**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 |  |
|  |  | ***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 cases  The 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 |  |
| ***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

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Date