

DRN: 39 220-5

MEMORANDUM

TO THE REGIONAL DIRECTORS
Field Offices I to XII, CAR, CARAGA, NCR, MIMAROPA and
CALABARZON

ATTENTION STANDARDS SECTION

FROM THE UNDERSECRETARY
Standards and Capacity Building Group (SCBG)

SUBJECT CLARIFICATION ON THE USAGE OF TOOLS UNDER MC 21
S2022 FOR ASSESSORS AND APPLICANTS

DATE 31 AUGUST 2023

This is in reference to the findings from the Internal Quality Audit conducted last July 7, 10 and 11, 2023 regarding the supposed signatories of the pre/self-accreditation tools and assessment tools of the Memorandum Circular 21 series of 2022 or "Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services" – Clauses VII, XI and Requirements."

To determine the correct signatories depending on the use of the assessment tool, please refer to the following:

- **If the tool will be used for self/pre-assessment:**
 - Prepared by: Social Welfare and Development Agency (SWDA)
 - Concurred by: N/A
- **If the tool will be used for actual assessment:**
 - Prepared/Assessed by: DSWD Staff
 - Concurred by: Social Welfare and Development Agency (SWDA)

For your compliance. Thank you.


DENISE FB BERNOS-BRAGAS, MD