



Department of Social Welfare and Development
DSWD-GF-010 | REV 01 | 17 AUG 2022

MEMORANDUM CIRCULAR

No. 18
Series of 2022

SUBJECT: GUIDELINES ON THE SEARCH FOR OUTSTANDING SOCIAL WORK AGENCIES (SWAs) AND AUXILIARY SOCIAL WELFARE AND DEVELOPMENT AGENCIES (SWDAs)

I. RATIONALE

The Standards Bureau, as the regulatory arm of the Department, develops standards for compliance of agencies and/or service providers implementing social welfare development programs and services, through registration, licensing and accreditation. The Bureau also advocates and enforces these standards among various organizations.

The search for outstanding SWAs and Auxiliary SWDAs aims to support the Department's objective of ensuring strict compliance to the set standards and inspire them to perform excellently in provision of services to the poor, marginalized, and disadvantaged sectors of the society. With the expected positive results, the Bureau looks forward to institutionalize this project in an annual basis.

With these kinds of activities, members SWDAs that are compliant to the DSWD standards. Hence, there will be more service providers that produce quality social service have increased.

The Search for Outstanding SWAs and Auxiliary SWDAs shall be a platform to acknowledge their exemplary provision of social protection programs and services to the disadvantaged sectors of the society, and to provide them with incentives for compliance and quality performance. Further, the awardees shall be provided with capacity building/technical assistance by the Bureau to strengthen their path in reaching the Department's objectives.

II. LEGAL BASES

1. DSWD Administrative Order No. 17 series of 2020 – Adoption of DSWD Sulong Recovery Plan 2021-2022 and Administrative Order No. 18 series of 2020 or the “Adoption of DSWD Recalibrated Strategy (New Timelines of Delivery)”
2. DSWD Memorandum Circular no. 17 series of 2018 – Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services
3. Sections 2 and 3 of Executive Order 221 series of 2003 (Amending Executive order no. 15 series of 1998, entitled Redirecting the Functions and Operations of the Department of Social Welfare and Development).



III. OBJECTIVES

1. To institutionalize and promote a culture of excellence in the field of social welfare and development.
2. To recognize SWDAs' exemplary role and contribution to nation-building through replication of their initiatives and emerging good practices in social welfare.
3. To highlight the added value of SWDAs as the DSWD's partners in the promotion and delivery of social welfare services to the most vulnerable sector, thereby, complementarily attaining the nation's goal of poverty alleviation and empowerment of the people being served.
4. To uphold Social Work as a profession that promotes social change, social stability, development, cohesion and the empowerment of people and communities through the efforts of SWAs and Auxiliary SWDAs in transforming lives, while also creating a ripple effect at the community-level.

IV. DEFINITION OF TERMS

1. **ABSNET** – Area Based Standards Network is an organization of DSWD registered/licensed/accredited Social Welfare and Development Agencies (SWDAS) that assists the DSWD in implementation and monitoring of social welfare and development programs and services, provision of technical assistance and conduct of advocacy activities on regulatory services of the Department.
2. **Auxiliary SWDA** - a private SWDA which provides Social Welfare and Development (SWD) programs and services to clients indirectly through provision of funds and/or in kind and/or capacitating staff of other SWAs through training, research and advocacy.
3. **Derogatory record** – refers to records of derogatory information from the Securities and Exchange Commission (SEC)
4. **Means of Verification (MOV)** – required documents that need to be submitted as means of validation the documents we collect over the implementation period up to the last day to prove that all activities were completed, objectives and outputs were achieved and the project outcome has been reached
5. **Pending complaint record/s** – pertains to records/reports of complaint/s to the Bureau/Field Office
6. **Positive Track Record** – pertains to constructive achievements that someone or something has had in the past
7. **Search Committee** - responsible for setting the qualifications, evaluating nominees, participating in the interview process, and recommending awardees.

8. Social Welfare and Development Agency (SWDA) - refers to a non-stock, non-profit organization or association, implementing or intending to implement either directly or indirectly social welfare and development programs and services in the Philippines, and assessed as having the capacity to operate administratively, technically and financially. Its client may include but not limited to the poor, disadvantaged and vulnerable individuals, groups, families and communities (as per Memorandum Circular 17 series of 2018).

9. Social Work Agency (SWA) – public/private SWDA that directly engages in Social Welfare and Development (SWD) programs and services whether Center based and/or Community based using social work interventions, whether case work, group work or community organizing. It employs the services of a full-time or part-time social worker.

V. QUALIFICATION AND CRITERIA

For a nominee to qualify for the search, a SWA or Auxiliary SWDA must meet the minimum requirements:

SWAs	AUXILIARY SWDAs
Must have a valid Registration and License to Operate Certificate. Must have a valid Accreditation Certificate, six (6) months prior to the time of nomination.	Must have a valid Registration and License to Operate Certificate
Must be a certified ABSNET member	Must be a certified ABSNET member
Must not have had any derogatory records (from the SEC) or pending cases/complaints (based on the SB/FO record) of at least six (6) months to the time of the nomination	Must not have had any derogatory records (from the SEC) or pending cases/complaints (based on the SB/FO record) of at least six (6) months to the time of the nomination

The evaluation of qualified nominees is based on the following criteria:

CRITERIA		PERCENTAGE
SOCIAL IMPACT	This refers to the impact on clients' functioning through the provision of social welfare and development programs and services.	40%
GOOD HOUSEKEEPING AND GOVERNANCE	This refers to the compliance to regulatory bodies, good track record. Likewise, being committed to its mission, vision and goal.	30%
SUSTAINABILITY	This refers to the sustenance of the programs and services of the SWA or SWDA as reflected in their program funding system	30%
TOTAL		100%

Note: The nominee does not need to submit the documents that are already available in Standards Bureau

VI. SEARCH COMMITTEE AND SECRETARIAT

The Search Committee will be composed of the following:

- Chair : Undersecretary supervising the Standards Bureau
- Vice Chair : Assistant Secretary supervising the Standards Bureau
- Members : Permanent and/or alternate representative from the Social Welfare Institutional Development Bureau
- : Permanent and/ or alternate representative from the Social Technology Bureau
- : Permanent and/ or alternate representative from the Program Management Bureau
- Secretariat : Standards Bureau (representatives from all Divisions; Standards Development Division (SDD) will serve as the lead secretariat for the pilot.

Note: To coordinate closely with the Standards Bureau division in-charge of advocacy of the winner for the Outstanding SWA/SWDA for the creation of quote cards for possible media posting.

VII. PROCESS OF NOMINATION

All nominations will be categorized into:

1. Public/Private SWAs; and,
2. Auxiliary SWDAs.

Each DSWD Field Office (Standards Section Field Office counterpart) through Standards Section will nominate one (1) qualified SWA and one (1) Auxiliary SWDA operating from their respective areas. The nomination of qualified participants for the search activity will start by the second semester of the Calendar Year (Please refer to Annex I for the Calendar of Activities). Using the required nomination form, all nominations shall be sent via Standards Bureau's official email to the Search Secretariat following the specified deadline of submission (Please refer to Annex C & D for the documentary checklist).

VIII. SCREENING AND SELECTION

The Search for Outstanding SWAs and Auxiliary SWDAs will have two (2) levels of screening.

1. Field Office
 - a. Standards Section will review their database of SWAs and SWDAs with valid RL/A.
 - b. From among those with valid RL/A, the Standards Section shall deliberate, using the attached Rubrics Score guide and the respective Scoresheets.
 - c. Standards Section will then prepare a report based on the result of their deliberation.

- d. The SWA/SWDAs with highest score will then be endorsed to the Standards Bureau, along with their report/endorsement letter, as the selected SWA/SWDA to represent the region.

2. Central Office

a. Secretariat:

- Upon receipt of the selected SWA/SWDA from the Field Office, the Secretariat will validate the endorsed SWA/SWDA using the Rubrics Score Guide and the respective scoresheet.
- To deliberate who among the SWAs/SWDAs assessed are to be included in the shortlist of possible winners.
- Assessment report will then be prepared by the Secretariat for submission to the Technical Working Committee through email, along with the documents received from the Field Offices.
- Meeting of Technical Working Committee will then be set by the Secretariat

b. Search Committee

- To review all the documents sent through email by the Secretariat
- To attend scheduled meetings and deliberate who among the shortlisted SWAs/SWDAs would be categorized as Outstanding
- To declare the winner of the Search for Outstanding SWA/SWDA

IX. VALIDATION OF NOMINEES

The following are the processes modes of validation to be conducted by the Search Committee Secretariat on shortlisted nominees from National Capital Region (NCR), Luzon, Visayas, and Mindanao:

- The review of relevant documents, conduct of interview and focused group discussions to the nominees shall form part of the validation activity,
- A summary report and the transcription of the interview recordings will be submitted by the Search Secretariat to the Search Committee for review which will be conducted from July to August.
- After the review and validation by the Search Committee Secretariat, reports for the shortlisted nominees are endorsed to the Search Committee for further deliberation and assessment to finalize the winners.
- The Search Committee Members will use the Scoring Guides for the Outstanding SWAs and Auxiliary SWDAs in assessing the shortlisted nominees. (Please refer to Annex E & F)
- In case of a tie based on average points earned by the nominees, the Search Committee Chairperson can recommend to the Search Committee Members a possible winning candidate for approval of the majority. In case the Search Committee Members cannot provide a decision, the Chairperson will declare a winner/s in consideration of the agencies' positive track record.

X. ANNOUNCEMENT OF WINNERS

The announcement of ten (10) winners (5 SWAs and 5 Auxiliary SWDAs) will be done a week after the final deliberation of the Secretariat. These are the following activities to be done by the Secretariat:

- a. Preparation of Congratulatory Memo for the winners
- b. Communicate to the winners individually through email
- c. Coordinate with Social Marketing Services (SMS) for the inclusion in the DSWD website
- d. Endorse to Standards Bureau division in-charge of advocacy to share with the Bureau's advocacy undertakings

XI. AWARDS AND INCENTIVES

The 10 winners from SWAs and Auxiliary SWDAs will be awarded in a one-day awarding ceremony in December that will be conducted within the National Capital Region (NCR). The awarding will be in December of the year as the repeat of cycle of the Search activity is stretched to whole year. There will be a presentation of the accomplishments of each awardee citing their contributions along with social service delivery and its impact to the beneficiaries they serve. Also, this will provide as a time to share good practices and success stories from the awardee themselves to their fellow SWDAs.

The Standards Bureau will shoulder the hotel accommodations and transportation of representatives per awardee. Each awardee will receive a plaque of recognition, a tarpaulin that can be displayed outside their respective offices (for the public to be aware of the national recognition worthy of emulation), and a cash incentive of Fifty Thousand Pesos (P50,000.00). The cash incentive shall be used to augment the SWAs or SWDAs program expenses and funds shall be charged against the DSWD SB's budget.

The Standards Bureau will invite a representative from each winning SWDA to attend a capacity building/technical assistance training inclusive of travel expenses and hotel accommodation. The activity shall be conducted in April for the pilot year and March for the succeeding year, for four days inclusive of the travel time of the participants. The first three days shall be allotted for the discussion on SWDA's roles/responsibilities as partners of DSWD in providing quality services, meeting SB or the Departments Standards, and updates on newly approved Guidelines and assessment/ accreditation tools. The last day will be the awarding ceremony which will be the venue for the presentation of the accomplishments of each awardee citing their contributions along with social service delivery and its impact to the beneficiaries they serve. A live streaming of the awarding ceremony on Youtube, Facebook page and other DSWD social media accounts can be done as part of advocacy and sharing of information, subject data privacy policy. The SB's initiatives and strategy to harmoniously align their current and future projects or programs with the DSWD's directions for the succeeding years will be presented to the participants.

Note: Repeat annual winners is not prohibited, moreover, a Hall of Fame Award can be given to awardees winning for three (3) consecutive years.

XII. SOURCE OF FUNDS

The necessary funds/amount in the implementation of the Search for Outstanding Social Work Agencies (SWAs) and Auxiliary Social Welfare and Development (SWDAs) shall be charged against the Standards Bureau's approved annual budget.


XIII. PRESCRIBED FORMS AND TEMPLATES

As delegated by the Secretary, the cluster head supervising the Standards Bureau shall have the authority to instruct on and approve the needed revision of these guidelines' prescribed forms and templates. If found necessary, the concerned cluster head reserves the authority on the issuance of clarificatory memorandum and advisories to address emerging issues in the implementation of specific provision/s of these guidelines.

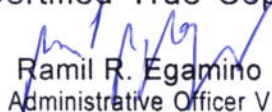
XIV. EFFECTIVITY

This Cluster Order shall take effect immediately and be in force upon its approval. Further, after the evaluation of the pilot implementation, it shall be subjected for enhancement.

Issued this _____ of _____ in Quezon City, Philippines.


ERWIN T. TULFO
Secretary
Date: 10 OCT 2022

- Annex A. Scoresheet for Outstanding Social Work Agency
- Annex B. Scoresheet for Outstanding Auxiliary Social Welfare and Development Agency (SWDA)
- Annex C. Nomination Form – Search for Outstanding Social Work Agency
- Annex D. Nomination Form – Search for Outstanding Auxiliary Social Welfare and Development Agency
- Annex E. Rubrics or Scoring Guide on the Search for Outstanding Social Work Agencies
- Annex F. Rubrics or Scoring Guide on the Search for Outstanding Auxiliary SWDA
- Annex G. Assessment Report Template
- Annex H. Matrix of Caseload
- Annex I. Calendar of Activities

Certified True Copy

Ramil R. Egamino
Administrative Officer V
Records and Archives Mgt. Division
11 OCT 2022

ANNEX – A. SCORE SHEET FOR OUTSTANDING SOCIAL WORK AGENCY (SWA)

Category: Outstanding Social Work Agency

Nominated by: _____

Name of Candidate: _____

Address: _____

Reviewed by: _____

		WEIGHT	SCORE
I. Social Impact – Efficient Delivery of Social Services		40%	
	<ul style="list-style-type: none"> Annual Year End Accomplishment Report 	5%	
	<ul style="list-style-type: none"> Clearance from barangay/s or LGU covered by the projects implemented – no reports of abuse or mishandling of project/funds 	5%	
	<ul style="list-style-type: none"> Interview of Beneficiary/ Community representatives (Summary report) 		
	<ul style="list-style-type: none"> Citation or Recognitions given for the implemented projects (2020 or previous years) 	5%	
	<ul style="list-style-type: none"> COVID-19 /pandemic mitigation measures or initiatives / projects conducted 	10%	
	<ul style="list-style-type: none"> Membership, Participation and Collaboration with National and Local Social Workers Associations (e.g. PASWI, ALSWDOPI, ACWC, PACSWI, AMSWPI) 	10%	
		5%	
II. Good Housekeeping		30%	
	<ul style="list-style-type: none"> Certification from ABSNET with regards to its compliance to ABSNET activities such as attendance to quarterly meetings; No receipt of complaints and among others 	5%	
	<ul style="list-style-type: none"> Updated Registration, License and/or Accreditation certificates 		
	<ul style="list-style-type: none"> Review of Agency Monitoring reports 	5%	
	<ul style="list-style-type: none"> Interview of Agency Officials and Staff / Personnel 		
	<ul style="list-style-type: none"> Initiation of best/good practices in the workplace 	5%	
	<ul style="list-style-type: none"> Review the relevance of agency operation in relation to its mission, vision and goal 	5%	
		5%	
		5%	
III. Sustainability		30%	
	<ul style="list-style-type: none"> Latest Audited Financial Statement 	6%	
	<ul style="list-style-type: none"> Availability of Trust Fund 		
		6%	

	<ul style="list-style-type: none"> • List of Programs Projects Activities (PPAs)in relation to Accomplishment report-inclusion of COVID-19/pandemic related plans and funding • Workload Sustainability-social worker's caseload ratio • Interview with Agency Officials 	<p style="text-align: center;">6%</p> <p style="text-align: center;">6%</p> <p style="text-align: center;">6%</p>	
Total		100%	

ANNEX – B. SCORE SHEET FOR OUTSTANDING AUXILIARY SWDA

Category: Outstanding Auxiliary Social Welfare and Development Agency

Nominator: _____

Name of Candidate: _____

Address: _____

Reviewed by: _____

I. Social Impact			
1. Provided quality social services	<ul style="list-style-type: none"> • Annual Year End Accomplishment Report • Clearance from barangay/s or LGU covered by the projects implemented – no reports of abuse or mishandling of project/funds • Interview of Beneficiary/ Community representatives (Summary report) • Citation or Recognitions given for the implemented projects (2021 or previous years) • COVID-19 /pandemic mitigation measures or initiatives / projects conducted 	<p>40%</p> <p>5%</p> <p>5%</p> <p>10%</p> <p>10%</p> <p>10%</p>	
II. Good Housekeeping			
	<ul style="list-style-type: none"> • Clearance from ABSNET that the agency has no derogatory records (2021 onwards) • Valid Registration, and License • Review of Agency Project reports • Interview of Agency Officials and Staff / Personnel • Initiation of best/good practices in the project management or implementation • Review the relevance of agency operation in relation to its mission, vision and goal 	<p>30%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p>	
III. Sustainability			
	<ul style="list-style-type: none"> • Latest Audited Financial Statement • Availability of Trust Fund • List of Programs Projects Activities (PPAs) in relation to Accomplishment report-inclusion of COVID-19/pandemic related plans and funding • Interview with Agency Officials 	<p>30%</p> <p>8%</p> <p>8%</p> <p>7%</p> <p>7%</p>	
Total		100%	

ANNEX – C. NOMINATION FORM – SEARCH FOR OUTSTANDING SOCIAL WORK AGENCY

Name of Social Work Agency	
Field Office	
Number of Agency Personnel	
Name: Head of Agency	
Position	
Designation (if any)	
Office contact number	
Name and contact number of the Agency representative	
Email Address	

Name of Nominator	
Position	
Designation (if any)	
Office/Division/Unit	
Contact Nos.	
Email Address	
Date of Submission	

Documentary Requirements:

Nomination Form and Write-up

- For each nominee, one (1) fully accomplished nomination form;
- A write-up with a minimum of five hundred (500) words and must highlight the agencies' outstanding accomplishments manifested within the last three years;
- Accomplished Certification on the use of information for publication;
- Accomplished Documentary Requirements for Nomination shall be addressed and emailed to Search Committee Secretariat through the Standards Bureau's official email address for screening.

Certification

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Search Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature

Nominee Representative & Position

Name of Nominator & Position

ANNEX – D. NOMINATION FORM – SEARCH FOR OUTSTANDING AUXILIARY SOCIAL WELFARE AND DEVELOPMENT AGENCY

Name of Auxiliary Social Welfare and Development Agency	
Field Office	
Number of Agency Personnel	
Name: Head of Agency	
Designation (if any)	
Contact Nos.	
Email Address	

Name of Nominator	
Position	
Designation (if any)	
Office/Division/Unit	
Contact Nos.	
Email Address	
Date of Submission	

Documentary Requirements:

Nomination Form and Write-up

- Each nomination requires the submission of one fully accomplished nomination form and a write-up. To be emailed and addressed to the Search Committee Secretariat thru the Standards Bureau official email address for screening. The email subject will be: "FO __ Nominee No. __ Outstanding SWA/SWDA".
- A write-up with a minimum of five hundred (500) words must highlight the agencies' outstanding accomplishments manifested within the last three years;
- Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions and should adhere to the following pointers:
 - o Use specific terms;
 - o Contribution to the society;
 - o State outstanding accomplishments or exemplary norms displayed and impact in brief factual and in bullet form;
 - o Present Impact of accomplishments by indicating how it was sustained/adopted, problems addressed, savings generated, people/office benefited and/or transactions facilitated;
 - o Recognizable strategies and implementations of programs and services during the pandemic;
 - o Strengths;

Certification

We attest to all facts contained herein and authorize the use of this information for publication. We understand that the Search Committee will validate the accuracy of the information contained in this form and grant our consent to the conduct of a background investigation. Any misrepresentation made by the signatories shall be a ground for disciplinary action pursuant to applicable Civil Service laws and rules.

Printed Name and Signature:

Nominee Representative & Position

Name of Nominator & Position

ANNEX – E. RUBRICS OR SCORING GUIDE ON THE SEARCH FOR OUTSTANDING SOCIAL WORK AGENCIES

SOCIAL IMPACT	5%	4%	3%	2%	1%
Annual Year End Accomplishment Report	Exceeded accomplishments based on 2021 targets	Accomplishments met the set the pilot year targets	Submitted the pilot year AR	submitted AR is for the previous year prior to the pilot year	non submission of Accomplishment Report
Clearance from barangay/s or LGU covered by the projects implemented – no reports of abuse or mishandling of project/funds	Submitted clearance with a certificate or positive citation from the brgy. or LGU	Submitted clearance with reports of positive feedback /reports of appreciation from the brgy. or LGU	Submitted clearance and found no reports of abuse/ mishandling of activities/ funds etc.	submitted clearance but with minor report of issues encountered in the implementation of projects /activities	non submission of clearance from brgy./ LGU covering the projects implemented
Interview of Beneficiary/ Community representatives (Summary report)	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions
Membership, Participation and Collaboration with National and Local Social Workers Associations (e.g. PASWI, ALSWDOPI, ACWC, PACSWI, AMSWPI)	Membership, Participation and Collaboration with four (4) National and Local Social Workers Associations	Membership, Participation and Collaboration with three (3) National and Local Social Workers Associations	Membership, Participation and Collaboration with two (2) National and Local Social Workers Associations	Membership, Participation and Collaboration with one (1) National and Local Social Workers Association	NO Membership, Participation and Collaboration with any National and Local Social Workers Associations
SOCIAL IMPACT	10%	8%	6%	4%	2%

Citation or Recognitions given for the implemented projects (the pilot year or previous years)	With four (4) or more National and Local Citations or Recognitions from the pilot year to previous years	With three (3) National and Local Citations or Recognitions from the pilot year to previous years	With two (2) National and Local Citations or Recognitions from the pilot year to previous years	With one (1) National and Local Citations or Recognitions from the pilot year to previous years	NO Citations or Recognitions from the pilot year to previous years
COVID-19 /pandemic mitigation measures or initiatives / projects conducted	With four (4) or more Covid-19 related Mitigation measures	With three (3) or more Covid-19 related Mitigation measures	With two (2) or more Covid-19 related Mitigation measures	With one (1) or more Covid-19 related Mitigation measures	NO Covid-19 related Mitigation measures
GOOD HOUSEKEEPING	5%	4%	3%	2%	1%
Clearance from ABSNET that the agency has no derogatory records (the pilot year onwards)	Submitted clearance with a certificate or positive citation from ABSNET	Submitted ABSNET clearance with reports of positive feedback by ABSNET	Submitted ABSNET clearance and found no reports of abuse/mishandling of activities/funds etc.	submitted clearance but with minor report of (negative) issues as recorded by ABSNET	non submission of clearance from ABSNET that the agency has no derogatory records (the pilot year onwards)
Valid Registration, License and/or Accreditation from the pilot year onwards	With Valid Registration, License and/or Accreditation from the pilot year onwards. No record of days expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards. With a record of not more than 6 mos. expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards, with a record of not more than a yr. expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards, with a record of not more than a yr. expired and on several instances of renewal based on SB records	With No Valid Registration/ License and/or Accreditation from the pilot year onwards
Review of Agency	With complete	With complete monitoring	With complete	With only one (1) lacking	With two (2) or more

Monitoring reports	monitoring reports based on recorded agency activities or projects which is also submitted on before the required date of submission based on SWA/SWDAs MOP	reports based on recorded agency activities or projects which is also submitted on required date of submission based on SWA/SWDAs MOP	monitoring reports based on recorded agency activities or projects	monitoring report based on recorded agency activities or projects	lacking monitoring reports based on recorded agency activities or projects
Interview of Agency Officials and Staff / Personnel	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions.
Initiation of best/good practices in the workplace	With record/report of 3 or more best practices and have been replicated once or more	With record/report of 3 or more best practices	With record/report of two (2) best practices	With record/report of one (1) best practice	Best practice/s is mentioned thru interview but not documented in a report
Review the relevance of agency operation in relation to its mission, vision and goal	All conducted projects, services are aligned with VMG of the organization with two or more relevant project not listed with the registered	All conducted projects, services are aligned with VMG of the organization with one relevant project not listed with the registered services (initiated)	All conducted projects, services are aligned with VMG of the organization	With only one (1) reported activity or project that is not listed with the registered services by the organization or is not aligned with the VMG.	With two or more reported activity or project that is not listed with the registered services by the organization. In review of the VMG and the

	services (initiated)				registered service/s provided by the organization.
SUSTAINABILITY	6%	5%	4%	3%	2%
Audited Financial Statement (Annual)	AFS met the set the pilot year targets and with no negative remarks.	Submitted AFS the pilot year with no negative remarks.	submitted AFS is for the previous year prior of the pilot year	submitted AFS but with record/s of organization impairment either due to pandemic or other factors	non submission of Audited Financial Statement (AFS 2021)
Availability of Trust Fund	Beneficiary of an charitable trust fund for at least three (3) years	Beneficiary of a charitable trust fund for at least two (2) years	Beneficiary of a charitable trust fund for at least one (1) year	Set-up a charitable trust fund less than a year during the nomination	Unavailability of trust fund
List of Programs Projects Activities (PPAs) in relation to Accomplishment Report – inclusion of COVID-19 related plans and funding	All set PPAs were conducted with Covid-19 related plans (pilot year)	Conducted most of set PPAs (the pilot year) only one (1) not conducted. Replaced PPAs are not counted for this score	Conducted most of set PPAs (pilot year) only two (2) not conducted. Replaced PPAs are not counted for this score	Conducted most of set PPAs (pilot year) only three (3) not conducted. Replaced PPAs are not counted for this score	Most of set at the pilot year PPAs (50% and up) were not conducted. Replaced PPAs are not counted for this score
Workload Sustainability-social worker's caseload ratio	Please refer to appropriate Assessment Tool (e.g. Center-based Assessment Tool, Community-based Assessment Tool) along with Annex H-Matrix of Caseload				
Interview with Agency Officials	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions.

Annex – F. RUBRICS OR SCORING GUIDE ON THE SEARCH FOR OUTSTANDING AUXILIARY SOCIAL WELFARE AND DEVELOPMENT AGENCIES

SOCIAL IMPACT	5%	4%	3%	2%	1%
Annual Year End Accomplishment Report	Exceeded accomplishments based on the pilot year targets	Accomplishments met the set annual targets	Submitted annual AR	submitted AR is for the previous year	non submission of Accomplishment Report
Clearance from barangay/s or LGU covered by the projects implemented – no reports of abuse or mishandling of project/funds	Submitted clearance with a certificate or positive citation from the brgy. or LGU	Submitted clearance with reports of positive feedback /reports of appreciation from the brgy. or LGU	Submitted clearance and found no reports of abuse/ mishandling of activities/ funds etc.	submitted clearance but with minor report of issues encountered in the implementation of projects/activities	non submission of clearance from brgy./ LGU covering the projects implemented
SOCIAL IMPACT	10%	8%	6%	4%	2%
Interview of Beneficiary/ Community representatives (Summary report)	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions.
Citation or Recognitions given for the implemented projects (pilot year or previous years prior to the pilot year)	With four (4) or more National and Local Citations or Recognitions from the pilot year to previous years	With three (3) National and Local Citations or Recognitions from the pilot year to previous years	With two (2) National and Local Citations or Recognitions from the pilot year to previous years	With one (1) National and Local Citations or Recognitions from the pilot year to previous years	NO Citations or Recognitions from the pilot year to previous years

COVID-19 /pandemic mitigation measures or initiatives / projects conducted	With four (4) or more Covid-19 related Mitigation measures	With three (3) or more Covid-19 related Mitigation measures	With two (2) or more Covid-19 related Mitigation measures	With one (1) or more Covid-19 related Mitigation measures	NO Covid-19 related Mitigation measures
GOOD HOUSEKEEPING	5%	4%	3%	2%	1%
Clearance from ABSNET that the agency has no derogatory records (pilot year onwards)	Submitted clearance with a certificate or positive citation from ABSNET	Submitted ABSNET clearance with reports of positive feedback by ABSNET	Submitted ABSNET clearance and found no reports of abuse/ mishandling of activities/ funds etc.	submitted clearance but with minor report of (negative) issues as recorded by ABSNET	non submission of clearance from ABSNET that the agency has no derogatory records (pilot year onwards)
Valid Registration, and License	With Valid Registration, License and/or Accreditation from the pilot year onwards. No record of days expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards. With a record of not more than 6 mos. expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards, with a record of not more than a yr. expired based on SB records from start of RLA	With Valid Registration, License and/or Accreditation from the pilot year onwards, with a record of not more than a yr. expired and on several instances of renewal based on SB records	With No Valid Registration/ License and/or Accreditation from the pilot year onwards
Review of Agency Project reports	With complete monitoring reports based on recorded agency activities or projects which is also submitted on before the required date of	With complete monitoring reports based on recorded agency activities or projects which is also submitted on required date of submission based on SWA/SWDAs MOP	With complete monitoring reports based on recorded agency activities or projects	With only one (1) lacking monitoring report based on recorded agency activities or projects	With two (2) or more lacking monitoring reports based on recorded agency activities or projects

	submission based on SWA/SWDA s MOP				
Interview of Agency Officials and Staff / Personnel	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions.
Initiation of best/good practices in the workplace	With record/report of 3 or more best practices and have been replicated once or more	With record/report of 3 or more best practices	With record/report of two (2) best practice	With record/report of one (1) best practice	Best practice/s is mentioned thru interview but not documented in a report
Review the relevance of agency operation in relation to its mission, vision and goal (VMG)	All conducted projects, services are aligned with VMG of the organization with two or more relevant project not listed with the registered services (initiated)	All conducted projects, services are aligned with VMG of the organization with one relevant project not listed with the registered services (initiated)	All conducted projects, services are aligned with VMG of the organization	With only one (1) reported activity or project that is not listed with the registered services by the organization or is not aligned with the VMG.	With two or more reported activity or project that is not listed with the registered services by the organization. In review of the VMG and the registered service/s provided by the organization.
SUSTAINABILITY	8%	7%	5%	3%	1%
Audited Financial Statement (pilot year)	AFS met the set Annual targets and with no	Submitted AFS with no negative remarks.	submitted AFS is for the	submitted AFS but with record/s of organization	non submission of Audited Financial

	negative remarks		previous year	impairment either due to pandemic or other factors	Statement (pilot year's AFS)
Availability of Trust Fund	Beneficiary of an charitable trust fund for at least three (3) years	Beneficiary of a charitable trust fund for at least two (2) years	Beneficiary of a charitable trust fund for at least one (1) year	Set-up a charitable trust fund less than a year during the nomination	Unavailability of trust fund
SUSTAINABILITY	7%	6%	4%	2%	1%
List of Programs Projects Activities (PPAs) in relation to Accomplishment Report – inclusion of COVID-19 /pandemic related plans and funding	All set PPAs were conducted with Covid-19 /pandemic related plans (pilot year)	Conducted most of set PPAs only one (1) not conducted. Replaced PPAs are not counted for this score	Conducted most of set PPAs only two (2) not conducted. Replaced PPAs are not counted for this score	Conducted most of set PPAs (the year prior to the pilot year) only three (3) not conducted. Replaced PPAs are not counted for this score	Most of set PPAs (50% and up) were not conducted. Replaced PPAs are not counted for this score
Interview with Agency Officials	With NO negatively scored item from the interview questions. And with two (2) or more additional positive feedbacks aside from the items from the questionnaire.	With NO negatively scored item from the interview questions. And with one (1) additional positive feedback aside from the items from the questionnaire	With NO negatively scored item from the interview questions.	With three only one (1) negatively scored item from the interview questions.	With three (3) or more negatively scored items from the interview questions.

ANNEX – G. ASSESSMENT REPORT TEMPLATE

A. Criteria

Indicators	Total Score	Actual Score
I. Social Impact	40%	
II. Good Housekeeping	30%	
III. Sustainability	30%	
TOTAL	100%	

B. Submitted Documents

Mode of Verification	Yes	No
1. Manual of Operation		
2. Annual Year-End Accomplishment Report		
3. Clearance from barangay/s or LGU covered by the projects implemented		
4. Interview of Beneficiary/ Community representatives (Summary report)		
5. Interview with Agency Officials		
6. Citation or Recognitions given for the implemented projects (2020 or previous years)		
7. COVID-19 /pandemic mitigation measures or initiatives / projects conducted		
8. Certification from ABSNET with regards to its compliance to ABSNET activities such as attendance to quarterly meetings; No receipt of complaints and among others		
9. Certificate of Participation		
10. Feedback Reports		
11. Updated Registration, License and/or Accreditation certificates		
12. Latest Audited Financial Statement		
13. Enhanced Program Plan with Financial Requirements vis-à-vis Accomplishment Report		

C. Interviewer's Report

INTERVIEW REPORT	
Name of Social Work Agency:	Date of Interview:
Name of Interviewee/Designation:	Name of Interviewer:

Findings:	Highlights:
Overall Comments:	

D. General Recommendations

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Prepared by:

Name and Signature of Interviewer/Secretariat

Date

ANNEX – H. MATRIX OF CASELOAD

One full time registered social worker for:

Clientele Group	Score Guide	
	6%	3%
1. Residential	1: 19	1:25
2. Center-based	1:23	1:30
3. CICAL/ Children in Need of Special Protection	1:11	1:15
4. Disadvantaged Women/ Internally Displaced People (IDPs)	1:23	1:30
5. Women with Dependent	1:15	1:20
6. Persons with Disabilities (PWD)	1:18	1:25
7. Older Persons	1: 18	1:25
8. Community-based		
a. Individuals	1:75	1:100
b. Family case work (with 5 members each)	1:7	1: 10
c. Group work (with 25 members each)	1:4	1:5

ANNEX – I. CALENDAR OF ACTIVITIES

Activities	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Initial meeting of the Search Committee												
2. Start of Nomination for Outstanding SWDAs and SWAs by all FOs												
3. Validation of shortlisted nominees by the Search Committee Secretariat												
4. Finalization of the list of winners and presentation of the scores to the Search Committee												
5. Final Deliberation												
6. Preparation for the Awarding Ceremony												
7. Awarding Ceremony for the Ten Outstanding SWDAs/SWAs												
8. Preparations for the Capacity Building/TA Training for the representatives of the 10 awardees												
9. Capacity Building /Technical Assistance Training												

 Current Year

 Upcoming Year

APPENDIX A Acronyms and Abbreviations

ABSNET	Area Based Standards Network
ACWC	ASEAN Social Work Consortium-Philippines
AFS	Audited Financial Statement
ALSWDOPI	Association of Local Social Welfare and Development Officers of the Philippines, Inc.
AMSWPI	Association of Medical Social Workers in the Philippines, Inc.
Auxiliary SWDA	Auxiliary Social Welfare and Development Agency
CICL	Children in Conflict with the Law
DSWD	Department of Social Welfare and Development
FO	Field Office
IDP	Internally Displaced Person/s
LGU	Local Government Unit
NASWEI	National Association for Social Work Education, Inc.
RLA	Registration, Licensing and Accreditation
PACSWI	Philippine Association of Court Social Workers, Inc.
PASWI	Philippine Association of Social Workers Inc.
PPA	Programs Projects Activities
SB	Standards Bureau
SWA	Social Work Agency
TA	Technical Assistance