# WORKER-BENEFICIARY RATIO

| 1. **STANDARD RATIO OF FULL TIME RSW FOR RESIDENTIAL-BASED:** |
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| For individual casework:   * 1:25 children for placement (applicable to nursery homes, and reception and study centers) * 1:20 Children in Need of Special Protection (CNSP) and persons in crisis needing case work * 1:15 Children in Conflict with the Law (CICL) * 1:60 children for independent living, education purposes, temporary residential care due to crisis circumstances at home * 1:25 disadvantaged women/Internally Displaced Persons (IDPs) * 1:15 women with dependents * 1:25 senior citizens * 1:15 persons with disabilities   For group work:   * 1:3 groups at a time (five (5) to seven (7) members - based on Social Work with Groups: Structural Properties of groups)   For work with families:   * 1:5 families at a time, either for casework or group work.   *Social Welfare Assistant (SW Assistant): In excess of at least 50% of the standard ratio for RSWs, the SW Assistant shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.* |
| 1. **STANDARD RATIO OF FULL TIME RSW FOR CENTER-BASED:** |
| * 1:30 beneficiaries for National Vocational Rehabilitation Center (NVRC), Area Vocational Rehabilitation Centers (AVRCS) and other Centers providing similar Programs and Services for persons with disabilities (PWDs) * 1:30 beneficiaries for Stimulation and Therapeutic Activity Centers (STACS), Hospices and Physical Rehabilitation Centers Providing Free and/or Socialized Stimulation, Therapeutic and Physical Rehabilitation Services for children with disabilities * 1:25 beneficiaries for Reception and Action Centers (RAC), Drop-In Centers and other centers providing similar Programs and Services for children in street situations (CISS) * 1:25 at a time for Violence Against Women and Children (VAWC) and victim-survivors of trafficking   *SW Assistant: In excess of at least 50% of the standard ratio for RSWs, the SW Assistant shall assist in the case management of the excess caseload. However, only the RSW shall sign and submit pertinent documents.* |
| 1. **STANDARD RATIO OF RSW / PROGRAM OFFICERS FOR COMMUNITY-BASED:** |
| 1. A full-time RSW/Program Officer ***OR*** a part-time RSW/Program Officer, reporting for at least twenty-four (24) hours or not less than three (3) days a week, is assisted by an SW Assistant or appropriate number of trained volunteers shall simultaneously manage the following:  * For agencies that implement generalist approach:   + 1:100 individuals for casework   + 1:5 groups with twenty-five (25) members each for group work   + 1:10 families with five (5) members each for family casework * For SWAs implementing Community Organizing / Community Development   + 1:10 groups with a maximum of twenty-five (25) members each   + 1:4 communities of about one hundred (100) families each  1. A full-time RSW shall manage the following:  * 1:20 beneficiaries for special cases, such as CNSP, CICL, Violence Against Women and Children (VAWC), survivors of trafficking, etc.   *SW Assistant: In excess of at least 50% of the standard ratio for RSWs/Program Officers, the SW Assistant shall assist in the case management of the excess caseload. However, only the RSW/Program Officer shall sign and submit pertinent documents.*   1. A full-time Adoption Social Worker[[1]](#footnote-0) for Child Placement Agencies: 2. 1:25 foster families with/without children placed in foster care program 3. 1:25 Prospective Adoptive Parents for Adoption program |
| **D. REQUIRED STAFF FOR AUXILIARY SWDA :** |
| * At least one (1) full time Registered Social Worker/Community Development Worker/Community Organizer who is a graduate of BS Social Work, BS Community Development or other courses with similar course description. |

1. An Adoption Social Worker (ASW) is a person who is officially registered and licensed by the Professional Regulation Commission (PRC), as stated in Republic Act No. 9433, also known as the "Magna Carta for Public Social Workers." Ideally, this individual should have at least three years of experience dealing with alternative child care or adoption cases, or both. If the ASW is unavailable, an adoption para-social worker may be permitted to provide the necessary services. However, it is important to note that only duly registered and licensed social workers are authorized to sign and submit the relevant documents for child placement. [↑](#footnote-ref-0)