

WORKER-BENEFICIARY RATIO

A. STANDARD RATIO OF FULL TIME RSW FOR RESIDENTIAL-BASED:

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.

B. STANDARD RATIO OF FULL TIME RSW FOR CENTER-BASED:

For individual case work:

- 1:20 Children in Need of Special Protection (CNSP) and persons in crisis needing case work
- 1:60 children for independent living; and education purposes
- 1:25 disadvantaged women/Internally Displaced Persons (IDPs)
- 1:15 women with dependents
- 1:15 persons with disabilities

However, specific worker - beneficiary ratio shall apply on the following types of centers:

- 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

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 (1 size).

For work with families:

1:5 families at a time, either for casework or group work.

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.

C. STANDARD RATIO OF RSW / PROGRAM OFFICERS FOR COMMUNITY-BASED:

I. 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

II. 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.

III. A full-time Adoption Social Worker¹ for Child Placement Agencies:

- a. 1:25 foster families with/without children placed in foster care program
- b. 1:25 Prospective Adoptive Parents for Adoption program

D. REQUIRED STAFF FOR AUXILIARY SWDA :

- ☐ At least one (1) full-time staff with a Bachelor's Degree in Social Work, Community Development, or other related behavioral and social science courses² that include community organizing or immersion as part of their curriculum.

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.

² Refer to list of behavioral and social science courses for Auxiliary SWDAs per DSWD MC 18 series of 2024

LIST OF BEHAVIORAL³ AND SOCIAL SCIENCE⁴ COURSES
for Auxiliary SWDAs per DSWD MC 18 series of 2024

Bachelor of Arts (BA) / Bachelor of Science (BS)/ Master's/Doctorate Degree in:

1. Social Work
2. Community Development/Organizing
3. Psychology
4. Sociology
5. Philosophy
6. Theology / Pastoral Ministry
7. Psychology
8. Human Services
9. Anthropology
10. Development Studies
11. Philippine/International Studies
12. Guidance Counseling/Counseling
13. Political Science
14. Nursing
15. Economics
16. Environmental Science
17. Disaster Resilience and Management
18. Communications Development
19. Ethics
20. Criminology
21. Education
22. Business/Public Administration or Management
23. Law
24. And other related courses that include community organizing, fieldwork or immersion as part of their curriculum.

Note: The list is for reference only and is not limited to the above-mentioned.

³ Behavioral science degree provides an interdisciplinary approach to studying human behavior. It uses cognitive science, psychology, sociology, anthropology, and even artificial intelligence (AI) to explore and analyze human actions, habits, and intentions. Maryville University. (2023, October 17). *Behavioral Science vs. Psychology Degree*. <https://online.maryville.edu/>

⁴ a group of academic disciplines dedicated to examining human behavior and specifically how people interact with each other, behave, develop as a culture, and influence the world. Liberto, D. (2024, May 15). *Social Science: What It Is and the 5 Major Branches*. Investopedia. <https://www.investopedia.com>