

DOCUMENTARY REQUIREMENTS FOR LICENSING OF AUXILIARY SWDA AND SOCIAL WORK AGENCY

I. For Applicants Intending to Operate

<i>Requirements</i>	<i>Type of Applicant Private SWDA</i>	
	<i>Auxiliary SWDA</i>	<i>Social Work Agency</i>
A. Basic Documents		
1. Duly Accomplished and Notarized Application Form	✓	✓
2. Manual of Operations containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others	✓	✓
B. Documents Establishing Track Record and Good Standing		
3. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization's capacity to operate for at least two (2) years	✓	✓
4. Work and Financial Plan for the two (2) succeeding years	✓	✓

II. For Applicant Already Implementing Prior its Application

<i>Requirements</i>	<i>Type of Applicant Private SWDA</i>	
	<i>Auxiliary SWDA</i>	<i>Social Work Agency</i>
A. Basic Documents		
1. Duly Accomplished and Notarized Application Form	✓	✓
2. Manual of Operation containing the SWDAs program and administrative policies, procedures and strategies to attain its purpose/s among others.	✓	✓
3. Staff Complement Requirement of Employees and Volunteers a. For Social Work Agency, to consider the following staff requirement: a.1. At least one (1) RSW to supervise and take charge of its social work functions for residential care agencies and community based agencies that caters to beneficiaries that requires social case management. a.2. For Center Based (Residential Based), to observe the caseload requirement of client ratio of the social worker and house parent a.3. For Center Based (Non-Residential Based). 10 observe at least one full time social worker for drop in center, processing center and vocational rehabilitation center while for senior citizens center and the like, a part-time social worker is considered.	✓	✓

Requirements	Type of Applicant Private SWDA	
	Auxiliary SWDA	Social Work Agency
<p>a.4. For Community Based, implementing community development or community organizing, any of the following shall be hired in full/part time basis per region:</p> <p>a.4.1. Graduate of Bachelor Degree in Social Work or Community Development or</p> <p>a.4.2. Other professionals who have at least three (3) year work experiences in the field of social welfare and development</p>		
<p>b. For Auxiliary SWDA, at least one (1) full time staff who will manage its operations</p>	✓	✓
<p>4. Certified true copy of the notarized written agreement of partnership or cooperation between the agency and its partner agency e.g Memorandum of Agreement (MOA), Contract of partnership, among others</p>	✓	✓
<p>5. For Applicant SWA's implementing Child Placement Services: Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.</p>		✓
<p>6. Validation report from concerned DSWD Field Offices or Certification from Regional ABSNET/Cluster of LGUs attesting to the existence and status of operation of the organization in the area/s of jurisdiction</p> <p>There is no need to get a validation report/certification of existence for the region where the main office of the application is located.</p>	✓	✓
B. Documents Establishing Corporate Existence and Regulatory Compliance		
<p>7. Certification of no derogatory information issued by SEC within three (3) years during application with DSWD. *Applicable to those operating more than six (6) months prior application to DSWD **Not applicable for Public SWDAs</p>	✓	✓
<p>8. Copy of the valid Safety Certificates</p> <p>a. For Center Based (Residential Based and Non-Residential Based)</p> <p>i. Occupancy permit (only for new buildings) or Annual Building Inspection Certificate (for old buildings)</p> <p>ii. Fire Safety Inspection Certificate</p> <p>iii. Water Potability Certificate or Sanitary Permit</p> <p>b. For Community-based</p> <p>i. Fire Safety Certificate</p>		✓
C. Documents Establishing Track Record and Good Standing		
<p>9. ABSNET Membership Certification from the Regional ABSNET Chairperson of the Cluster ABSNET or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWDA *Undertaking for new applicant organization</p>	✓	✓
<p>10. Duly signed Work and Financial Plan for the two (2) succeeding years</p>	✓	✓

Requirements	Type of Applicant Private SWDA	
	Auxiliary SWDA	Social Work Agency
11. Notarized certification from the Board of Trustees and/or the funding agency to financially support the organization to operate for at least two (2) years	✓	✓
12. Annual Accomplishment Report of the previous year <i>*If no latest submission with the DSWD</i>	✓	✓
13. Audited Financial Report of the previous year submitted to SEC and/or Bureau of Internal Revenue (BIR) shall be accepted; and financial report based on the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php600,000.00, an unaudited financial statement prepared by the Financial Officer and concurred by the Head of Agency, may suffice. <i>*If no latest submission with the DSWD</i>	✓	✓
14. For applicant with past and current partnership with the DSWD: Certification from the concerned DSWD Office that the applicant is free from any financial liability/obligation	✓	✓

Notes: For purposes of compliance with RA 11032, The Ease of Doing Business Act, those documentary requirements earlier submitted during the registration process that are also required for licensing and no changes was made as attested by the applicant organization, shall be deemed acceptable during the licensing application process. Similarly, during the renewal process of licensing, on top of the basic documents and those documents that are valid only for one year, and those needed to be updated shall be required. Details of these shall be stated in the manual of operation.