

**Documentary Requirements for Accreditation of SWD Programs and Services
of both Public SWDAs and Private SWAs**

Requirements	Type of Application	
	New	Renewal
A. Basic Documents		
1. Duly Accomplished and Notarized Application Form	✓	✓
2. Pre Accreditation Assessment conducted by concerned FO	✓	
a. For Field Office issued License to Operate, Pre-accreditation assessment conducted by concerned FO		
b. Duly Accomplished Pre-accreditation assessment tool signed by the SWA's Head of Agency or Authorized Representative		✓
3. Manual of Operations	✓	✓
4. <i>For applicant SWA's implementing Child Placement Services</i> Certification from DSWD or photocopy of the certificate of training attended by the hired RSW related to child placement service.	✓	✓
5. Staff Complement Requirement of Employees and Volunteers Staff requirement shall be based on Staff Client ratio per standards on accreditation of specific programs and services	✓	✓
B. Documents Establishing Corporate Existence and Regulatory Compliance		
6. Certification of no derogatory information issued by SEC (except those in operation for less than six months upon filing of the application) <i>*not applicable for public SWDAs</i>	✓	✓
7. Copy of the valid Safety Certificates	✓	✓
a. For Center Based (Residential Based and Non-Residential Based)		
i. Occupancy permit (only for new buildings) or Annual Building Inspection Certificate (for old buildings)		
ii. Fire Safety Inspection Certificate		
iii. Water Potability Certificate or Sanitary Permit		
b. For Community-based		
i. Fire Safety Certificate		
C. Documents Establishing Track Record and Good Standing		
8. <i>ABSNET Membership</i> Certification from the Regional ABSNET Chairperson of the Cluster ABSNET or the authorized ABSNET Officer attesting the active ABSNET membership of the applicant SWA	✓	✓
9. Work and Financial Plan for the two (2) succeeding years	✓	✓
10. Notarized Updated Certification from the Board of Trustees and/or the funding agency to financially support the organization to operate for at least two (2) years <i>*not applicable for public SWDAs</i>	✓	
11. Annual Accomplishment Report of the previous year	✓	✓
12. Audited Financial Report of the previous year	✓	✓
• For Public SWDA , Copy of Consolidated Annual Audit Report	✓	✓

Requirements	Type of Application	
	New	Renewal
<ul style="list-style-type: none"> For Licensed SWA, Copy Audited Financial Statement duly received by BIR or SEC 		
13. For applicant with past and current partnership with the DSWD that involved transfer of funds <ul style="list-style-type: none"> 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 and licensing processes that are also required for accreditation and no changes was made as attested by the applicant organization, shall be deemed acceptable during the accreditation application process. Similarly, during the renewal process of accreditation, 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.