



MEMORANDUM CIRCULAR NO. 13 SERIES 2022

*ENHANCED GUIDELINES IN THE
ACCREDITATION OF SOCIAL WORKERS
MANAGING COURT CASES (SWMCCs)*

*ENHANCED GUIDELINES IN THE
ACCREDITATION OF
SOCIAL
WORKERS
MANAGING
COURT CASES
(SWMCC)*

MC NO. 13, SERIES OF 2022

This 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.



What is Accreditation of Social Workers Managing Court cases?

A process to assess Social Workers Managing Court Cases based on the set standards and to promote professional practice, thereby, ensuring delivery and provision of quality service to their beneficiaries.

The recognition given to 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.

Who is a Social Worker Managing Court Cases?

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 (Children in Conflict with the Law), abuse, guardianship, and trafficking. And have the appropriate training or competence so that when an initial assessment is conducted, he or she will be able to determine the appropriate interventions for the client.



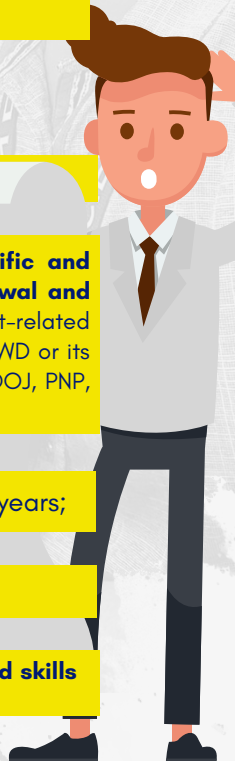
What are the qualifications?

A. Direct Social Workers:

- 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 PASWI, 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 disadvantage groups;
- 4 Must possess and have **passing points on knowledge, attitude and skills** of a SWMCC.

B. Supervising Social Workers:

- 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 PASWI, 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;
- 5 Must possess and have **passing points on knowledge, attitude and skills** of a SWMCC.





What are the requirements?

Direct Social Worker	New Applicant	Renewal Applicant
1. Valid PRC Registration ID Card		
2. Training Certificate on basic course and client specific training for at least 45 hours on case management of court related cases from DSWD or other recognized institutions, licensed and/or accredited partner agencies.		
3. 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 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 disadvantage groups		at least three (3) active cases
5. A letter of recommendation attesting to the competence of the Social Worker from any the ff.: <ul style="list-style-type: none">• Supervisor of the applicant;• Philippine Association of Social Workers Inc.• If LGU Designated court social worker, from the clerk of court		Recommendation from the supervisor attesting competence of Social Worker in managing court cases
6. Copy of previous certificate of accreditation		



What are the requirements?

Supervising Social Worker	New Applicant	Renewal Applicant
1. Valid PRC Registration ID Card	✓	✓
2. Training Certificate to basic course and client specific training at least 45hours on case management of court related cases from DSWD or other recognized institutions, licensed and/or accredited partner agencies.	✓	✓
3. Summary of documentation of at least two (2) cases managed for the past three (3) years of any of disadvantage groups	✓	✓
4. Summary list of cases reviewed/approved as supervisor.	✓	✓
5. The ff. documents on cases handled must be made available during the on-site assessment: <ul style="list-style-type: none">• Updated Social Case Study Reports• Updated Progress/running notes• Case summaries• Case conference proceedings/notes• Court Order/Decisions• Other relevant documentation pertaining to the cases	✓	✓
6. Copy of previous certificate of accreditation		✓

Procedures for Accreditation

Application

Application is filed to the DSWD Field Officer Standard Section where applicant is located.

If applicant/s falls below set standards:

Applicant shall be notified that the **application cannot be feasible** acted upon, copy furnished the **FO SS** who shall provide **Technical Assistance**

If applicant meet the SWMCC Standards:

Confirmation Report and Certificate of Accreditation shall be prepared and submitted to Office of Undersecretary for approval and signature.

A **re-assessment** may be conducted **upon request of applicant** addressed to DSWD-SB copy furnished the FO SS but only **after six months** from receipt of the letter from DSWD-SB.

Grounds non-accreditation and renewal of accreditation:



Graft and Corruption

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;



Incompetence, Exploitation, Abuse or Neglect

Clear and convincing evidence of incompetence, exploitation, abuse and neglect of the case;



Administrative Charge

Found guilty of any administrative charge in connection with abuse and exploitation of clients and beneficiaries;



Abuse and Exploitation of Client

Having been criminally charge before any court in relation to abuse and exploitation of clients and beneficiaries;



Expired PRC Licensed

Possess revoked, invalid, and /or expired PRC license;



Criminally Charged for violation of specified law

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 ad Republic Act 9208, The Anti-Trafficking in Person Act of 2003;



Others

Other activities inimical to the best interest of clients adn the profession.

Where to apply?

Applicants may submit their complete and compliant set of documentary requirements to the DSWD Field Office covering their area of employment



Renewal and Validity of Accreditation



For those SWMCC who have passed the three (3) consecutive accreditation assessments, their 4th accreditation will have **7 years validity**.



Renewal

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

Validity

5 years from the date of issuance.



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

Benefits of an Accredited Social Workers Managing Court Cases.

An accredited Social Worker shall be given priority for:



Professional Development consideration!

- 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.
- **Continuing technical assistance** to include attendance in training, seminar, workshops, or lecture series and other forms of capability building activities.
- **Attendance in consultation meeting/s** for program development, policy formulation and other related activities of the Department.
- **Inclusion of his or her name** in the list of accredited Social Workers Managing Court Case that will be posted at the DSWD Website.

Reportorial Requirements

Summary of documentation of Cases Managed (Annually) every 25th of January of the following year to FO Standards Section.

Non-submission of the same for two (2) consecutive years shall be a ground for revocation of their accreditation.





Department of Social Welfare and Development

STANDARDS BUREAU

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**Maagap at
Mapagkalingang Serbisyo!** #BawatBuhayMahalagaSaDSWD

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or visit our social media accounts and website at:*



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