**Checklist of Requirements on Accreditation of Social Workers Managing Court Cases (SWMCCs) for Direct Social Workers**

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| Name of Agency | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Agency where presently connected | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Put a ***check (√)***in the corresponding box if the document is ***available*** or ***(X)*** mark if ***not***.

| **Available** |  | ***List of Documentary Requirements*** | ***Remarks*** |
| --- | --- | --- | --- |
|  |  | ***New*** |  |
|  | **1** | Duly Accomplished Application Form |  |
|  | **2** | Valid Professional Regulations Commission Registration ID Card |  |
|  | **3** | Certificate of attendance to basic course training (at least 32 hours) on the management of court cases from DSWD or its recognized training institutions;In case of lost certificate, a certified true copy from the training provider may be presented |  |
|  | **4** | Summary of documentation of 4 cases managed |  |
|  | **5** | A letter of recommendation attesting to the competence of the social worker to be secured from any of the following:* Supervisor of the applicant;
* Philippine Association of Social Workers, Inc. (PASWI)
* If court social worker, from the Philippine Association of Court Social Workers, Inc. (PACSWI)

The following documents on cases handled must be made available during the on-site assessment:* case study reports
* progress/running notes
* case summaries
* case conference proceedings/notes
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|  |  | ***Renewal*** |  |
|  | **1** | Duly Accomplished Application Form |  |
|  | **2** | Certificate of attendance to relevant trainings attended or refresher source of at least 24 hours given by DSWD or its recognized training institutions |  |
|  | **3** | Summary of documentation of cases managed for the last six months |  |
|  | **4** | Recommendation from the Supervisor attesting to the competence of the social worker in managing court casesThe following documents on cases handled must be made available during the on-site assessment visit:* case study reports
* progress notes, and
* other relevant documentations pertaining to the cases
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| ***Other documents submitted by the Applicant:*** |
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**Recommendations/Action Taken:**

 For endorsement to SB-Central Office

 For follow up of lacking documents

 For technical assistance

 Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed / Assessed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation / Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date