

DRN: SD-A-comm-23-02-19534-S
MEMORANDUM

TO : ATTY. JUSTIN CAESAR ANTHONY D. BATOCABE
 Director IV, Standards Bureau

ALL REGIONAL DIRECTORS
 DSWD Field Office I-III, IV-A, IV-MiMaRoPa, V-XII, CAR,
 CARAGA, NCR

ATTN : ALL SB STAFF
 STANDARDS SECTION

FROM : THE UNDERSECRETARY
 Standards and Capacity Building Group

SUBJECT : CLARIFICATORY AND IMPLEMENTATION MEMORANDUM RELATIVE
 THE DSWD MEMORANDUM CIRCULAR NO. 21 SERIES OF 2022

DATE : 16 FEBRUARY 2023

Following the recently concluded orientation of the DSWD Memorandum Circular No. 21 series of 2022 otherwise known as the Amendment of Memorandum Circular No. 17 series of 2018 conducted by Standards Bureau in five (5) batches, the undersigned hereby directs all concerned officials and staff to adhere to the following clarifications and/or guidance notes in the implementation of the said guidelines, to wit:

	DSWD MC21S2022 PROVISIONS	CLARIFICATION/INSTRUCTION
1	REGISTRATION OF SWDA 1.4. Issuance of Certificate of Registration <p style="text-align: center;">xxx</p> <i>Failure to apply for License to Operate within a year from the time of Registration shall automatically cancel the issued Registration Certificate. SWDAs shall re-apply for Registration through submission of application form and payment of applicable fees.</i>	<ul style="list-style-type: none"> As stated in the Operations Manual of the DSWD Memorandum 17 series of 2018, Certificate of Registration shall be valid within the effectivity period of SEC Registration but shall be subjected for cancellation following the grounds stated in the said Operations Manual. Following the existing DSWD MC No. 17 s.2018 and DSWD Memorandum Circular No. 26 series of 2014, the Certificate of Registration shall immediately/ automatically be cancelled if the SWDA has not applied for its License to Operate Certificate within a year. This means that the Certificate of Registration is already invalid. As to the delisting of a concerned SWDA from the DSWD registry, please adhere to the process steps for Delisting provided under DSWD MC No. 26 series of 2014.

	DSWD MC21S2022 PROVISIONS	CLARIFICATION/INSTRUCTION
		<ul style="list-style-type: none"> As stated in DSWD MC No. 17s2018, one year is provided for the new SWDAs who have been conferred with Certificate of Registration to process their License to Operate, while 90 working days is provided to SWDAs to process the renewal of their License to Operate.
2	<p>LICENSING OF SWDA AND ACCREDITATION OF SWD PROGRAMS AND SERVICES. Modes of Assessment. 2. Virtual Assessment</p>	<ul style="list-style-type: none"> The criteria set under Virtual Assessment is for the assessor and may be applied to the applicant SWDA if the main person/s involved for assessment has contracted COVID, or if the location of the SWDA has been declared under alert levels 2 to 5 and/or a National or Regional Calamity/ Emergency. Alert level declared by the Provincial or Local Chief Executive does not qualify the criteria provided. Only the declaration from the National/Regional level shall be considered in adopting Virtual Assessment. To ensure that virtual assessment is documented/recorded following the RA 10173. To utilize the recording features available as provided by the Department.
3	<p>LICENSING OF SWDA AND ACCREDITATION OF SWD PROGRAMS AND SERVICES. Modes of Assessment. 3. Blended Assessment</p>	<ul style="list-style-type: none"> Kindly ensure that all desk review-related activities will be conducted during the virtual assessment. All findings from the said assessment must be validated during the conduct of the one-day face-to-face assessment. Application/Reference documents for MOV must be submitted three (3) working days prior the scheduled virtual assessment to provide assessor an ample time to review said documents. Non-submission of the said documents may be a ground for cancellation or re-scheduling of the virtual assessment. The two-month interval time provided between the conduct of virtual assessment and face-to-face assessment is intended to provide ample time to the assessor and applicant to prepare necessary documents such as travel order/plan of the assessor, booking of ticket if needed, or if certain situations such as state of calamity and/or state of emergency has been declared. However, please take note that the EODB timelines will still prevail. Thus, kindly arrange accordingly the assessors' schedule should they'd be adopting the blended assessment.

	<p align="center">DSWD MC21S2022 PROVISIONS</p>	<p align="center">CLARIFICATION/INSTRUCTION</p>
<p align="center">4</p>	<p>OTHER ACTIVITIES ON REGULATORY SERVICES 1. Monitoring</p> <p align="center">xxx</p> <p><i>The conduct of announced and/or spot monitoring activities to SWDAs must be held at least once during the validity of the Certificate of License to Operate and/or Certificate of Accreditation, to ensure sustained compliance on the set standards and requirements along the implementation of SWD programs and services. The duly authorized assessor shall use the current approved assessment tool at the time of the conduct of the actual monitoring activity.</i></p>	<ul style="list-style-type: none"> As stipulated, the conduct of announced and/or spot monitoring activities to SWDAs must be held at least once during the validity of the Certificate of License to Operate and/or Certificate of Accreditation. <p>This does not limit the assessors to conduct only one monitoring activity. The Standards Bureau/Standards Section may adjust on the number of monitoring activity as long as all licensed and accredited have been duly monitored as least once during the validity of their Certificate.</p> <ul style="list-style-type: none"> To strictly adhere that the current approved assessment tools under DSWD MC No. 21 s. 2022 shall be utilized for the conduct of the monitoring activity. To continuously adhere with the provision under MC No. 17 s. 2010 that Field Offices may still conduct monitoring activity to SWDAs accredited by the Standards Bureau. Other inconsistent provisions under MC No. 17 s. 2010 with this new Guidelines, MC No. 21 s. 2022 are hereby repealed.
<p align="center">5</p>	<p>TRANSITORY POLICY</p> <p align="center">xxx</p> <p><i>The Department shall observe a six-month transitory period prior the full implementation of this guidelines and its corresponding annexes.</i></p> <p><i>Requirements and forms of the old and this new guideline are both acceptable during the transitory period, in favor of the applicant's convenience.</i></p>	<p>The Transitory Period for DSWD MC no. 21 series of 2022 commenced last 13 January 2023 (following its uploading in the official DSWD website) and will end until 13 July 2023. Applications received after 13 July 2023 using/following the old forms/requirements shall not be accepted.</p> <p>To reiterate the undersigned's Memorandum dated 6 January 2023, applicant SWDAs may choose to apply using the old or new tool/forms depending on his/her convenience. Assessors to ensure that if the applicant opts to utilize the old tool, he/she shall use old forms for uniformity, vis-à-vis if they will be choosing the new tool.</p>
<p align="center">6</p>	<p>ANNEXES (REQUIREMENTS, FORMS, AND CHECKLISTS)</p>	<ul style="list-style-type: none"> Enhanced Annexes B, C, D, E, F, G, H, and Annexes R, S, T, U, & V or the enhanced Certificates for Registration, Licensing, and Accreditation are attached herein. <p>These forms shall take immediate effect and must be utilized upon issuance of this clarificatory/guidance Memorandum. Please take note that this must not affect on-going applications.</p>
<p align="center">7</p>	<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> Area/s of coverage of a SWDA shall be assessed through their submitted notarized and duly sworn application forms.

DSWD MC21S2022 PROVISIONS	CLARIFICATION/INSTRUCTION
	<ul style="list-style-type: none"> • Mayor’s Permit shall be reverted to Safety Certificates. <i>(Please see revised documentary requirements list.)</i> For safety certificates, only the listed certificates in the requirements shall be considered. • Audited Financial Report of the previous year submitted to SEC/BIR shall be required to ensure SWDA’s compliance to the said agencies. This will also be the assessor’s reference in reviewing the financial report based on the DSWD Template to be submitted by the applicant. • Certification from the concerned DSWD Office that the applicant is free from any financial liability/obligation shall be limited to DSWD transferred funds only. • For applicants with past and current partnership with DSWD: (i) if the SWDA is a new applicant, they have to provide/submit all their past or current partnership with DSWD upon application; (ii) If applicant SWDA is for renewal, they have to submit their past and current partnership with DSWD from the time of their previous application/issued Certificate.

Likewise, please be guided of the additional/other implementation/guidance notes:

OTHER IMPLEMENTATION/GUIDANCE NOTES
<ol style="list-style-type: none"> 1. SWDAs who were issued with Certificate of Registration/Licensing/Accreditation under DSWD AO 16 s. 2012 must still be processed for new application under the DSWD MC No. 17 series of 2018, following the new templates/requirements under DSWD MC No. 21 series of 2018. Transitory period policies shall still apply, thus SWDA may still choose between the old/new forms and requirements until 13 July 2023 only. 2. The additional modes of assessment, such as virtual and blended assessment does not automatically imply an alternative work arrangement or work from home/work from another place arrangement. The conduct of the said assessments may be done from the Office. Further, as stated in the Guidelines, conduct of virtual assessments shall be governed by the existing policy of the Department on alternative work arrangements. 3. To reiterate that as per DSWD MC No. 17 s. 2018, all public and private SWAs shall file their application for accreditation of their SWD programs and services at the Standards Bureau. 4. The General Information Sheet being issued by the Securities Exchange Commission (SEC) shall no longer be required. However, assessors must ensure that the agency name and the

OTHER IMPLEMENTATION/GUIDANCE NOTES

business address of the SWDA is aligned with their submitted SEC Certificate of Registration/Articles of Incorporation/Manual of Operation.

Further, SEC No Derogatory Record remain as a requirement since this is the document that will be the Department's basis that a SWDA remains compliant with other regulatory agencies' reportorial requirements and has no derogatory record. This document must be valid within 3 years upon application with DSWD.

5. SWDAs who have not sustained their compliance on the Department's set standards must be given necessary technical assistance. Should they be consistently not complying with the Department's regulatory standards, appropriate legal action must take into place following the existing guidelines of the Department.
6. Assessors to ensure that SWDAs are assessed well based on the standards set by the Department through the approved tools. Assessors must thoroughly review the submitted documents such as SWDA's Manual of Operations, Articles of Incorporation, etc. to be able to identify the applicable tool to be used in assessing the said SWDA.

Modes of verification are made available in the tools for the assessors' guidance. Other similar documents presented by the SWDA may be considered as long as it is able to satisfy the criteria/indicator set by the tool and is well-documented by the assigned assessor. Thus, assessors are expected to be well-equipped with knowledge and training in assessing our SWDAs.

7. The undersigned issued a memorandum dated 20 January 2023 relative the use of temporary forms under DSWD MC Nos. 12 and 21 series of 2022. Please ensure that the correct forms are cascaded/used to/by the stakeholders.
8. All assessors must ensure that they be issued with necessary travel order if will be conducting a field assessment/validation, and/or Special Order if will be adopting flexible work arrangement.
9. In the continuous effort of the Department to comply with the RA No. 11032 known as the Ease of Doing Business Act, applications received by a staff in their official personal email must be immediately coursed through the assigned incoming staff to track said documents while taking appropriate action at the same time. The said staff may review initially the said documents as to its completeness.

Further, documentary requirements submitted by a SWDA during the registration/licensing/accreditation process wherein no changes/updates were made as attested by the applicant shall be deemed acceptable in their next application or in their renewal. Kindly ensure that documents such as but not limited to work and financial plan, no derogatory records, annual accomplishment report, Manual of Operations, safety certificates etc. are valid and updated.

10. For documents needing the signature of the SWDA's Chairman of the Board however is currently residing abroad, an e-signature with a copy of the ID must be submitted. This will provide assurance to the Standards Bureau/Standards Section that the said Chairman has authorized the use of the said e-signature.

OTHER IMPLEMENTATION/GUIDANCE NOTES

11. Currently, the approved Order of Succession does not include the delineation of signing of Certificates in the official absence of the approving authority. On this note, kindly ensure that Certificates is signed/approved by the respective approving authority/Regional Directors.
12. Pre-accreditation assessment is no longer required for the accreditation of Senior Citizens Center.

For strict adherence and compliance of everybody.

Thank you.


DENISE FLORENCE B. BRAGAS, MD, FPAFP

Cf: Assistant Secretary Janet P. Armas, CESO IV
Office of the Assistant Secretary for SCBG

Enc: A/S