briefly explain/describe at least 2 related laws/policies on older persons/elderly (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645	Is knowledgeable of and can briefly explain/describe at least 3 related laws/policies on older persons/elderly (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201. RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc.)	



		for All Senior Citizens etc)	An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)		
	<b>D. Persons with Disabilities</b>	<b>New Applicant: 27 pts. and above</b>		<b>Renewal: 32 pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court	Is knowledgeable on the process, have actually filed cases in court and religiously documents the interventions in the	

				client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the client/s' family	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on PWDs' rights and welfare	Can cite at least 2 basic rights and welfare and define/describe it in the context of PWDs. (ex. IPRA Law)	Can cite at least 3 or more basic rights and welfare and define/describe in the context of PWDs and putting it into practice. (ex. IPRA Law)	Can cite 5 or more basic rights and welfare and define/describe it in the context of PWDs putting it into practice as reflected in the clients' documentation like SCSR, progress notes etc. (ex. IPRA Law)	

7	Knowledge on PWDs psychosocial needs.	Somewhat understands the psychosocial needs of PWDs (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Understands and able to describe the psychosocial needs of PWDs reflecting such in cases' documentations (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Knowledgeable, understands and describes the psychosocial needs of PWDs while addressing it as reflected in all the clients' documentations. (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	
8	Knowledge on related laws/policies on PWDs	Is aware of at least 1 related law/policies on PWDs. e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	Is familiar with and can briefly explain/describe at least 2 related laws/policies on PWDs (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	Has knowledge of and can briefly explain/describe at least 3 related laws/policies on PWDs (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	
	<b>E. Indigenous Peoples</b>	<b>New Applicant: 27 pts. and above</b>		<b>Renewal: 32 pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights,	Can identify and briefly explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy,	Can identify, briefly explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports,	



		equality and diversity, participation and inclusion, equality and non-discrimination etc.)	partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court	Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court	Is knowledgeable on the process, have actually filed cases in court and religiously documents the interventions in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress	

				notes, Social Case Study report etc.	
5	Knowledge on psychosocial and other helping interventions involving the client/s' family	Is aware of the psychosocial and other helping interventions as reflected to some of his/her clients Social Case Study report	Is knowledgeable, can identify, and describe the psychosocial and other helping interventions in all his/her clients' documentation reports like progress notes, Social Case Study report etc.	Has comprehensive knowledge, can identify, describe, and correlate the psychosocial and other helping interventions to all his/her clients' current situation and records such on the client's documentation reports like progress notes, Social Case Study report etc.	
6	Knowledge on the rights and welfare of Indigenous Peoples (IPs)	Can cite at least 2 basic rights and welfare and define/describe it in the context of IPs.	Can cite at least 3 or more basic rights and welfare and define/describe in the context of IPs and putting it into practice	Can cite 5 or more basic rights and welfare and define/describe it in the context of IPs putting it into practice as reflected in the clients' documentation like SCSR, progress notes etc.	
7	Knowledge on IPs psychosocial needs.	Somewhat understands the psychosocial needs of IPs (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Understands well and able to describe the psychosocial needs of IPs reflecting such in cases' documentations (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Knowledgeable, understands and describes well the psychosocial needs of IPs while addressing it as reflected in all the clients' documentations. (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	

8	Knowledge on Indigenous Peoples Rights Act (IPRA)	Has heard of the IPRA	Is familiar with the IPRA and applied the knowledge into practice	Understands and knowledgeable on the IPRA and applied the knowledge into practice as reflected in its documentations like SCSR, progress notes/reports etc.	
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**V. Attitude**

<b>Qualities</b>	<b>Remarks (significant observation/findings)</b>
1. Shows positive interest and objectivity in assisting the client's needs and welfare	
2. Shows readiness and confidence representing/ escorting his/her client/s during legal proceedings and other related legal activities.	
3. Emphatic; offers caring, understanding, and empowerment; able to place themselves in their client's "shoes" or relatable.	
4. Shows professionalism.	
5. Patient; can handle frustrations in relation to the case.	
6. Objectively put client's best interest	
7. Non-judgmental and non-discriminatory; believes in the worth, capacity, and ability of the client	
8. Keeps and strictly observe confidentiality of the case within the client and multidisciplinary team	
9. Comfortable to communicate with to help client open/share his/her situation.	
10. Available on necessary and/or urgent matters to attend to needed by his/her client.	
11. Conforms strictly to the ethics and values of a Social Worker	

**VI. Skills**

Social Workers must achieve the following passing points:

**New Applicant= 42 pts and above**

**Renewal= 50 pts. and above**

1.Active listening	Can respond/answer the client appropriately but have not further validated and clarified the concern.	Can respond/answer, confirm and validate the topic at hand to his/her client and other professionals.	Gives full attention, respond/answers/address appropriate concern effectively, can recognize non-verbal language and validated and clarified the concern.
2.Critical thinking	Can express his assessment and observations but have no plan of action.	Can objectively express and put into appropriate action/intervention the assessment/observations made.	Can objectively express the assessment/observations made, gather professional insights from the multidisciplinary team and put into appropriate action/intervention.
3.Can act decisively	Can decide appropriately but cannot make a stand about it.	Makes apt, fitting, and fact-based decision while ensuring its client's best interest and welfare.	Makes apt, fitting, and fact-based decision while ensuring its client's best interest and welfare with consistent and continuous coordination with the multidisciplinary team.
4.Connecting client's needs to appropriate agencies	Able to tap and link the client to right agency.	Able to tap, link the client to right agency and regularly monitors its progress/updates	Able to tap, link the client to appropriate agency, regularly monitors its progress/updates through phone calls or home visitation if applicable.
5.Communication to client/ client's family/ multidisciplinary team	Social Worker communicates on rare occasion leaving most concerns not validated, unanswered,	Social Worker frequently and sensitively communicates providing updates and/or information.	Social Worker frequently and sensitively communicates, written or oral, providing updates and/or information, anticipating possible



	and unconfirmed.		misconceptions/misunderstandings on specific concerns but is able to clearly and properly explain such.	
6.Unbiased conflict resolution / fact-based problem solving	Acts on conflicts and/or problems based on what was provided.	Acts on conflicts and/or problems based on presented facts, of both sides, if applicable and conduct of appropriate other actions like interview or data gathering.	Acts on conflict and/or problem based on presented problem of both sides, if applicable, conduct of data gathering and/or research thus presenting the resolution, either written or orally, with supporting facts.	
7.Resourceful	Looks/find for alternative ways to complete/accomplish the task but is sometimes overlooking possible negative outcome.	Looks/find for alternative ways to complete/accomplish the task without compromising the desired outcome.	Looks/find and/or sought others help on alternative ways to complete/accomplish the task without compromising the desired outcome, weighing carefully the pros and cons.	
8.Is flexible/ easily adapts to the situation	Could immediately grasp the current situation but is having a hard time adjusting/adapting.	Has quick ability of grasping, adapting, and adjusting to certain situation.	Has quick ability of grasping, adapting and adjusting to any situation and still able to maintain an objective and fair actions.	
9.Shows leadership / act as team player	Participates and cooperates with the team or shows the team how one task must be done but is sometimes observed of rather doing/accomplishing the task alone.	Demonstrates flexibility in either acting as the leader or a team player who actively participates and cooperates for the better outcome of certain task.	Demonstrates flexibility, openly listens, and positively and objectively accepts suggestions and comments for the betterment of the task at hand.	
10.Documentation	Updates case progress/SCSR	Religiously updates the	Religiously updates the client/s case files or as	

	and other case files but needs to be reminded often.	client/s case files or as the need arises without the need of follow-up or be reminded.	the need arises without the need for follow-up or be reminded and is able to accomplish and submit particular case document as necessary on prescribed time.	
11. Manages time effectively	Can meet and accomplish set deadlines and timelines but in inconsistent manner.	Effectively and consistently manages time to meet, accomplish and put into action the activities at hand.	Effectively and consistently manages time to meet, accomplish and put into action the activities at hand and other work-related task despite under pressure.	
12. Facilitation and conduct of case conferences e.g. family case conference, child study, pre and post-admission and discharge case conference, inter/multidisciplinary case conference etc.	Attends, facilitates or spearheaded any case conferences at least twice a month.	Attends, facilitates or spearheaded any case conferences at least three times or more a month.	Attends, facilitates or spearheaded any case conferences at least four times or more a month or as need arises.	
<b>For Social Workers handling Alternative Parental Care</b>				
13. Preparation of child/ren on possible or to an already signed DVC by parents, adoption of new family etc., what to possibly expect and what will be going through on the process	Afforded once per semestral counseling.	Afforded at least two (2) or more counseling sessions per quarter and elaborately document it on the social case study report	Afforded two or more counseling sessions monthly or as the need arises and elaborately document it on the social case study report.	
14. Preparation, Facilitation and processing of pertinent documents e.g. founding certificate, late registration of birth certificate, Certification Declaring A Child	Prepares and facilitates all necessary and pertinent documents based on the approved	Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline and	Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline, has properly compiled all documents in one folder and elaborately	

Legally Available for Adoption (CDCLAA), barangay/police blotter, and the like.	treatment plan/timeline.	has properly compiled all documents in one folder.	documented it all in the social case study report.	
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**VII. Table for passing points**

	NEW APPLICANT			RENEWAL		
	KNOWLEDGE	ATTITUDE	SKILLS	KNOWLEDGE	ATTITUDE	SKILLS
A. Children						
A.1 <i>Alternative Parental Care</i>	15	Score must at least reach 9	Must at least reach 10 + 2 (13 & 14) if handling Alternative Parental Care	18	Score must at least reach 11	Must at least reach 10 + 2 (13 & 14) if handling Alternative Parental Care
A.2 <i>Abuse, Neglect, Abandoned, and Exploitation</i>	24			28		
A.3 <i>CICL</i>	30			35		
B. Women in Crisis	27			32		
C. Older Persons/Elderly	27			32		
D. Persons with Disabilities	27			32		
E. Indigenous Peoples	27			32		

**Assessment:**

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**Recommendations:**

**A. For Issuance of Accreditation Certificate**

In view of the above findings, \_\_\_\_\_

(Name of Social Worker)

has satisfactorily met the standards for accreditation. The issuance of Certificate of Accreditation is hereby recommended with validity period of Five (5) / Seven (7) years to manage court cases.

**B. For Non- Issuance of Accreditation Certificate**

In view of the above findings, the issuance of accreditation certificate for \_\_\_\_\_ is hereby held in abeyance.

(Name of Social Worker)

The above Social Worker shall comply with the agreed action plan within six (6) months after the assessment visit. Likewise, non-compliance on the agreed action plan after two (2) consecutive monitoring visits shall subject the Social Worker to monitoring and technical assistance.

<b>Areas for Compliance</b>	<b>Activities</b>	<b>Time Frame</b>	<b>Responsible Person</b>	<b>Resources Needed</b>



**Assessed by:**

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*(Signature over Printed Name of DSWD-SB Staff & Position/Designation)/Date*

**Reviewed by:**

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*(Signature over Printed Name of SCMD Section Chief & Position/Designation)/Date*

**Endorsed by:**

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*(Signature over Printed Name of SB-SCMD Division Chief)/Date*

## Annex E Assessment Tool for Supervising Social Workers

## ANNEX E

### ASSESSMENT TOOL IN THE ACCREDITATION OF SOCIAL WORKERS MANAGING COURT CASES (FOR SUPERVISING SOCIAL WORKERS)

Date: \_\_\_\_\_

Field Office: \_\_\_\_\_

<b>Name:</b>	(Surname)	(First Name)	(Middle Name)
<b>Present Address:</b>			
<b>Name and Address of Agency:</b>			
<b>Contact Information</b>			
<b>E-mail Address:</b>		<b>Mobile Phone:</b>	<b>Telephone:</b>

 STATUS OF ACCREDITATION:  New  Renewal

 STATUS OF ASSESSMENT:  1<sup>ST</sup> Assessment  Re-assessment

Fill in all appropriate columns. Mark in appropriate column with an (x).

#### I. Documentary Requirements

Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
<b>A. New Applicant</b>				
a. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card				
b. Photocopy of training Certificate to basic and/or client specific course				

Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
training (at least 45 hours) from training, seminars, conference and other relevant training on case management of court related cases from DSWD or its recognized training institutions and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) within 3 years prior to application along SWD learning network				
c. Summary of documentation of at least two (2) cases managed for the last three (3) years. (Annex B)				
d. Summary list of cases reviewed/approved as supervisor (Annex C) • Technical supervisory notes to at least 1 supervisee as proof of providing technical assistance				
e. Availability of documents on cases handled.				
e.1. Updated Social case study reports				
e.2. Progress/running notes				
e.3. Case summaries				
e.4. Case conference proceedings/ Notes				
e.5. Court Order/Decisions				
f. Other relevant documentation pertaining to the cases				
<b>B. Renewal</b>				
a. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card				
b. Photocopy of Certificate of Attendance to relevant and/or client specific trainings attended or refresher course of at least 45 hours given by DSWD or its recognized training institutions, and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) from last three (3) years prior to application				

Variables/Indicators	Y	N	NA	Remarks (indicate the validity date, updated date of reports, other observations/findings)
c. Summary of documentation of at least of two (2) cases managed for the last three (3) years (Annex B)				
d. Summary list of cases reviewed/approved as supervisor (Annex C) • Technical supervisory notes of at least 1 supervisee as proof of providing technical assistance				
e. Availability of documents on cases handled: e.1. Updated Social case study reports				
e.2. Progress/running notes				
e.3. Case conference proceedings /Notes				
e.4. Court Order/Decisions				
e.5. Other relevant documentation pertaining to the cases				
f. Copy of previous Certificate of Accreditation				

**II. TRAININGS/SEMINARS/ORIENTATIONS ATTENDED**

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
<b>A. Basic Training/Seminar/Orientation</b>				
<b>1. Children</b>				
<b>1.1. Social Work and the law</b>				
1.1.a. Trends, innovations, and challenges				
1.1.b. Social Work in Child Welfare				
<b>1.2. Alternative Parental Care</b>				
1.2.a. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				



Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
1.2.b. Child Placement and Permanency Case Management (but not limited to processing of DVC and other related documents, tri-media, preparation of children and families for placement, matching children with their Possible Adoptive Parents (PAPS), Adoptive/Foster Care Family Pre-Placement Assessment, Post Placement Services)				
1.2.c. Basic psycho-social counseling techniques for children and families				
1.2.d. Social Work Counseling				
1.2.e. Social Case Study Report on Alternative Parental Care				
1.2.f. Family Counseling (theories, perspective, skills etc.)				
1.2.g. Healing and Recovery Intervention				
1.2.h. Para Legal Training/Court Protocol				
1.2.i. Trainings/ Seminars/Orientation on Related Laws/Policies -PD 603 Child and Youth Welfare Code				
-RA 8552 Domestic Adoption Act of 1998				
-RA 8043 Inter-Country Adoption Law				
-RA 9523 An Act Requiring The Certification Of The Department Of Social Welfare And Development (DSWD) To Declare A "Child Legally Available For Adoption"				
-Others				
<b>1.3 Abuse, Neglect, Abandoned, and Exploitation</b> 1.3.a. Social Workers Role in Child Protection (rescue, protective custody, court cases etc.)				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
1.3.b. Data Gathering and Reporting of cases (theories, perspective, skills etc.)				
1.3.c. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.3.d. Basic psycho-social counseling techniques for children and families				
1.3.e. Social Work Counseling				
1.3.f. Social Case Study Report for abuse, neglect, abandoned, and exploited children				
1.3.g. Family Counseling (theories, perspective, skills etc.)				
1.3.h. Healing and Recovery Intervention				
1.3.i. Orientation on Medico-Legal Protocol				
1.3.j. Adolescent Sexuality: Physical, Psychological, and Emotional				
1.3.k. Seminar on Criminal Justice System and procedural filing of case				
1.3.l. Orientation on Supreme Court Rules on Examination of Child Abuses				
1.3.m. Para Legal Training/Court Protocol				
1.3.n. Trainings/ Seminars/Orientation on Related Laws/Policies - PD 603 Child and Youth Welfare Code				
- RA 7610 Special Protection of Filipino Children				
- RA 9262 Anti-Violence Against Women and their Children				
- RA 9208 Anti-Trafficking in Persons Act of 2003				
- RA 10175 Cybercrime Prevention Act of 2012				
- Others				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
<b>1.4. Child Custody</b>				
a. Roles of Social Workers in Child Custody				
1.4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.4.c. Basic psycho-social counseling techniques for children and families				
d. Social Work Counseling				
1.4.e. Social Case Study Report for child custody				
1.4.f. Family Counseling (theories, perspective, skills etc.)				
1.4.g. Healing and Recovery Intervention				
1.4.h. Orientation on procedures in child custody				
1.4.i. Para Legal Training/Court Protocol				
1.4.h. Trainings/ Seminars/Orientation on Related Laws/Policies - EO 209 Family Code of the Philippines				
Others				
<b>1.5 Children in Conflict with the Law (CICL)</b>				
1.5.a Social Workers roles in managing CICL				
1.5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
1.5.c. Basic psycho-social counseling techniques for children and families				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
1.5.d. Social Work Counseling				
1.5.e. Social Case Study Report for CICL				
1.5.f. Family Counseling (theories, perspective, skills etc.)				
1.5.g. Adolescent Sexuality: Physical, Psychological and Emotional				
1.5.h. Healing and Recovery Intervention				
1.5.i. Para Legal Training/Court Protocol				
1.5.j. Training on DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL				
1.5.k. Seminar on Criminal Justice System and procedural filing of case				
1.5.l. Procedures and Protocols in Handling CICL cases				
1.5.m. Trainings/ Seminars/Orientation on Related Laws/Policies - RA 9344 Juvenile Justice Welfare Act				
-RA 7610 Special Protection of Filipino Children				
-Others				
<b>2. Women in Crisis</b>				
2.a. Social Workers roles in handling Women in Crisis				
2.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
2.c. Social Case Study Report for Women in Crisis				
2.d. Basic psycho-social counseling for women and their families				



Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
2.e. Social Work Counseling				
2.f. Healing and Recovery Intervention				
2.g. Drugs and its Effects on Drug Dependents and Families				
2.h. Para Legal Training/Court Protocol				
2.i. Seminar on Criminal Justice System and procedural filing of case				
2.j. Orientation on Medico-Legal Protocol				
2.k. Training on Related Laws				
- RA 9262 Anti-Violence Against Women and their Children				
-RA 8972 Solo Parent Welfare Act				
-RA 9710 Magna Carta on Women				
-RA 6425 Dangerous Drugs Act				
-RA 9208 Anti-Trafficking in Persons Act of 2003				
-RA 8353 Anti-Rape Law of 1997				
-EO 209 Family Code of the Philippines				
-RA 11313 Safe Spaces Act				
-RA 11210 Expanded Maternity Leave Law				
-RA 7882 Provision of Assistance to Women Engaging in Micro and Cottage Business Enterprises				
-Others				
<b>3. Older Persons/Elderly</b>				
3.a. Social Workers roles in handling Older Persons/Elderly				
3.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
3.c. Social Case Study Report for Older Persons/Elderly				
3.d. Basic psycho-social counseling for Older Persons/Elderly and their families				
3.e. Social Work Counseling				
3.f. Family Counseling (theories, perspective, skills etc.)				
3.g. Healing and Recovery Intervention				
3.h. Para Legal Training/Court Protocol				
3.i. Seminar on Criminal Justice System and procedural filing of case				
3.j. Orientation on Medico-Legal Protocol				
3.k. Training/Seminars/Orientation on Related Laws/Policies				
-RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 2010, -RA 7432 or Senior Citizens Act of 1991, -RA 10911 Ant-Age Discrimination Act of 2016, -RA 10866 Centenarians Act of 2016, -RA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens				
Others				
<b>4. Persons with Disabilities</b>				
4.a. Social Workers roles in handling persons with disabilities				
4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
4.c. Social Case Study Report for persons with disabilities				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
4.d. Social Work Counseling				
4.e. Family Counseling (theories, perspective, skills etc.)				
4.f. Healing and Recovery Intervention				
4.g. Para Legal Training/Court Protocol				
4.h. Seminar on Criminal Justice System and procedural filing of case				
4.i. Orientation on Medico-Legal Protocol				
4.j. Training/Seminar/Orientation on Related Laws/Policies				
<ul style="list-style-type: none"> <li>-Orientation on RA 7277 and RA 9442: Magna Carta for Disabled Persons</li> <li>-Batas Pambansa Blg. 344 (Accessibility Law)</li> <li>- Republic Act 6759 (White Cane Act)</li> <li>- International Labour Organization (ILO) Convention No. 159 Vocational Rehabilitation of Persons With Disability</li> </ul>				
Others				
<b>5. Indigenous Peoples</b>				
5.a. Social Workers roles in handling Indigenous Peoples				
5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning)				
5.c. Social Case Study Report for persons with disabilities				
5.d. Social Work Counseling				
5.e. Family Counseling (theories, perspective, skills etc.)				
5.f. Basic psycho-social counseling for Indigenous Peoples and their families				

Variables/Indicators	Y	N	NA	Remarks (indicate the year when was attended, presented documents, other observations/findings)
5.g Healing and Recovery Intervention				
5.h. Para Legal Training/Court Protocol				
5.i. Seminar on Criminal Justice System and procedural filing of case				
5.j. Orientation on Medico-Legal Protocol				
5.k. Training/Seminars/Orientation on Related Laws/Policies				
- RA 8371 Indigenous Peoples Right's Act (IPRA) of 1997				
- Others				
<b>B. Refresher Course</b>				
1. Trauma and crisis management (stress debriefing techniques)				
2. Managing Court Cases for Social Workers				
3. Gender and development				
4. Introduction to Family system therapy				
5. Marriage counseling				
6. Seminar on motivational addiction				
7. Therapeutic counseling				
8. Creative art therapy				
9. Mental Health and Psychosocial Support (MHPSS)				
10. Handling of children with disabilities				
11. Intervention and treatment for recovery and healing of sexually abused children				
12. Updates on newly enacted laws relative to the care and protection of children, women, youth and children and family				
13. Rehabilitation of perpetrators				
14. Seminar workshop on strengthening barangay justice system				
15. Mediation				



<b>Variables/Indicators</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Remarks</b> (indicate the year when was attended, presented documents, other observations/findings)
16. Understanding children in Conflict with the Law				
17. Understanding and preventing child abuse and neglect				
18. Others				

**III. Special Training, Seminar, and/or Orientation**

<b>Variables/Indicators</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Remarks</b> (date when attended, other observations/findings)
<b>1. Children</b>				
<b>a.1 Alternative Parental Care</b>				
a.1.1. Orientation on documentation, process, and procedures on local adoption				
a.1.2 Orientation on documentation, process, and procedures on international adoption				
a.1.3 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.1.4. Others				
<b>a.2 Abuse, Neglect, Abandoned, and Exploitation</b>				
a.2.1. Training on Forensic Social Work and Social Case Study Report				
a.2.2 Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians.				
a.2.3 Trained to arrange protective custody for a child and other disadvantage/survivor client/s				

<b>Variables/Indicators</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Remarks</b> (date when attended, other observations/findings)
a.2.4 Trained to file protection or provisional orders				
a.2.5 Orientation on Protocol for Case Management of Child Victims of Abuse, Neglect, and Exploitation				
a.2.6 Orientation on filing for DOJ Victim compensation assistance under RA 7309 Sec. 3				
a.2.7 Training on protocols of conducting rescue operations and placing children under protective custody				
a.2.8 Training on protocols of Online Sexual Abuse and Exploitation of Children (OSAEC)				
a.2.9 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.2.10. Others				
<b>a.3. Children in Conflict with the Law (CICL)</b>				
1. a.3.1 Training on Integrated Care Management Protocol for Handling CICL and Children at Risk (CAR) (preferably conducted by JJWC staff)				
2. a.3.2 Training on Handling Cases of Children at Risk and Children in Conflict with Law				
3. a.3.3. Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children				
a.3.4. Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians.				
a.3.5. Others				
<b>2. Women in Crisis</b>				
1. Training on Women Empowerment through Skills and Capabilities				

Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
2. Trained to file protection or provisional orders				
3. Orientation on RA 10354 The Responsible Parenthood and Reproductive Health Act of 2012				
4. Orientation on RA 7192 Women in Development and Nation-Building Act				
5. Seminar/Orientation on UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)				
6. Seminar on Fundamentals of Gender Mainstreaming				
7. Others				
<b>3. Persons with Disabilities</b>				
1. Basic skills on sign language				
2. Orientation on Helping Process and Interventions for PWDs and their families				
3. Orientation on mandated programs and services for PWDs				
4. Seminar/Orientation on UN Convention on the Rights of PWDs (CRPD)				
5. Others				
<b>4. Older/Elder Persons</b>				
1. Orientation on Social Work with the Elderly and Adulthood and Aging				
2. Orientation on mandated special benefits for Senior Citizens				
3. Orientation/training on Geriatric Care				
4. Orientation on UN Principles for Older Persons				
5. Others				
<b>5. Indigenous Peoples</b>				
1. Orientation on programs and services for Indigenous Peoples				
2. Orientation on the Indigenous and Tribal Peoples Convention 1989				

Variables/Indicators	Y	N	NA	Remarks (date when attended, other observations/findings)
3. Orientation on UN Declaration on the Rights of Indigenous Peoples				
4. Others				

#### IV. Knowledge

Supervising Social Workers must achieve the following passing points depending on the handled clientele.

	Variables / Indicators	Needs Improvement (2)	Good (3)	Proficient (4)	Points/ Score
	<b>A. Children</b>				
	<b>a.1 Alternative Parental Care</b>	<b>New Applicant: 15pts. and above</b>		<b>Renewal: 18pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on children's rights and welfare	Could recall and cite at least three (3) basic children's rights and define and explain it in the context of children.	Could recall and enumerate eight (8) or more children's rights and able to define and explain	Could enumerate and cite ten (10) or more children's rights, able to define and explain it in the context of children and applies and reflect	



		<p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>in the context of children.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>such on its documentations.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	
3	Knowledge on children growth and development and characteristics of age group	Can identify diagnostic assessment to acquire knowledge and understanding of the child's behavior based on his/her growth and development and per age group	Can identify, uses diagnostic assessment and lists the observed and noticed changes of behavior of a child to better acquire knowledge and understanding.	Can identify and uses diagnostic assessment, explain the changes in behavior as observed and noticed and records such on the child's progress reports and social case study report. (e.g. Erick Erickson;	

		characteristics (e.g. Erick Erickson; Sigmund Freud's Theory)	(e.g. Erick Erickson; Sigmund Freud's Theory)	Sigmund Freud's Theory)	
4	Knowledge on relative laws/policies on alternative parenting and child placement	Can cite least 2 related laws/policies on alternative parenting and child placement  (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165)	Can cite and at least 4 related laws/policies on alternative parenting and child placement and able to briefly state its importance to current cases handled. (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165)	Can cite 5 or more related laws on alternative laws/policies and child placement, able to briefly state and explain its importance to current cases handled and applies such and reflected through case recordings.  (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165)	
5	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions in some of his/her clients Social Case Study report	Enumerates, identifies, elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
	<b>a.2 Abuse, Neglect, Abandoned, and Exploitation</b>	<b>New Applicant: 24pts. and above</b>		<b>Renewal: 28pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and	Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and	Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice,	

		inclusion, equality and non-discrimination etc.)	diversity, participation and inclusion, equality and non-discrimination etc.)	dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on children's rights and welfare	<p>Could recall and cite at least three (3) basic children's rights and define and explain it in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>Could recall and enumerate eight (8) or more children's rights and able to define and explain in the context of children.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>Could enumerate and cite ten (10) or more children's rights, able to define and explain it in the context of children and applies and reflect such on its documentations.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	

3	Knowledge on children growth and development and characteristics of age group	Could identify and uses diagnostic process to acquire knowledge and understanding of the child's behavior.  (e.g. Erick Erickson; Sigmund Freud's Theory)	Uses diagnostic process and lists observed and noticed changes on attitude and behavior of a child and correlates all to better acquire knowledge and understanding.  (e.g. Erick Erickson; Sigmund Freud's Theory)	Identify diagnostic process, list the changes in behavior and attitude as observed and noticed, correlates all and records/documents all gathered information in the child's progress reports and social case study report.  (e.g. Erick Erickson; Sigmund Freud's Theory)	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
6	Knowledge on protocol on the rescue and protection of clients	Is familiar on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation.	Is knowledgeable on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation and have an actual exposure /	Has comprehensive knowledge on DOJ's protocol for case management of Child victims of Abuse, Neglect, and Exploitation, have actual experiences in	



			experience on rescue operation	conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
7	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court.	Is well knowledgeable on the process, have actually filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
8	Knowledge on relative laws/policies on abuse, neglect, abandonment, and exploitation	Cited at least 2 related laws/policies on abuse, neglect, abandonment, and exploitation  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.)	Can cite and at least 3 or more related laws/policies on abuse, neglect, abandonment, and exploitation and able to briefly explain/describe its importance to current cases handled.  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.)	Can cite least 4 or more related laws/policies on abuse, neglect, abandonment, and exploitation, able to briefly explain/describe its importance to current cases handled and applies such and reflected through case recordings.  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.)	
	<b>a.3 CICL</b>		<b>New Applicant: 30pts. and above</b>	<b>Renewal: 35 pts. and above</b>	
1	Escorting / Assisting of clients to court hearings and other proceedings	Have an overview on how to escort and assist CICL to court hearings and other court-related proceedings.	Have an understanding and knowledge and have actually escorted/assisted CICL in court.	Have comprehensive understanding and knowledge and have actually escorted/assisted CICL in court and ensure its recordings in the clients' progress notes and Social Case Study Report.	

2	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court.	Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in	

		clients Social Case Study report	his/her clients Social Case Study report	all his/her clients Social Case Study report	
6	Knowledge on children's rights and welfare	<p>Could recall and cite at least three (3) basic children's rights and define and explain it in the context of children. (e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>Could recall and enumerate eight (8) or more children's rights and able to define and explain in the context of children.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	<p>Could enumerate and cite ten (10) or more children's rights, able to define and explain it in the context of children and applies and reflect such on its documentations.</p> <p>(e.g. right to be born well</p> <p>right to a wholesome family life</p> <p>right to be raised well and become contributing members of society</p> <p>right to basic needs.</p> <p>right to access what they need to have a good life</p> <p>right to education.</p> <p>right to play and enjoy their youth</p> <p>right to be protected from danger</p> <p>right to live in a productive environment</p> <p>right to be cared for in the absence of their parent or guardian</p> <p>the right to good governance</p> <p>right to freedom and peace etc.)</p>	

7	Knowledge on children growth and development and characteristics of age group	Could identify and uses diagnostic process to acquire knowledge and understanding of the child's behavior.  (e.g. Erick Erickson; Sigmund Freud's Theory)	Uses diagnostic process and lists observed and noticed changes on attitude and behavior of a child and correlates all to better acquire knowledge and understanding.  (e.g. Erick Erickson; Sigmund Freud's Theory)	Identify diagnostic process, list the changes in behavior and attitude as observed and noticed, correlates all and records/documents all gathered information in the child's progress reports and social case study report.  (e.g. Erick Erickson; Sigmund Freud's Theory)	
8	Knowledge on related laws and protocol on CICL	Is aware of at least 1 related laws and /or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	Is aware of and can explain/describe at least 2 related laws and/or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	Has knowledge of and can explain/describe at least 2 or more related laws and/or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.)	
9	Use of DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL	Has knowledge on the discernment tool	Has knowledge and uses the discernment tool to just some of the CICL cases handled.	Has knowledge and uses the discernment tool accurately and consistently to all the CICL cases handled.	
10	Independent living	Has idea on what independent living program but have not assisted or recommended any client yet.	Knows about independent living program and have matched/identified at least 3 clients providing them with appropriate program/training based on client's existing knowledge, skills and abilities.	Knows about independent living program, have matched/identified at least 4 clients providing them with appropriate program/training based on client's existing knowledge, skills and abilities and regularly monitors and documents their progress.	
<b>B. Women in Crisis</b>		<b>New Applicant: 27pts. and above</b>		<b>Renewal: 32pts. and above</b>	



1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court.	Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in	

		clients Social Case Study report	his/her clients Social Case Study report	all his/her clients Social Case Study report	
5	Knowledge on psychosocial and other helping interventions involving the child's family	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
6	Knowledge on women in crisis' rights and welfare	Can cite at least three (3) basic rights and welfare and define it in the context of women in crisis.  (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc)	Can provide at least five (5) or more basic rights and welfare and define it in the context of women in crisis.  (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc)	Could cite ten (10) rights, able to briefly define welfare in the context of women and applies and reflect such on its documentations.  (e.g. UN Women's Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc)	
7	Knowledge on women in crisis' psychosocial needs	Somewhat understands the psychosocial needs of women in crisis  (e.g. Meeting basic needs,	Understands well and able to describe the psychosocial needs of women in crisis reflecting such	Knowledgeable, understands and describes well the psychosocial needs of women in crisis while addressing and reflects it	

		inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	in cases' documentations (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	in all the clients' documentations. (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.)	
8	Knowledge on related laws/policies on women in crisis	Is aware of at least 1 related law/policies on women in crisis.  (e.g., RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	Is aware of and can explain/describe at least 2 related laws/policies on women in crisis.  (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	Is aware of and can explain/describe at least 3 related laws/policies on women in crisis.  (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.)	
9	Knowledge on Reproductive Health	Has available and accessible information materials on reproductive health and	Has available and accessible information materials on reproductive health and is able to cite examples of reproductive health concerns of women.	Has available and accessible information materials on reproductive health, able to cite examples of reproductive health concerns of women and able to conduct counseling sessions about such to clients, group or individual, twice a month.	
	<b>C. Older Persons/ Elderly</b>	<b>New Applicant: 27pts. and above</b>		<b>Renewal: 32pts. and above</b>	
1	Rights-based and client-centered intervention approach	Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy,	Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.	Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-	

		partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	(e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court.	Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
5	Knowledge on psychosocial and other helping	Indicates, describes, specifically points what appropriate	Knowledgeable, enumerates, identifies, and elaborately	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and	



	interventions involving the client/s' family	psychosocial and other helping interventions to some of his/her clients Social Case Study report	describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
6	Knowledge on older persons/elderlies' rights and welfare	Can cite at least 2 basic rights and welfare and define/describe it in the context of older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.)	Can cite at least 3 or more basic rights and welfare and define/describe it in the context of older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.)	Can cite 5 or more rights, able to define/describe welfare in the context of women and applies and reflect such on its documentations. older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.)	
7	Knowledge on older persons/elderlies' psychosocial needs.	Somewhat understands the psychosocial needs of older persons (ex. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Understands well and able to describe the psychosocial needs of older persons reflecting such in cases' documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Knowledgeable, understands and describes well the psychosocial needs of older persons while addressing it as reflected in all the clients' documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	
8	Knowledge on geriatric care and needs	Has heard of geriatric care and needs of older/elder persons	Is familiar with the geriatric care and needs of older/elder persons	Is knowledgeable with the geriatric care and needs of older/elder persons putting it into practice as reflected in the documentations of the client/s like SCSR, progress notes.	

9	<p>Knowledge on related laws/policy on older persons/elderly</p>	<p>Is aware of at least 1 related law/policy on older persons/elderly. (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)</p>	<p>Is aware of and can explain/describe at least 2 related laws/policies on older persons/elderly (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)</p>	<p>Is knowledgeable of and can explain/describe at least 3 related laws/policies on older persons/elderly (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)</p>	
	<p><b>D. Persons with Disabilities</b></p>	<p><b>New Applicant: 27pts. and above</b></p>		<p><b>Renewal: 32 pts. and above</b></p>	
1	<p>Rights-based and client-centered intervention approach</p>	<p>Can identify rights-based and client-centered intervention approach (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)</p>	<p>Can identify and explain the importance/meaning of rights-based and client-centered intervention approach. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality</p>	<p>Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference. (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and</p>	

			and non-discrimination etc.)	inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court.	Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	
5	Knowledge on psychosocial and other helping interventions involving the client/s' family	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	

6	Knowledge on PWDs' rights and welfare	Can cite at least 2 basic rights and welfare and define/describe it in the context of PWDs. (ex. IPRA Law)	Can cite at least 3 or more basic rights and welfare and define/describe in the context of PWDs and putting it into practice. (ex. IPRA Law)	Can cite 5 or more basic rights and welfare and define/describe it in the context of PWDs putting it into practice as reflected in the clients' documentation like SCSR, progress notes etc. (ex. IPRA Law)	
7	Knowledge on PWDs psychosocial needs.	Somewhat understands the psychosocial needs of PWDs  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Understands well and able to describe the psychosocial needs of PWDs reflecting such in cases' documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Knowledgeable, understands and describes well the psychosocial needs of PWDs while addressing it as reflected in all the clients' documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	
8	Knowledge on related laws/policies on PWDs	Is aware of at least 1 related law/policies on PWDs.  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	Is familiar with and can explain/describe at least 2 related laws/policies on PWDs  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	Has knowledge of and can explain/describe at least 3 related laws/policies on PWDs  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc )	
<b>E. Indigenous Peoples</b>		<b>New Applicant: 27pts. and above</b>		<b>Renewal: 32pts. and above</b>	
1	Rights-based and client-	Can identify rights-based and client-	Can identify and explain the	Can identify, explain the importance/meaning and	



	centered intervention approach	centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g.. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.)	
2	Knowledge on protocol on the rescue and protection of clients	Is familiar with the protocol of conducting rescue operations.	Is knowledgeable and have an actual exposure / experience on rescue operation	Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients' documentations like progress notes, rescue operation report, Social Case Study Report etc.	
3	Knowledge on the process of filing cases in court	Is somewhat familiar and read materials on how to file cases in court.	Has knowledge, familiar on the processes of filing cases in court and have filed cases in court.	Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client's recordings such as progress notes, Social Case Study Report etc.	
4	Knowledge on Psychosocial and other helping interventions per clientele handled	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report	

5	Knowledge on psychosocial and other helping interventions involving the client/s' family	Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report	Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report	Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report
6	Knowledge on the rights and welfare of Indigenous Peoples (IPs)	Can cite at least 2 basic rights and welfare and define/describe it in the context of IPs.	Can cite at least 3 or more basic rights and welfare and define/describe in the context of IPs and putting it into practice	Can cite 5 or more basic rights and welfare and define/describe it in the context of IPs putting it into practice as reflected in the clients' documentation like SCSR, progress notes etc.
7	Knowledge on IPs psychosocial needs.	Somewhat understands the psychosocial needs of IPs  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Understands well and able to describe the psychosocial needs of IPs reflecting such in cases' documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)	Knowledgeable, understands and describes well the psychosocial needs of IPs while addressing it as reflected in all the clients' documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.)
8	Knowledge on Indigenous Peoples Rights Act (IPRA)	Has heard of the IPRA	Is familiar with the IPRA and applied the knowledge into practice	Understands and knowledgeable on the IPRA and applied the knowledge into practice as reflected in its documentations like

				SCSR, progress notes/reports etc.	
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**V. Attitude**

Supervising Social Workers must achieve a passing points of at least **72 points** for both New and Renewal applicants.

**2- Needs Improvement 3- Satisfactory 4- Very Satisfactory**

Qualities	Remarks (significant observation/findings)
<b>A. CLIENT</b>	
1. Shows positive interest and objectivity in assisting the client's needs and welfare	
2. Emphatic; offers caring, understanding, and empowerment; able to place themselves in their client's "shoes" or relatable.	
3. Shows professionalism.	
4. Objectively put client's best interest	
5. Has initiative to complete and accomplish the task at hand.	
6. Non-judgmental and non-discriminatory; believes in the worth, capacity, and ability of the client	
7. Self-awareness; shows no countertransference	
8. Demonstrate commitment and patience; can handle frustrations in relation to the case.	
9. Keeps and strictly observe confidentiality of the case within the client and multidisciplinary team	
10. Shows readiness and confidence representing/escorting his/her client/s during legal proceedings and other related legal activities.	
11. Comfortable to communicate with to help client open/share his/her situation.	
12. Available to attend to necessary and/or urgent matters needed by his/her client.	
13. Timely completion and submission of documents to other agency or court	
14. Conforms strictly to the ethics and values of a Social Worker	

Qualities	Remarks (significant observation/findings)
<b>B. SUPERVISEE</b>	
1. Shows positive interest and objectivity in assisting and dealing with the supervisee's needs.	
2. Assistive and provides relevant information on issues/problems affecting the client and/or available resources that can be accessed by the client	
3. Shows professionalism.	
4. Non-judgmental and non-discrimination; believes in the worth, capacity, and ability of the supervisee.	
5. Self-awareness; shows no countertransference	
6. Demonstrate commitment and patience in providing professional and supervisory assistance/mentoring.	
7. Guides and shows support to supervisee in the provision of intervention and treatment planning	
8. Comfortable to communicate with to help supervisee open/share his/her concern on work and case related issues.	
9. Available to attend to necessary and/or urgent matters needed by supervisee	
10. Conforms strictly to the ethics and values of a Social Worker	

**VI. Skills**

Supervising Social Workers must achieve the following passing points:

**New Applicant= 57 pts and above**

**Renewal= 70 pts. and above**

Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
1.Active listening	Can respond/answer the client appropriately but have not further validated and	Can respond/answer, confirm and validate the topic at hand to his/her client and other professionals.	Gives full attention, respond/answers/address appropriate concern effectively, can recognize non-verbal language and	



Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
	clarified the concern.		validated and clarified the concern.	
2.Critical thinking	Can express his assessment and observations but have no plan of action.	Can objectively express and put into appropriate action/intervention the assessment/observations made.	Can objectively express the assessment/observations made, gather professional insights from the multidisciplinary team and put into appropriate action/intervention.	
3.Can act decisively	Can decide appropriately but cannot make a stand about it.	Makes apt, fitting, and fact-based decision while ensuring its client's best interest and welfare.	Makes apt, fitting, and fact-based decision while ensuring its client's best interest and welfare with consistent and continuous coordination with the multidisciplinary team.	
4.Connecting client's needs to appropriate agencies	Supervising Social Worker can tap and link the client to right agency.	Supervising Social Worker can tap, link the client to right agency and regularly monitors its progress/updates.	Supervising Social Worker can tap, link the client to appropriate agency, regularly monitors its progress/updates through phone calls or home visitation if applicable.	
5.Communication skills	Communicates on rare occasion leaving most concerns not validated, unanswered, and unconfirmed.	Frequently and sensitively communicates providing updates and/or information.	Frequently and sensitively communicates, written or oral, providing updates and/or information, anticipating possible misconceptions/mis understandings on specific concerns but is able to clearly and	

Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
			properly explain such.	
6.Unbiased conflict resolution / fact-based problem solving	Acts on conflicts and/or problems based on what was provided.	Acts on conflicts and/or problems based on presented facts, of both sides, if applicable and conduct of appropriate other actions like interview or data gathering.	Acts on conflict and/or problem based on presented problem of both sides, if applicable, conduct of data gathering and/or research thus presenting the resolution, either written or orally, with supporting facts.	
7.Resourceful	Looks/find for alternative ways to complete/accomplish the task but is sometimes overlooking possible negative outcome.	Looks/find for alternative ways to complete/accomplish the task without compromising the desired outcome.	Looks/find and/or sought others help on alternative ways to complete/accomplish the task without compromising the desired outcome, weighing carefully the pros and cons.	
8.Is flexible/easily adapts to the situation	Could immediately grasp the current situation but is having a hard time adjusting/adapting.	Has quick ability of grasping, adapting, and adjusting to certain situation.	Has quick ability of grasping, adapting and adjusting to any situation and still able to maintain an objective and fair actions.	
9. Can act as team player / demonstrates leadership and promotes teamwork	Participates and cooperates with the team or shows the team how one task must be done but is sometimes observed of rather doing/accomplishing the task alone.	Demonstrates flexibility in either acting as the leader or a team player who actively participates and cooperates for the better outcome of certain task.	Demonstrates flexibility, openly listens, and positively and objectively accepts suggestions and comments for the betterment of the task at hand, and able to delegate and manage variety skillsets while leading the team in	

Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
			most positive way by recognizing each strength and where improvement is needed.	
10.Documentation	Sporadically make updates on pertinent documents.	Frequently updates, monitors, and accomplished pertinent documents.	Religiously updates, monitors, accomplish and submit a well-organized pertinent document on prescribed time.	
11. Time and priority management	Can meet and accomplish set deadlines and timelines but in inconsistent manner.	Effectively and consistently manages time to meet, accomplish and put into action the activities at hand.	Effectively and consistently manages time to meet, accomplish and put into action the activities at hand and other work-related task despite under pressure and still can provide/extend assistance to clients in support/absence of Social Worker.	
12. Interpersonal Skills	Interacts but lacks initiative to build good relationship with others.	Relates, interacts, has built good relationship with others.	Relates and interacts well and knows how to separate and differentiate personal from professional relationship.	
13. Diversity and generational differences in the workplace	Understands diversity and generational differences but does not take these into consideration in most of his/her comments and/or decision.	Open-mind and respects well the differences of others.	Open-mind and aware of diversity and generational issues giving respect of such without prejudice and creating a fair and safe environment where everyone has access to	

Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
			opportunities and challenges.	
12. Facilitation and conduct of case conferences e.g. family case conference, child study, pre and post-admission and discharge case conference, inter/multidisciplinary case conference etc.	Attends, facilitates or spearheaded any case conferences at least twice a month.	Attends, facilitates or spearheaded any case conferences at least three times or more a month.	Attends, facilitates or spearheaded any case conferences at least four times or more a month or as need arises.	
<b>For Supervising Social Workers handling Alternative Parental Care</b>				
13. Preparation of child/ren on possible or to an already signed DVC by parents, adoption of new family etc., what to possibly expect and what will be going through on the process	Afforded once per semestral counseling.	Afforded at least two (2) or more counseling sessions per quarter and elaborately document it on the social case study report	Afforded two or more counseling sessions monthly or as the need arises and elaborately document it on the social case study report.	
14. Preparation, Facilitation and processing of pertinent documents e.g. founding certificate, late	Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline.	Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline and has properly compiled all	Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline, has properly compiled all documents in one	



Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
registration of birth certificate, Certification Declaring A Child Legally Available for Adoption (CDCLAA), barangay/polic e blotter, and the like.		documents in one folder.	folder and elaborately documented it all in the social case study report.	
<b>As Supervisor</b>				
1.Provides technical assistance and guidance to supervisee.			Provides relevant and timely technical assistance and guidance to Supervisee.	
2.Keeps and strictly observe confidentiality of concerns and issues between the supervisee and supervising social worker		Strictly adheres to the confidentiality of the case	Strictly adheres to the confidentiality of the case. Strongly influences the supervisee/s to do the same.	
3.Conduct regular feedbacking and consultation of supervisee		Conducts regular supervision session	Conducts regular and timely supervision session.	
4.Monitoring of completion and submission of documents to other agency or court		Monitors regularly the completion of documents for submission to other agencies	Uses own tool in monitoring the completion of documents for submission of supervisees to other agency.	

Variables / Indicators	Needs Improvement (2)	Satisfactory (3)	Very Satisfactory (4)	Points /Score
5. Comments on supervisee's documents (progress notes, treatment plans, social case study reports, referral letters and other related documents)		Supervisor's notes are present in the documents/case folders of the supervisees.	Updated supervisor's notes can be seen in the documents in the case folders of supervisees.	

**VII. Table For Passing Points**

	NEW APPLICANT			RENEWAL		
	KNOWLEDGE	ATTITUDE	SKILLS	KNOWLEDGE	ATTITUDE	SKILLS
A. Children		With the client, score must reach at least 10	57		With the client, score must reach 12	70
A.1 Alternative Parental Care	15			18		
A.2 Abuse, Neglect, Abandoned, and Exploitation	24			28		
A.3 CICAL	30	With the Supervisee score must reach at least 6	57	35	With the Supervisee score must reach 8	70
B. Women in Crisis	27			32		
C. Older Persons/Elderly	27			32		
D. Persons with Disabilities	27			32		
E. Indigenous Peoples	27	least 72 points		32	least 72 points	

**Assessment:**

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**Recommendations:**

**A. For Issuance of Accreditation Certificate**

In view of the above findings, \_\_\_\_\_

(Name of Supervising Social Worker)

has satisfactorily met the standards for accreditation. The issuance of Certificate of Accreditation is hereby recommended with validity period of five (5) / seven (7) years to manage court cases.

**B. For Non- Issuance of Accreditation Certificate**

In view of the above findings, the issuance of accreditation certificate for \_\_\_\_\_ is hereby held in abeyance.

(Name of Supervising Social Worker)

The above Social Worker shall comply with the agreed action plan within six (6) months after the assessment visit. Likewise, non-compliance on the agreed action plan after two (2) consecutive monitoring visits shall subject the Social Worker to monitoring and technical assistance.

<b>Areas for Compliance</b>	<b>Activities</b>	<b>Time Frame</b>	<b>Responsible Person</b>	<b>Resources Needed</b>

<b>Areas for Compliance</b>	<b>Activities</b>	<b>Time Frame</b>	<b>Responsible Person</b>	<b>Resources Needed</b>

**Assessed by:**

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*(Signature over Printed Name of DSWD-SB Staff & Position/Designation)/Date*

**Reviewed by:**

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*(Signature over Printed Name of SCMD Section Chief & Position/Designation)/Date*

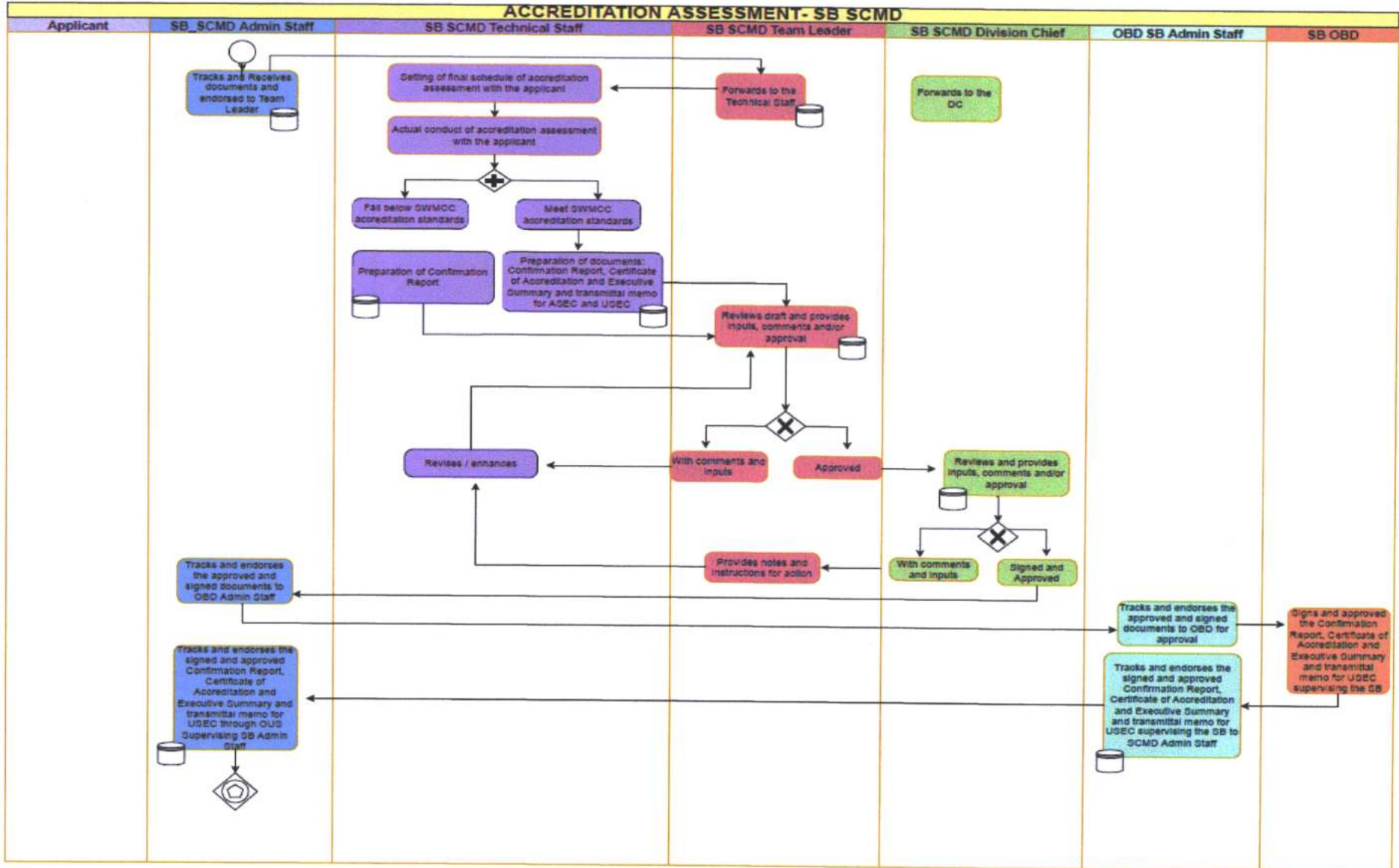
**Endorsed by:**

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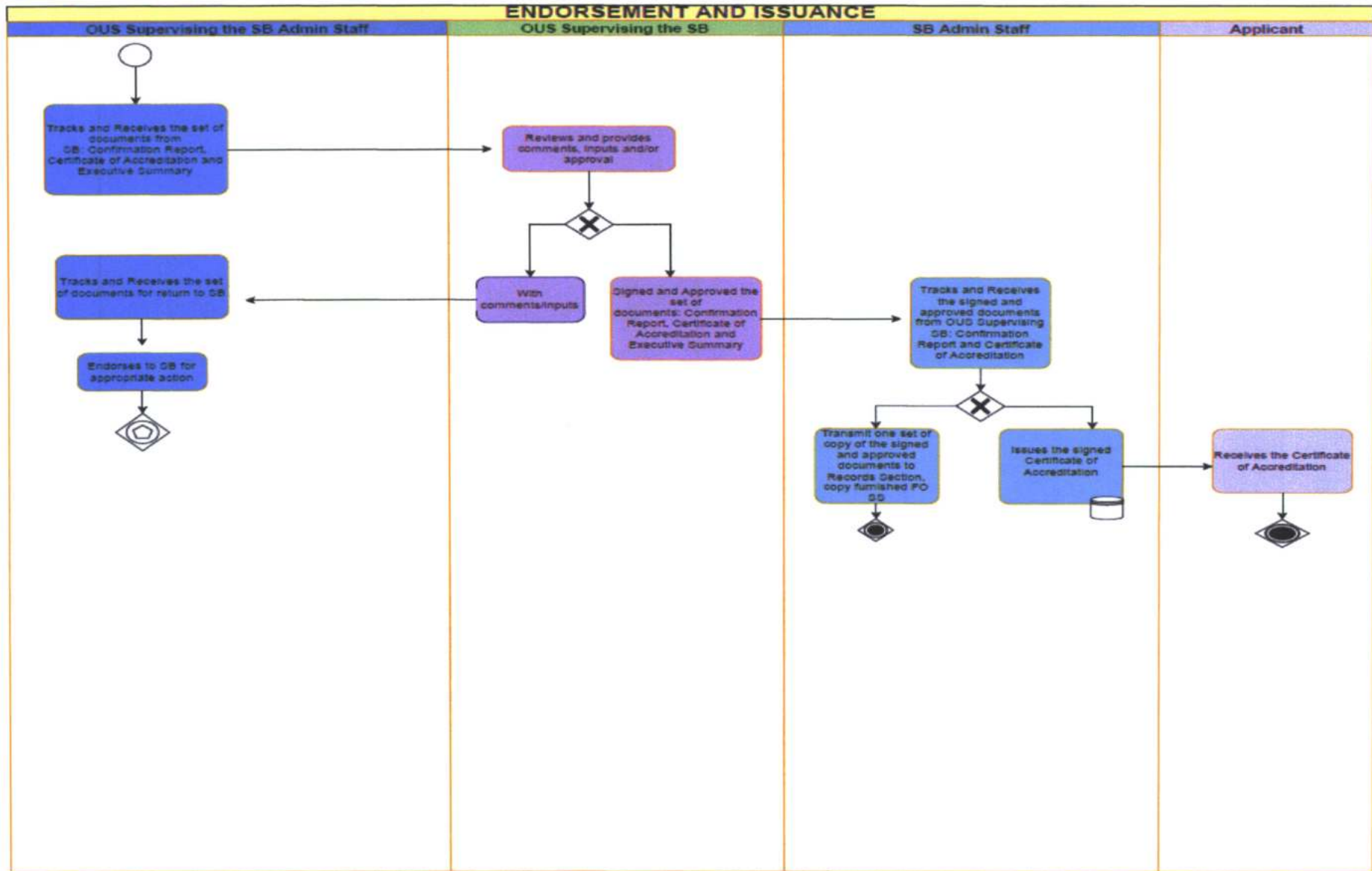
*(Signature over Printed Name of SB-SCMD Division Chief)/Date*







### ENDORSEMENT AND ISSUANCE





Annex G Certificate of Accreditation

REPUBLIC OF THE PHILIPPINES  
Department of Social Welfare and Development  
STANDARDS BUREAU  
Batasan Pambansa Complex, Constitution Hills, Quezon City

Awards this

# Certificate of Accreditation

to

\_\_\_\_\_  
*Name*

for demonstrating competence as a **Social Worker Managing Court Cases** pursuant to DSWD Memorandum Circular No. \_\_\_\_\_ Series of \_\_\_\_\_ and Republic Act No. 8369 entitled, "Family Courts Act of 1997".

This certificate of accreditation is valid for >> *five (5) / seven (7)*>> years covering the period from >>*Date of issuance to*>>*Expiration date*, unless sooner revoked. Further, this accreditation is subject to the condition that the Professional Regulation Commission license of the above-mentioned Social Worker shall remain valid for the duration of this accreditation.

Issued this \_\_\_\_\_ in Quezon City, Philippines.  
*(Date Issued)*

**JOSELINE P. NIWANE**  
Undersecretary  
Standards and Capacity Building Group

Accreditation No. : DSWD-SB\_\_\_\_ - SWMCC -FO\_\_\_\_ -20\_\_\_\_

*For verification of this Certificate, you may contact the DSWD Standards Bureau  
at the DSWD Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City,  
with contact numbers (632) 951-7125 and/or (632) 931-3181*





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Insert Insignia (if APPLICABLE)
(follow specifications as indicated in

ANNEX H\_ MONITORING MATRIX FOR ACCREDITED SWMCCs

ANNEX H

MONITORING MATRIX FOR ACCREDITED SWMCCs ON ANNUAL SUBMISSION OF ANNEX B SUMMARY DOCUMENTATION

Table with 7 columns: NO., NAME OF SOCIAL WORKER, DATE ACCREDITED, REGION, MONTH & YEAR (DATE RECEIVED), REMARKS, ACTION/S TAKEN. The table contains 12 empty rows for data entry.

Prepared by:

Name and Signature

Position and Designation

Date

Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy



Department of Social Welfare and Development

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Insert Insignia (if APPLICABLE)  
(follow specifications as indicated in

**ANNEX I\_ PRE-ASSESSMENT REPORT TEMPLATE**

**ANNEX I**

**SOCIAL WORKERS MANAGING COURT CASES (SWMCCs) PRE-ASSESSMENT REPORT**

Field Office: \_\_\_\_\_

Date: \_\_\_\_\_

New  Renewal

**A. Identifying Information**

**Name:**

**Present Address:**

**Contact information (email address and mobile/landline number):**

**Agency presently connected:**

- B. Findings**
- C. Actions Taken**
- D. Recommendation/s**

Prepared by:

Approved by:

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in accordance with the provisions of the Republic Act 10173 (Data Privacy Act of 2012) and the Data Privacy Policy of the DSWD. Pursuance of the DSWD's mandate to register, license and accredit social welfare and development agencies (SWDAs).