**ANNEX 27 ACCREDITATION TOOL - SDEC**

**ASSESSMENT TOOL FOR THE ACCREDITATION OF SPECIAL DRUGS EDUCATION CENTER (SDEC)**

**(Center-Based, Non-Residential)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Status of Application:*** | **Service Users** | | | |
| * New | *Sector/Category* | *No. of Service Users* | | |
| * Renewal |  | *Male* | *Female* | *Total* |
|  | * Children |  |  |  |
| Accreditation No : \_\_\_\_\_\_\_\_\_\_ | * Youth |  |  |  |
| Date of Issuance : \_\_\_\_\_\_\_\_\_\_ | * Women |  |  |  |
| Date of Expiration : \_\_\_\_\_\_\_\_\_\_  ***Scope/Coverage of Accreditation:*** | * Older Person/s |  |  |  |
| * Branch/Area of Operation   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Person/s with Disability |  |  |  |
|  | * Indigenous Person/s |  |  |  |
|  | Total |  |  |  |
|  | * Family |  | |  |

**Identifying Information:**

1. *Name of SDEC****:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. *Location/Address:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. *Center/Agency Head and Designation:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. *Telephone/Mobile Number/s:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. *Social Media Account:*

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

1. *E-mail Address and Website:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Private SDEC:***

1. *Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. *License No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Issued: \_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_*

**Documentary Requirements:**

*Please put a check (√) or (X)* mark inthe corresponding box whether the documentis***available***or***not***. If available, please indicate under findings/observations whether such document contains the complete or needed information. If not, please indicate under recommendations the necessary rectification/and or requirement that needs to be complied or submitted:

| ***Requirements*** | ***Available*** | | ***Findings/ Observations***  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited. | ***Recommendations***  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited.  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited. |
| --- | --- | --- | --- | --- |
| ***Yes*** | ***No*** |  | Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited. |
| 1. **Mandatory Requirements** | | | | |
| 1. Basic Documents | | | | |
| 1. Duly Notarized Accomplished Application Form |  |  |  |  |
| 1. Pre- accreditation assessment report from the concerned DSWD Field Office (*for new applicant*) |  |  |  |  |
| 1. Photocopy of Official Receipt issued by the concerned DSWD Office as proof of payment for processing fee |  |  |  |  |
| 1. Documents Establishing Corporate Existence | | | | |
| 1. Certification of No Derogatory information issued by the SEC (except those in operation for less than six (6) months)   (for private SWDAs)  Sangguniang Bayan (SB) Resolution or its equivalent (for public SWDAs) |  |  |  |  |
| 1. ABSNET Membership   Certification from the ABSNET Cluster Chairperson attesting for the active membership of the applicant based on the invitation of the ABSNET Cluster/DSWD FO to ABSNET members vis-à-vis their attendance to any ABSNET initiated activities per clarification on the DSWD MC 17 series of 2018 issued by the Undersecretary of Standards and Capacity Building last August 6, 2019. |  |  |  |  |
| 1. Documents Establishing Track Record and Good Standing | | | | |
| 1. Work and Financial Plan for one (1) year for the LGUs and the succeeding two (2) years for Non-Government Organization. |  |  |  |  |
| 1. Notarized Updated Certification from the Board of Trustees and/or the funding agency to financially support the organization’s operation for at least two (2) years   Local Ordinance or Resolution of its existence  ***(for Public Center)*** |  |  |  |  |
|  |  |  |  |  |
| 1. Annual Accomplishment Report (AAR) of the previous year.   If the SDEC is operating for less than a year, Accomplishment Report (AR) shall cover the ***entire*** period of operation prior to the accreditation assessment. |  |  |  | Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited. |
| 1. Audited Financial Report/ Statement of the previous year |  |  |  |  |
| 1. Profile of clients/community being served for the preceding and current year |  |  |  |  |
| 1. Documents Establishing Corporate Existence and Regulatory Compliance | | | | |
| 1. Certification from Center Head on their observance and compliance to the provisions of Executive Order No. 26 series of 2017 (Providing for the Establishment of Smoke Free Environment in Public and Enclosed Places and in R.A. 9211 (Tobacco Regulation Act of 2003) |  |  |  |  |
| 1. **ADDITIONAL REQUIREMENTS** | | | | |
| 1. Basic Documents | | | | |
| 1. Manual of Operation (MOP) |  |  |  |  |
| 1. Profile of the Board of Trustees or its equivalent |  |  |  |  |
| 1. Profile of Employees and Volunteers   (Staffing requirement shall be based on the staff-client ratio per set standards on the accreditation of specific programs and services) |  |  |  |  |
| 1. Documents Establishing Corporate Existence and Regulatory Compliance | | | | |
| 1. Certified True Copy (CTC) of General Information Sheet (GIS) issued by SEC or other regulatory agencies   **(*not applicable to Public SWDAs*)** |  |  |  |  |
| 1. Photocopy of NGO-Certification from the National Council on Indigenous People (IP) – for applicant serving within the Ancestral Domains of the Indigenous People   **(*not applicable to Public SWDAs*)** |  |  |  |  |
| 1. Documents Establishing Track Record and Good Standing | | | | |
| 1. Certification from Financial Management Service-Central Office or Field Office-Financial Management Unit-Accounting and/or other concerned government agencies that the applicant is free from any financial liability/obligation. |  |  |  |  |

**NOTE:**

**For private SDEC:**

For the purpose of compliance to R.A. No. 11032 or the Ease of Doing Business Act, documentary requirements earlier submitted during the licensing process shall be accepted during the application process. However, for all the documents that are renewable (i.e. safety certificates to include water potability, fire safety certificates and Building Safety Certificate), only valid ones will be accepted.

**For both private and public SDEC:**

On the application for the renewal of accreditation, updated documents shall be submitted

in addition to basic requirements.

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| **Instructions:**   1. This accreditation assessment tool is applicable to all private or public Special Drug Education Centers, a community-based facility which serves as a venue in promoting preventive, developmental services for the out of school youth and street children, and a refuge and training center for the identified Persons Who Used Drugs (PWUDs) and their families. For the out of school youth and children, this aims to enable them to cope with the challenges of adolescence particularly their vulnerability to drugs and substance abuse. On the other hand, for the PWUDs and their families, the center aims to be their day refuge to assist them in dealing with their weaknesses and assisting them in their reintegration to their family and community. 2. Assessment shall be based on all or combinations of any of the following methods, as long as all possibilities are exhausted to determine presence or absence of indicators:   a.       Review of pertinent documents such as records, reports, written plans and other materials;  b.       Ocular survey/observation of facilities, offices, project sites, actual conduct of agency activities;  c.       Individual or focus group discussion/interview with residents on relevant information on service delivery by the agency;  d.       Individual or group interview with persons exercising managerial or supervisory functions in the agency as well as to the Board of Incorporators;  e.       Individual or group interview with administrative and program staff;  f.        Other useful and relevant method of data gathering in relation to the indicators. This has to be specified by the administering SB personnel and indicate the reason for such method.  g.       The validation of documents shall not be limited with the documentary requirements and indicated means of verification.  The assessor shall explore other means to verify the information, if necessary.   1. Please put a check (✓) mark inside the ***Compliance Column*** on the ***Minimum/Mandatory Indicators*** or ***Higher Set of Standards,*** if the requirement has been complied, and cross (X) mark, if not. On the other hand, kindly indicate under the ***Specific Findings/Remarks*** other findings and/or the needed actionfor the requirement to be complied. However, should the agency being assessed is certain that a requirement does not apply to their operation, indicate not applicable (n/a).   All ***check (*✓*) mark*** *representing complied items and n/a is* ***equivalent to one point each*** *and shall be summed-up to arrive with the* ***total score*** garnered during assessment. |

| **Key Results Area**  (KRA) | No. | **Minimum/Mandatory Indicators**  *(for Level 1 Accreditation)* | Compliance | No. | **Higher Set of Standards**  *(for Level 2 and 3 Accreditation)* | Compliance | **SPECIFIC FINDINGS / REMARKS**  Note: Due to the sensitive and confidential nature of information contained herein (inclusive of attachments), all recipients hereof shall access and use the information obtained herein strictly in pursuance of the DSWD’s mandate to register, license and accredit social welfare and development agencies (SWDAs). Without prejudice to the provisions of the Republic Act 10173 (Data Privacy Act of 2012), any processing, disclosure, copying or distribution of the contents hereof for any other purpose is strictly prohibited. |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Administration and Organization** | | | | | | | |
| 1. Vision, Mission, Goals and Administrative Policies | | | | | | | |
| 1. Vision, Mission and Goal | 1 | The VMG, as stated in the manual of operation, is posted on a conspicuous area in the Center.  MOV: Posted VMG/MOP |  | 1 | The VMG is translated into an information, education and communication (IEC) material  MOV: Pamphlets/Brochures/Online/Prints |  |  |
| 1. Organizational Chart | 2 | The organizational chart is updated and completely filled-up and has the names and pictures of officers and staff (with their respective positions) and posted on a conspicuous place in the Center.  MOV: Posted Organizational Chart |  |  |  |  |  |
| 1. Policy Making Body | 3 | Governing Board/Trustees address organizational issues and concerns **(or its equivalent for the Public SDEC)**  MOV: Approved Board Resolutions/Minutes of Meeting |  |  |  |  |  |
| 4. Operations Manual (some agencies refer to it as Programs Handbook or User’s) | 4 | The agency’s Manual of Operation indicates clientele groups it serves, eligibility requirements, programs and services, service protocol, client protection policy, code of conduct of staff and employees, among others.  MOV: Manual of Operations (or Handbook or User’s Manual) |  |  |  |  |  |
| 5. Strategic and Operational Planning System | 5 | Inclusion in the Annual Investment Plan (AIP) for public SDEC is specific.  Strategic Plan for private is available  MOV: AIP / Strategic Plan |  | 2 | The Strategic Plan is reviewed and updated annually based on the result of evaluation of operation and implementation of programs and services  MOV: Updated Strategic Plan/ Proceedings of the Review Process or Annual PREW |  |  |
| B. Financial Resource Management | | | | | | | |
| 1. Financial Management System | | | | | | | |
| 1. Fund Sourcing | 6 | The agency’s source/s of funds are clearly indicated in the Audited Financial Statement/Report (AFS/R)  MOV: Audited Financial Report/Statement (AFR/S) duly received by the BIR/SEC |  |  |  |  |  |
| 1. Control | 7 | Written internal control systems are being implemented  MOV: Vouchers/Ledgers/Audit Reports |  |  |  |  |  |
| 8 | The center’s financial transactions are transparent and properly documented  MOV: Vouchers and Ledgers |  |  |  |  |  |
| 9 | Internal and external auditing of financial transaction are done regularly (at least annually) and documented  **COA for Public SDEC**  MOV: Audit Reports |  | 3 | Internal and external auditing of financial transactions are done quarterly or semi-annually whatever is applicable.  **COA for Public SDEC**  MOV: Audit Reports |  |  |
| 10 | Annual Financial Report/Statement is certified by an independent Certified Public Accountant (CPA) should the gross income of the private agency goes beyond PhP500,000.00, or by a Government Auditor for government program or project.  **(Applicable for Private SDEC)**  MOV: Audited Financial Statement/Report |  | 4 | Regular reporting or feedback to donors/sponsors on fund utilization is being done.  MOV: Financial Report to Donor/ Catalogue or Annual Report |  |  |
| 1. Fund Liquidation | 11 | Disbursements are covered by duly authorized vouchers and are subjected to annual internal/external auditing.  MOV: Vouchers/Ledgers/Audit Reports |  |  |  |  |  |
| 12 | Duly signed Updated Fund Utilization Report (FUR) is available  MOV: Signed FUR |  | 5 | Fund Utilization Report is submitted quarterly, semi-annually or annually as required to concerned agency/ies.  MOV: Available Quarterly, Semi-annual and Annual Reports. |  |  |
| C. Material Resource Management | | | | | | | |
| 1. Facilities / Assets | 13 | An inventory of the agency’s facilities and physical assets is being kept  MOV: Inventory of Assets |  | 6 | The inventory of facilities and physical assets is updated annually  MOV: Updated Inventory of Assets |  |  |
| 14 | Utilization, distribution, disposal, repair and replacement of physical assets are documented  MOV: Distribution Slips/Disposal Report |  |  |  |  |  |
| 1. Donation Management | 15 | There are written policies for securing, acknowledging and distribution of monetary and in-kind donations.  MOV: MOO |  | 7 | Records also indicate just and equitable distribution of donations and is properly recorded and accounted.  MOV: Donation Distribution and Utilization Records/List |  |  |
| 16 | Utilization of donations are transparent and according to policies and rules  MOV: Donation Utilization Records |  |  |  |  |  |
| 17 | As stated in the MOO, agency personnel staff are excluded as beneficiaries of donations  MOV: MOO-Policy on Donation Management/Distribution List |  |  |  |  |  |
| 18 | Distribution list are available  MOV: Distribution List |  |  |  |  |  |
| D. Human Resource Management and Development | | | | | | | |
| 1. Human Resource Policies | 19 | The center’s human resource policies, procedures and rules are consistent with organizational policies and goals. They are applicable, understandable and reasonable.  MOV: MOO |  | 8 | Regularly communicated to all levels of personnel in the organization  MOV: Activity/Accomplishment Report |  |  |
| 1. Human Resource Management Systems | | |  |  |  |  |  |
| 1. Recruitment, selection, hiring and retention system | 20 | The center follows a functional system of hiring new staff and personnel    MOV: MOO/Policy on Hiring Staff |  | 9 | The agency has a Personnel Handbook or Manual  MOV: Personnel Handbook or Manual |  |  |
| 21 | The written policy specifies qualifications standards that also meet PRC/CSC/TESDA standards, whatever is applicable  MOV: MOO |  |  |  |  |  |
| 22 | The agency follows a system of hiring new staff and personnel based on STET, Magna Carta for PWDs and Labor Laws, whatever is applicable    MOV: MOO/Profile of Employees/File 201 |  |  |  |  |  |
| 23 | Each position has its equivalent written job description  MOV: Job Description/MOO/201 Files of Employees |  | 10 | Tasks of personnel are aligned with what is written in their job description  MOV: Profile of Employees/Job Description |  |  |
|  | 11 | Program or Project Management Structures are indicated/illustrated on the Organizational Chart  MOV: Updated Organizational Chart |  |  |
| 1. Training and Development | 24 | A training plan is develop based on training needs analysis  MOV: Training Plan/Roadmap/WFP |  | 12 | Staff and personnel attend trainings/seminars as planned  MOV: Feedback Report/Training Certificates |  |  |
| 25 | Funds for staff training is included in the WFP  MOV: Approved WFP |  |  |  |  |  |
| 26 | The staff including volunteers are given orientation/training on first-aid and disaster mitigation and management  MOV: Activity Report/Accomplishment Report / Photo documentation |  |  |  |  |  |
| 27 | Orientation on Client Protection Policy, GAD, Drug Abuse, Case Management of PWUDs, related laws, guidelines and protocols in managing PWUDs are provided to all staff  MOV: Feedback Report/Training Certificates |  | 13 | Re-orientation on Client Protection Policy, GAD, Drug Abuse, Case Management of PWUDs, related laws, guidelines and protocols in managing PWUDs are provided to the staff at least once a year.  MOV: Feedback Report/Training Certificates |  |  |
| 1. Staff Support Services | 28 | The staff receive regular supervision which is recorded to help ensure good performance and delivery of programs and services  MOV: Supervision Logbook/Supervisory Notes |  | 14 | One on one coaching and mentoring are conducted and documented  MOV: Folder/Logbook of Notes and Agreements with the Supervisor |  |  |
| 29 | Periodic or at least monthly staff meetings are conducted to allow the discussion of key issues and find solutions to problems  MOV: Minutes of Monthly Meeting |  | 15 | Emergency staff meetings are conducted as necessary  MOV: Minutes of Emergency Staff Meetings |  |  |
| 30 | Staff support mechanism such as stress debriefing are provided especially to those who suffer stress and/or injury  MOV: Process Recording /Activity Report |  | 16 | Stress debriefing activities are provided to all staff at least twice a year  MOV: Process Recordings/Activity Reports |  |  |
| 1. Compensation System | 31 | Compensation policies are developed and written as general guideline to govern pay, incentives and benefits  **(For Public SDECs, grade salary as per CSC is followed)**  MOV: MOO |  | 17 | There are policies that provide rewards/incentives to outstanding performances of employees    MOV: MOO |  |  |
| 32 | Salaries and benefits are based on existing laws and categorized according to different job assignments in the agency.  **(For Public SDECs, grade salary as per CSC is followed)**  MOV: MOO/Profile of Employee/Payroll |  | 18 | Salaries and benefits are based on government rates or higher for both technical and administrative staff  **(For Public SDECs, grade salary as per CSC is followed)**  MOV: MOO/Profile of Employee/Payroll |  |  |
| 1. Performance Appraisal | 33 | Assessment of staff performance is conducted annually  MOV: MOO/Performance Appraisal System/ Signed Performance Appraisal Tool |  | 19 | Assessment of staff performance is conducted semi-annually  MOV: Signed Performance Appraisal Tool with dates |  |  |
| 34 | Performance assessment tool is developed and utilized by the agency  **(For Public SDECs, IPC and IPCR or its equivalent to the LGUs is utilized)**  MOV: MOO/Tool for Appraisal |  | 20 | Staff that exhibits exemplary performance is recognized and given rewards or incentives  MOV: Accomplishment/Activity Report and Photo Documentation |  |  |
| 21 | Recognition of staff’s exemplary performance is recorded and with photo-documentation  MOV: Documented Activity Reports |  |  |
| 1. Volunteer and Internship Management Program | 35 | There are written policies on the recruitment of volunteers including on-the-job trainees and student interns  MOV: Volunteer Management Policies/MOO |  | 22 | Policies on volunteers are disseminated  MOV: Commitment Form |  |  |
| 36 | Criteria for selection and placement, task and responsibilities, training and development, monitoring and evaluation of performance of volunteers i.e. student interns, practicumers and on-the-job trainees (OJT) are in place  MOV: MOO/Volunteer Management Policies |  |  |  |  |  |
| 37 | Volunteers are accessed to or provided with orientation and training on laws related to their beneficiaries.  MOV: Activity Report/Training Certificates/ Accomplishment Report |  | 23 | Volunteers are accessed to or provided with orientation and training on RA9165, DDB guidelines and polices and Yakap Bayan Program.  MOV: Activity Report/Training Certificates/ Accomplishment Report |  |  |
| 38 | Activities of volunteers are fully documented  MOV: Activity Report/s/Logbook |  | 24 | Outstanding performance of volunteers are appreciated and given recognition  MOV: Activity Report / Photo documentation |  |  |
| 39 | Support mechanisms for volunteers are in place to include intermittent processing of experiences and exit interview  MOV: MOO/Process Recording/s |  |  |  |  |  |
| 40 | A database of volunteers/interns are maintained and updated  MOV: MOO/Updated Database of Volunteers |  |  |  |  |  |
| 1. Personnel Competencies and Qualification Standards | | | | | | | |
| Personnel at different level of functions have the following qualification and competencies: | | | | | | | |
| 1. Executive Director/Head of Agency/Center Head | 41 | A graduate of any bachelor’s degree or 4-year course qualifies if he/she has any of the following:   * + 1. Three (3) year experience in social welfare administration or management on areas of major services delivered by the agency     2. At least 40 hours of training on substance abuse and topics relevant to the services or skills on working with Street Children, Youth and PWUDs.     3. Three (3) years relevant experience on administration/ management of social welfare agency or on area of major service delivery for Street Children, Youth and PWUDs.   MOV: Certificate of Training/ Profile of Employee/File 201 |  | 25 | A graduate of social science courses with the following additional qualification:   1. Units in or a Master’s Degree 2. At least 120 hours of training on substance abuse and topics relevant to the services or skills on working with Street Children, Youth and PWUDs. 3. Five (5) years relevant experience in the administration/management of social welfare agency or on area of major service delivery for Street Children, Youth and PWUDs.   MOV: Certificate/Transcript of Records/Profile of Employee |  |  |
| b. Social Worker | 42 | Licensed/Registered Social Worker dedicated to work in the Center for at least 24 hours a week.  MOV: MOO/Profile of Employee/File 201 |  | 26 | A full time registered social worker (RSW) is hired.  MOV: MOO/Profile of Employee/File 201 | 1 |  |
| 43 | Registered social worker has at least three (3) year experience in handling street children, out of school youth and/or persons who use drugs and has at least 40 hours of training on substance abuse.  MOV: MOO/Profile of Employee/File 201 |  | 27 | Hired full time registered social worker has at least three (3) year experience in handling street children, out of school youth and/or persons who use drugs and has at least 40 hours of training on substance abuse.  MOV: MOO/Profile of Employee/File 201 |  |  |
| c. Manpower Development Officer/Skills Development Officer | 44 | Hired Manpower Development Officer/Skills Development Officer renders full-time services with at least one (1) year experience in handling activities related to drug education for children and youth.  MOV: MOO/Profile of Employee/File 201 |  | 28 | Manpower Development Officer/Skills Development Officer is with at least one (1) year supervisory experience in handling activities related to drug education for children and youth.  MOV: Profile of Employee/File 201 |  |  |
|  | 29 | Manpower Development Officer must have at least two (2) years of relevant supervisory experience in handling activities related to drug education for children and youth.  MOV: Profile of Employee/File 201 |
| d. Program or Administrative Support Staff | 45 | Must have completed the required education/degree or obtained the appropriate license or eligibility as required by his position/function (i.e. secretarial science for clerk, B.S. Accounting or Banking and Finance for bookkeeper)  MOV: Profile of Employee/File 201 |  | 30 | At least 40 hours of training on substance abuse and topics relevant to the services or skills on working with Street Children, Youth and PWUDs. |  |  |
| e. Other support staff | 46 | With the required training or license necessary for his/her job/function (i.e. driver’s license, TESDA certificate/s)  MOV: Profile of Employee/File 201 |  |  | At least 40 hours of training on substance abuse and topics relevant to the services or skills on working with Street Children, Youth and PWUDs. |  |  |
| **46** | Sub-total of complied (points) **Minimum** Standards |  | **30** | Sub-total of complied (points) **Higher** Standards |  |  |
| **II. Program Management** | | | | | | | |
| 1. Programs Processes | | | | | | | |
| 1. Preparation of Program Plan | 1 | An annual program plan that maps the agency’s organizational goals, thrusts and priorities, including programs and services is prepared using data on the client/clientele group’s situation gathered thru intake, community profiling, baseline survey or any method of assessment  MOV: Annual Program Plan/Approved WFP |  | 1 | The program plan is enhanced as necessary based on the situations and needs of the program/service beneficiaries  MOV: Enhanced Program Plan |  |  |
| 1. Identification of Program Funds | 2 | The program plan is supported with funds that ensures its delivery and implementation.  MOV: Program Plan/Approved WFP |  | 2 | The allocated funds is supported with contingency funds that ensures programs/services delivery  MOV: Annual Budget/Approved WFP |  |  |
| 1. Collaboration and Networking | 3 | Collaboration with stakeholders is done for an efficient and sustained delivery of programs and services  MOV: List of Stakeholder/Partners  Or Activity/Implementation Report |  | 3 | The Center is a Resource Center for Local and Barangay ADAC.  MOV: Resource Materials  Logbook |  |  |
| 1. Programs/ Services Components | 4 | **Advocacy and Social Preparation**  Different activities are conducted for the Center to be known among community organizations, private, religious, business and the civil society to create public awareness and support in the establishment and operations of the Center.  MOV: Activity Reports with Photos |  | 4 | IEC Materials are developed and readily available for the different stakeholders.  MOV: IEC Materials |  |  |
| 5 | **Technical Assistance and Capability Building of Implementers**  Staff annually receives training and technical assistance from different agencies (i.e. Yakap Bayan = DSWD) to equip them of updated and necessary knowledge, attitude and skills in the overall operations of the Center.  MOV: Certificate of Attendance/Participation |  |  |  |  |  |
| 6 | **Networking and Resource Generation**  Internally generated or externally outsourced resources are provided by the agency to support program implementation  MOV: Resource Generation Report/AFR/S |  | 5 | Partnership with stakeholders is established thru Memorandum of Agreement/Understanding (MOA/ MOU) ensuring sustained delivery of programs and services  MOV: MOA/U/Program Plan/WFP |  |  |
| 7 | Outsourced resources comply with existing guidelines/laws on resource generation  MOV: Project Proposal/Solicitation Permit |  |  |  |  |  |
| 8 | **Data Banking and Documentation**  A data-bank or list of implemented programs and services is readily available  MOV: List of implemented programs/ services |  | 6 | The data-bank or list of implemented programs and services vis-à-vis beneficiaries is maintained and updated.  MOV: Updated List of Beneficiaries and implemented programs/services |  |  |
| 9 | A data-bank or list of implemented programs and services vis-à-vis beneficiaries is kept confidential.  MOV: List of implemented programs/ services and beneficiaries are locked or if maintained in the computer, has password. |  |  |  |  |  |
| 10 | **Monitoring**  The Head of the Agency/Center conducts monthly monitoring of implementation of all activities, programs and services  MOV: Accomplished Monitoring Tool |  | 7 | Appropriate action is undertaken to remedy deficiencies in program implementation and safeguard the interest and welfare of the client/s  MOV: Enhanced Program Plan |  |  |
| 11 | A monitoring tool for program implementation exists  MOV: Approved Monitoring Tool |  |  |  |
| 12 | **Evaluation**  A participatory year-end evaluation program workshop/group session is conducted with clients, staff and other stakeholders  MOV: Summary Result of Evaluation |  | 8 | Periodic evaluation of program/ service implementation is conducted as necessary with the clients.  MOV: Activity Report/Process Recording |  |  |
| 9 | Activities and strategies are redirected base on the result of the evaluation    MOV: Enhanced Program Plan |  |  |
| 13 | **Service Delivery**  Delivery of service is followed in accordance to what is stated in the Manual of operations    MOV: Activity Reports and MOO |  |  |  |  |  |
| 14 | Annual Accomplishment Report (AAR) is submitted to DSWD Field/Central Office within the prescribed timeline  MOV: Receiving Copy/Transmittal / Acknowledgement of Submission |  |  |  |  |  |
| 1. Community Integration | 15 | Immediate community and concerned LGU are aware of the agency’s operation and activities in the community and there is evidence of agency coordination with LGU or community leaders  MOV: MOA/MOU/Invites to Community Activity/  Mayor’s Permit/Certification |  | 10 | The agency cooperates in relevant community projects  MOV: Feedback Report/Accomplishment Report |  |  |
|  | 11 | Community participation in the delivery of programs and services is promoted  MOV: MOO/Accomplishment Report/Photo Documentation |  |  |
|  | **15** | Sub-total of complied (points) **Minimum** Standards |  | **11** | Sub-total of complied (points) **Higher** Standards |  |  |
| **III. Case Management** | | | | | | | |
| 1. Caseload | | | | | | | |
| 1. Registered Social Workers (RSWs) | 1 | For agencies that hires or LGU that has a part-time registered social worker (RSW) reporting at least twenty-four (24) hours or not less than three (3) days a week and assisted by appropriate number of volunteers shall simultaneously manage the following:  a. For Casework = 100 individuals  b. For Family Casework = 20 families  c. For Group Work = 5 groups with  25 members each  MOV: Profile of Employees vs. Profile of Beneficiaries |  |  |  |  |  |
| 2 | A full-time (RSW) assisted by trained volunteers simultaneously manage the following:  a. For Casework = 200 individuals  b. For Family Casework = 20 families  c. For Group Work = 10 groups with  25 members each  MOV: Profile of Employees/Beneficiaries |  | 1 | The RSW is hired on a full-time basis and assisted by Development Worker simultaneously managing the prescribed client-worker ratio.  MOV: Profile of Employees/Beneficiaries |  |  |
|  | 2 | For special cases such as PWUDs that have been discharged from the Rehabilitation Centers and in need of case management, the RSW is hired on a full-time basis following the client worker ratio of 1:25 at a time.  MOV: Profile of Employees/Beneficiaries |  |  |
|  | 3 | A Case Manager will oversee and supervise the case management activities. It is his/er role to establish a helping relationship, assess complex problems, select problem–solving interventions, and help clients function effectively.  MOV: Profile of Employees/TOR |  |  |  |  |  |
| 1. Manpower Development Officer | 4 | One (1) part-time Manpower Development Officer assisted by at least two (2) trained volunteers handles/conducts sessions on skills training, vocational and livelihood projects to the following:  a. Five (5) groups with a maximum of twenty-five (25) members each   * 1. Five (5) families   MOV: Profile of Employees/ Group and Communities |  | 3 | The Manpower Development Officer is hired on a full time basis and assisted by at least five (5) trained volunteers manages the following:  a. Ten (10) groups with a maximum of twenty-five (25) members each  b. Seven (7) families  MOV: Profile of Employees/Communities |  |  |
|  | 4 | Has two or more Manpower Development Officers hired on a full-time basis.  MOV: Profile of Employees |  |  |
| 1. For Program or Administrative Supervisor |  |  |  | 5 | A Program Supervisor is hired to supervise the implementation of programs and services    MOV: Profile of Employees |  |  |
| 1. For Volunteers | 5 | A client-volunteer ratio of 1:20 is observed by the agency for individual clients  MOV: Profile of Employees vs. Beneficiaries |  |  |  |  |  |
| 1. For other support staff | 6 | Support personnel/staff such as Finance Officer, Administrative Clerk, Liaison Officer and/or Driver is/are hired as necessary i.e. part-time or on call.  MOV: Organizational Chart/Profile of Employees |  | 6 | Full-time support personnel/staff such as Finance Officer, Administrative Clerk, Liaison Officer and/or Driver is/are hired.  MOV: Organizational Chart/Profile of Employees |  |  |
| 1. Case Management Strategies | | | | | | | |
| 1. Intake and assessment | 7 | 1. For individual client – initial assessment is conducted using the Intake Sheet. It solicits information on the individual and his/her situation and needs.   MOV: Intake Sheet |  | 7 | The concerned RSW clarifies the background of the problem as well as the difficult situation the client faces through validation of gathered data and collated information  MOV: Home visit Reports/Collateral Interview |  |  |
| 8 | 1. Data gathered include the client’s profile, situation and initial assessment of the RSW indicating specific problem area to be addressed.   MOV: Intake Sheet |  |  |  |  |  |
| 9 | 1. For Family - family assessment is conducted using the family profile. It gathers information on the family’s problem areas including priorities to be worked upon   MOV: Family Assessment Form |  |  |  |  |  |
| 10 | 1. For the group as the beneficiary, group work is utilized   MOV: Group Development Plan |  |  |  |  |  |
| 1. Contract Setting and  Case Planning | 11 | Rehabilitation / intervention / development direction/s and/or goal setting is done and are clearly discussed and agreed with the client/beneficiaries including tasking, timelines and the needed resources  MOV: Helping Contract/Agreement/Kasunduan |  | 8 | Rehabilitation Plan is updated/ enhanced as necessary based on result of monitoring of program/ service implementation  MOV: Enhanced Helping Contract |  |  |
|  | 9 | Family Development Plan is supported with funds for capacity building and livelihood support  MOV: Family Development Plan/Approved WFP |  |  |
|  | 10 | Group Development Plan is supported with funds for capacity building and livelihood support  MOV: Group Development Plan/Approved WFP |  |  |
| 1. Preparation of SCSR, Family, Group or Community Assessment Report and Intervention or Development Plan | 12 | A written social case study report (SCSR) including intervention program/plan that addresses client’s situation and need/s is prepared within 25 days upon admission to the program.  MOV: SCSR with Intervention Program |  | 11 | Programs and Services for individuals and family or development plans/programs for group and community beneficiaries are reviewed, enhanced and updated based on the result of evaluation of program implementation  MOV: Updated SCSR or Family or Group/Community Assessment Report |  |  |
| 13 | A Family Assessment Report that provide information on the family and the family’s problem area/s including priorities to be worked upon as agreed is prepared within 30 days upon admission to the program  MOV: Family Assessment Report |  |  |  |  |  |
| 14 | A Group Assessment Report that provide information on the group and the groups’ objectives including priorities to be worked upon as agreed is prepared within 30 days upon start of the program.  MOV: Group Assessment Report |  |  |  |  |  |
| 1. Implementation of Intervention/ Development Plan | 15 | The formulated helping/intervention plan/ program is implemented according to prescribed timeline  MOV: Activity Report/Process Recordings |  | 12 | The Center provides steering role to beneficiaries working on their socio-economic uplift, improvement and/or development  MOV: Activity Reports/Minutes of Meeting |  |  |
| 13 | Interventions/development plan are enhanced based on the result of monitoring of implementation of programs and services  MOV: Enhanced Intervention / Development Plan |  |  |
| 16 | Consultation or processes that elicit the effect of the intervention/development plan/program are regularly conducted  MOV: Activity Report/Process Recording |  | 14 | “Consultation process conducted regularly are all documented indicating the issues/concerns, agreements reached and progress of clients on the interventions provided”.  MOV: Activity Report/Process Recording |  |  |
| 17 | All activities conducted are documented and filed  MOV: Activity Report/Process Recording |  |  |  |  |  |
| 18 | Beneficiaries are organized into groups to serve as vehicle/venue for the provision of interventions or development programs  MOV: Activity Report/Process Recording |  | 15 | Community volunteers that helped facilitate group activities, are identified  MOV: List/Pool of Volunteers |  |  |
| 19 | Formal and informal groups or organizations available in the community are consulted/solicited on matters relevant to the resolution of the problem.  MOV: Activity Report/Minutes of Meeting |  | 16 | Collaboration/networking with the stakeholders in the community are in effect through signed Memorandum of Agreement/ Understanding (MOA/MOU)  MOV: Activity Report/Process Recording |  |  |
| 20 | Referral system is in place  MOV: Referral Letters, Folder/Logbook |  | 17 | The agency has an identified members of inter-disciplinary team which can easily be mobilized as necessary  MOV: MOA/MOU with other discipline/ Networking document/s |  |  |
|  | 18 | BADAC and/or C/MADAC is active and acts as one of the resources of the Center.  MOV: Networking document/s |  |  |
| 1. Monitoring and Evaluation | 21 | Monitoring activities are conducted and documented using a monitoring tool  MOV: Accomplished Monitoring Tool |  | 19 | Monitoring activities are conducted monthly and reports are prepared  MOV: Monthly Monitoring Report/s |  |  |
| 22 | Progress or Monitoring Report that captures the effect of the helping, intervention or development program is prepared and used as reference or guide in enhancing interventions  MOV: Monitoring/Progress Report/Journal |  |  |  |  |  |
| 23 | Evaluation of the impact of intervention/s being implemented to beneficiaries is done regularly  MOV: Evaluation Report |  | 20 | Feedback of the beneficiary on the processes and the results are elicited and responded  MOV: Evaluation Report/Process Recording |  |  |
| 24 | Evaluation is done using a tool  MOV: Accomplished Evaluation Tool |  |  |  |
| 25 | Gaps are identified and used to enhance the delivery of programs and services  MOV: Evaluation Report/Process Recording |  |  |  |
| 1. Termination /   Closure | 26 | There are written policies/procedures on the termination of delivery of development program or closure of the helping intervention  MOV: MOO/Program Policies |  |  |  |  |  |
| 27 | Termination plan is formulated with the beneficiary/ies prior to actual termination  MOV: MOO/Termination Program |  |  |  |  |  |
| 28 | Provision of necessary services outside of the agency is arranged prior to termination  MOV: After-Care Service Program/Agreement |  | 21 | Sustainability of necessary services outside of the agency is ensured  MOV: After-Care Service Program/ Agreement |  |  |
| 29 | Termination/Closure is appropriately done by the preparation of Terminal Report or Closing Summary  MOV: Terminal Report/Closing Summary |  | 22 | Closure is done after receipt of two (2) positive feedback reports on the beneficiaries recovery from their difficult/crisis situation from the client/s themselves, relatives or partner agencies such as the LGU  MOV: Closing Summary with the Feedback Reports |  |  |
| 1. Case Recording - case folders shall have the following documents that provide evidence of appropriate and efficient management of cases: | | | | | | | |
| 1. Individual Beneficiaries | 30 | * 1. Intake Sheet - that provide information and assessment of the individual’s situation and needs. It is properly and completely accomplished within 24 hours after the initial contact with the client   MOV: Intake Sheet |  |  |  |  |  |
| 31 | 1. A written Social Case Study Report (SCSR) - with the agreed intervention/helping plan as basis in providing intervention for the client   MOV: SCSR |  | 23 | An updated Social Case Study Report (SCSR) with enhanced intervention plan based on the result of monitoring and evaluation  MOV: Updated SCSR |  |  |
| 32 | 1. Activity Report/s or Process Recording/s - that capture the events/activities in the implementation of intervention plan or delivery of programs/services   MOV: Activity Report/Process Recordings |  |  |  |  |  |
| 33 | 1. Progress Report/s - that provide information on the effect of the implementation of intervention program or delivery of programs and services to the individual   MOV: Progress Report/Journal |  | 24 | Progress Report is submitted monthly or quarterly  MOV: Monthly/Quarterly Progress Reports |  |  |
| 34 | 1. Other pertinent documents relative to the case management of the individual such as referral letters, homevisit reports, medical/health or school records, etc.   MOV: Referral Letters, Homevisit Reports, etc. |  |  |  |  |  |
| 1. Family | 35 | * 1. A family profile that provide information on the family and problem areas that is being addressed in the intervention program   MOV: Family Profile |  | 25 | The Family Profile is updated as necessary  MOV: Updated Family Profile |  |  |
| 36 | * 1. Activity report or documentation of Family Development Sessions (FDS) including homevisit/s conducted   MOV: Activity Report/Documentation of FDS |  | 26 | Available document/s of review and analysis of FDS and homevisits conducted  MOV: Documentation of FDS/Homevisit Report/s |  |  |
| 37 | * 1. Progress Report/s that highlight the effect of the delivery of programs and services to the family   MOV: Progress Reports/Journal |  |  |  |  |  |
| 38 | * 1. Other pertinent documents relative to the family case management such as referral letters and the like   MOV: Referral letters, etc. |  |  |  |  |  |
| 1. Group | 39 | * 1. Group Profile that provide information on the group, their situation and needs and the agreed development plan   MOV: Group or Community Profile |  | 27 | Updated Group Profile that provide information on the current situation, membership, activities of the group  MOV: Updated Group Profile |  |  |
| 40 | * 1. Activity Reports or Minutes of Meeting of the group or community activity/ meetings   MOV: Activity Reports/MOM |  | 28 | Activity or Accomplishment Report/s that indicate/s the agency’s participation in community activity/ies  MOV: Activity/Accomplishment Report/  Participation Tracking Matrix |  |  |
| 41 | * 1. Progress Report/s that highlight the effect of the implementation of activities and delivery of programs and services to the group or community   MOV: Progress Report/Activity Report with Photo-Documentation |  |  |  |  |  |
| 42 | * 1. Other pertinent documents relative to the group/community such as referral letters, organization chart, schedule of activities and others   MOV: Referral letters, etc. |  |  |  |  |  |
| 1. Records Management | 43 | There are written policies on records access, use and disposal  MOV: MOO |  |  |  |  |  |
| 44 | Case folders/records are marked “Confidential” and are properly kept and maintained in a location that can be monitored easily  MOV: Observation |  | 29 | Case folders/records are kept in designated cabinets  MOV: MOO/Observation |
| 45 | Only authorized users are allowed to access records  MOV: MOO/Interview with records custodian |  | 30 | A records section only accessible to designated staff is established in the agency  MOO: MOO/Observation |
| **45** | Sub-total of complied (points) **Minimum** Standards |  | **30** | Sub-total of complied (points) **Higher** Standards |  |  |
| **IV. HELPING INTERVENTIONS**  The following are the menu of programs, services or interventions that are necessary for the beneficiaries’ upliftment, rehabilitation and/or development. The assessor/accreditor shall check on the social welfare agency’s (SWA) compliance to the set of standards/indicators corresponding to the needs of its chosen beneficiaries. Indicators not applicable to the program/service delivery of the SWA shall be marked not applicable (n/a). All n/a indicators shall be counted along with the complied items to arrive at the sum or total which shall be the basis for the accreditation of the agency’s programs and services. | | | | | | | |
| 1. **Interventions for Individuals and Groups** | | | | | | | |
| 1. Interventions for the prevention of drug abuse and other health related issues. | 1 | Activities are not only focused on physical ones but sessions/fora using creative media to raise the awareness and understanding of the nature and effects of drugs are also employed.  MOV: MOO/Documentation |  |  |  |  |  |
| 2 | Health education is provided to beneficiaries  MOV: Activity Reports/Attendance Sheet |  |  |  |  |  |
| 3 | IEC materials on the prevention of drug abuse is always available as well as activities on such is regularly conducted.  MOV: IEC/Documentation |  | 1 | Activities relative to the drug use, its ill effect on the individual, family and community are always held not only for the identified clients but to others as well.  MOV: Documentation |  |  |
| 1. Self-Enrichment Service | 4 | Client/s are provided opportunities for self-enhancement to enable the client to fully participate and be fully mainstreamed into society.  MOV: MOO/Documentation |  | 2 | Clients have developed and sustained positive attitude in life and in family that resulted to client availing of self enhancement and making his/er family involved in the programs and services of the Center.  MOV: FGD/Documentation |  |  |
| 5 | The agency work with other agency for the provision of appropriate activities, equipment or toys for children appropriate to their age level, culture or ethnicity and physical and mental capability  MOV: MOA/MOU/Activity Reports |  |  |  |  |  |
| 6 | Lectures, seminars or training workshops on topics appropriate to the client’s age, gender and situation are provided (e.g. Children’s Rights, Life Skills, Personality Awareness and Family Life Orientation)  MOV: Activity Report/Attendance Sheet |  |  |  |  |  |
| 7 | Venue for development or reflection that raise the awareness of the street children/dwellers on their situation is provided through alternative education sessions  MOV: Activity Report/Attendance Sheet |  |  |  |  |  |
| 1. Capability Building Service | 8 | Clients are provided with life coping skills enhancement.  MOV: Activity Report/Attendance Sheet |  | 3 | Individuals and groups are provided training to develop their leadership skills with the potential of them becoming community volunteers.  MOV: MOO/Documentation |  |  |
| 9 |  |  | 4 | Individuals and groups are provided training to develop their speaking and counseling skills to be one of the advocates of anti-drug campaigns and bring out positive behavior and healthy lifestyle among out of school youth and PWUDs in the community.  MOV: MOO/Documentation |  |  |
| 10 |  |  | 5 | Families are trained on parenting and life skills towards a free drug home.  MOV: MOO/Documentation |  |  |
| 1. Skills Training | 11 | Provision of activities that aim to develop positive work habits, attitudes and skills in crafts and trades for their economic productivity.  MOV: MOO/Documentation |  | 6 | Individuals, groups and families are referred to other agencies that offer capital assistance, job counseling and referral for employment or job placement.  MOV: MOO/Documentation |  |  |
|  | 7 | The agency is providing the individuals, groups and families capital assistance, job counseling and referral for employment or job placement.  MOV: MOO/Documentation |  |  |
| 12 | The agency provides beneficiaries with community-based training that will equip them with skills to land a job and earn income.  MOV: Activity Reports/List of Participants |  | 8 | The agency communicates with clients clearly on policies governing profit sharing, income generation, income and savings.  MOV: Minutes of Meeting/Activity Reports |  |  |
| 9 | The agency gives due credit to clients on products they participated, produced or made  MOV: Profit Sharing Scheme/Report |  |  |
| 13 | The agency engages/provides client-beneficiaries in income earning projects or grants capital assistance  MOV: List of Beneficiaries |  |  |  |  |  |
| 14 | The agency observes labor laws and regulations in engaging the client’s participation in livelihood projects  MOV: MOO/CPP/Profit Sharing Scheme |  |  |  |  |  |
| 1. Literacy Program | 15 | Provision of/or access to formal and non-formal education such as Alternative Learning System (ALS) is appropriate to client’s age and developmental capacities  MOV: List of Beneficiaries |  | 10 | Provision of non-formal and special education in coordination with the Department of Education; TESDA and other organizations.  MOV: Activity Report |  |  |
|  | 11 | Provision of and access to accelerating programs on non-formal and special education under the Dept. of Education; TESDA and other organizations.  MOV: Activity Report |  |  |
| 1. Family Counseling and Family Conference | 16 | Families of the beneficiaries are provided with education about drugs and addiction to drugs, addiction management and family drug abuse prevention.  MOV: Activity Report/Process Recording |  |  |  |  |  |
| 17 | Provision of counseling and conference services to the beneficiaries and their families to help understand the factors that caused the problem, their roles and responsibilities towards problem resolution.  MOV: Activity Report/Process Recording |  | 12 | Uses family system accordingly for better understanding of family relational history towards its healing.  MOV: Activity Report/Process Recording |  |  |
| 1. Community Participation and Leadership | 18 | All beneficiaries are assessed of their strength and weaknesses in relation to their integration to the community activities and programs.  MOV: Report/Process Recording |  |  |  |  |  |
| 19 | Beneficiaries are involved in the programmed activities in their community to develop their sense of responsibility and community belongingness.  MOV: MOO/Activity Report |  |  |  |  |  |
| 20 | The City/Municipality has a functional C/MADAC.  MOV: Activity Reports/Documentation |  | 13 | The C/MADAC has concrete programs for beneficiaries who are identified to have leadership potentials.  MOV: MOO/Activity Report |  |  |
| 21 | The Barangay has a functional BADAC.  MOV: Activity Reports/Documentation |  | 14 | The BADAC has concrete programs for beneficiaries who are identified to have leadership potentials.  MOV: MOO/Activity Report |  |  |
| 1. Recreational and Socio-Cultural Activities | 22 | Provision of a wide range of both indoor and outdoor activities and opportunities for play, amusement and socio-cultural development.  MOV: Activity/Accomplishment Reports |  | 15 | Expression and practice of client’s own ethnicity/cultural practice is encouraged and respected by others. Time/opportunity to hold their special cultural practice, is allotted  MOV: Activity/Accomplishment Reports |  |  |
| 1. Spiritual Enhancement | 23 | Spiritual activities are planned with the beneficiaries regardless of religious affiliation  MOV: Minutes of Meeting/Consultation Report |  | 16 | Practice/celebration of beneficiaries’ respective religious beliefs are encouraged/conducted  MOV: Activity Reports/List of Participants |  |  |
| 1. Protection Programs and Services | 24 | The agency ensures that children beneficiaries are registered, if not, would assist in facilitating their birth registration  MOV: Activity Report |  |  |  |  |  |
| 25 | A Client Protection Policy (CPP) is in place and beneficiaries are shielded from undue harm or risk in any activity conducted, organized or participated in by the SWA  MOV: Client Protection Policy |  | 17 | The agency has a written Code of Conduct for staff and employees that serve as mechanism for protection from physical, mental, emotional and/or sexual abuse and other forms of exploitation from both beneficiaries and staff  MOV: Code of Conduct of Staff |  |  |
| 26 | Service providers must observe protective behavior based on the Client Protection Policy (CPP) in dealing with the beneficiaries  MOV: CPP/Code of Conduct of Staff |  | 18 | A manifesto of support to the Client Protection Policy is signed and posted on a conspicuous place in the agency  MOV: Signed and posted Manifesto of Support |  |  |
| 27 | In cases when incidents of abuse are found, actions should be taken in accordance to the Client Protection Policy  MOV: Incident Report/Activity Report |  | 19 | The agency facilitates or assist the victim in filing a case/s against the perpetrator  MOV: Activity Report |  |  |
| 28 | Beneficiaries are ensured with confidentiality and protection from undue harm or risk on activities conducted, organized or participated by the agency  MOV: MOO/CPP |  |  |  |  |  |
| 29 | Confidentiality policies are discussed with the beneficiaries where decisions on this matter are arrived with the beneficiaries’ participation  MOV: Activity Reports/List of Participants |  |  |  |  |  |
| 30 | Beneficiaries are ensured of confidentiality from media exposure  MOV: MOO/CPP |  |  |  |  |  |
| 31 | The agency ensures that victim-survivor of violence are provided with gender-responsive case management  MOV: Casefolder/SCSR |  |  |  |  |  |
| 32 | The agency provides orientation programs and services for women empowerment such as gender sensitivity, equality and development in the community  MOV: Activity Reports/Attendance Sheet |  | 20 | The agency provides Male beneficiaries with orientation on Men Opposed to Violence Everywhere and/or other similar activities  MOV: Activity Reports/Attendance Sheet |  |  |
| 33 | Beneficiaries are trained on personal safety and protective behavior such as life skills, etc.  MOV: Activity Report |  |  |  |  |  |
| 1. Legal/Para-legal Services | 34 | Legal/para-legal services are accessed if not provided, by the agency  MOV: Activity Report |  |  |  |  |  |
| 35 | Options are provided to the clients before taking legal action/decisions  MOV: Activity Report |  |  |  |  |  |
| 1. Referral Services | 36 | Referral system to access the clients with their needs that are not being provided by the agency, is available.  MOV: Referral Letters/Folder |  |  |  |  |  |
| 1. **Interventions for Families and Communities** | | | | | | | |
| 1. Family Life Development Program | 37 | Family Life Enrichment Service that promote family solidarity through family activities and dialogues are provided such as:   * 1. Responsible Parenthood/Parent Effectiveness Service that provide knowledge and skills to parents and caregivers on parenting to be able to respond to parental duties and other challenges of parenting   MOV: Activity Reports/List of Participants |  |  |  |  |  |
| 38 | * 1. Empowerment and Affirmation of Paternal Abilities that gives importance and emphasis on the development and expansion of knowledge, skills and appropriate attitude of fathers in performing their paternal roles and responsibilities   MOV: Activity Reports/List of Participants |  |  |  |  |  |
| 39 | * 1. Marital Enrichment Counselling Service that provides opportunities for couples to make their marriage grow, renew and enhance their marital relationship and deepen their morality and spirituality   MOV: Activity Reports/List of Participants |  |  |  |  |  |
| 40 | The agency conducts structured/non-structured group activities or work sessions that develop, inculcate, clarify or affirm positive values and virtues necessary for the beneficiaries moral and social growth and development in relation to his/her relationship with his/her family.  MOV: Activity Report/Process Recording |  | 21 | Identified activities to strengthen family support to PWUDs is continuously practiced.  MOV: Activity Report/Process Recording |  |  |
| 3. Advocacy Activities | 41 | The agency conducts community activities that increase awareness of stakeholders on child’s rights, women’s rights, etc.  MOV: Activity Reports/List of Participants |  | 22 | The agency provides/distributes IEC materials to increase community awareness on important laws and issuances  MOV: Activity Reports/List of Participants |  |  |
| 42 | The agency conducts advocacy services that help mitigate vulnerability to natural or man-made disaster or calamities such as disaster preparedness and management training  MOV: Activity Reports/List of Participants |  |  |  |  |  |
|  | **42** | Sub-total of complied (points) **Minimum** Standards |  | **22** | Sub-total of complied (points) **Higher** Standards |  |  |
| **V.     Physical Structure and Safety** | | | | | | | |
| 1. Location, appropriate and ample office facilities, amenities and space for organizational functions and activities | | | | | | | |
| 1. Location | 1 | Center is easily identifiable and accessible to target beneficiaries.  MOV: Observation |  | 1 | Availability of public transportation in accessing the Center and is accessible to other community centers.  MOV: Observation |  |  |
|  | 2 | The Center must be far from conflict areas, Cliff Rivers, gas and power stations and other structures that may post hazards to all. |  |  |  |  |  |
| 1. Office Space | 3 | With comfort rooms, tables and chairs for all of the staff  MOV: Observation |  | 2 | Available space for holding meeting/s and conferences  MOV: Observation |  |  |
| 1. Office Amenities | 4 | With functional computer, printer and communication system  MOV: Observation |  |  |  |  |  |
| 5 | With records section and/or filing cabinets for all documents and records  MOV: Observation |  |  |  |  |  |
| 6 | Office/s and/or rooms are adequately lit and well-ventilated  MOV: Observation |  | 3 | The office is equipped with air-conditioning system  MOV: Observation |  |  |
| 1. Public Areas/ Resource Area | 7 | With lobby or reception area for clients and visitors alike.  MOV: Observation |  | 4 | Activity area for clients are identified/installed/established with materials needed including but not limited to reading materials.  MOV: Observation | 1 |  |
|  | 5 | Additional rooms are available for simultaneous activities.  MOV: Observation |  |  |
| 1. Interviewing /   Counselling/ Tutorial Area | 8 | Has a designated room or space for interviewing clients. It ensures privacy and confidentiality  MOV: Observation |  |  |  |  |  |
| 1. Safety and Security | 9 | The office and facilities are declared safe by the proper authorities.  MOV: Updated Building Safety Certificate |  |  |  |  |  |
| 1. Accessibility Requirements | 10 | The agency’s office facilities is installed with the necessary accessibility requirements (ramps and rails) per Batas Pambansa 344 or the Accessibility Law  MOV: Observation |  | 6 | The agency provides Persons with Disability and Elderly beneficiaries with assistive devices such as walkers, canes, crutches or wheelchairs during visit to the office and its facilities  MOV: Observation |  |  |
| 1. Venue for Training/Seminars | 11 | In cases where there are provisions for trainings, seminars or alternative learning system (ALS), the venue where these activities are conducted should be conducive for learning  MOV: Observation |  |  |  |  |  |
| 1. Rest Area | 12 | A room with bed is available for use at any given time by one of the beneficiaries.  MOV: Observation |  | 7 | 2 rooms for male and female are available at any given time  MOV: Observation |  |  |
|  | 13 | Toilet is available for use of the beneficiaries.  MOV: Observation | 8 | One toilet for male and one for female toilet is available.  MOV: Observation |  |  |
|  |  |  |  |  | A separate toilet for the use of staff is available. |  |  |
|  | **13** | Sub-total of complied (points) **Minimum** Standards |  | **8** | Sub-total of complied (points) **Higher** Standards |  |  |

**Other Findings:**

**Highlights of Focus Group Discussion** (Include the effect of programs and services delivered by the agency for their development, cite previous situation and compare with current situation)

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**Table of Scores per Work Area**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Work Areas*** | ***Mandatory Requirements or Standards*** | ***Higher Set of Requirements or Standards*** | | | | | |
| ***Level 1*** | ***For Level 2 and 3*** | | | | | |
| ***Total Score*** | ***Total Score*** | ***Level 2***  ***(50%)*** | ***Level 3***  ***(90%)*** | ***Actual Score*** | | |
| ***Level 1*** | ***Level 2*** | ***Level 3*** |
| 1. Administration and Organization | 46 | 30 | 15 | 27 |  |  |  |
| 1. Program Management | 15 | 11 | 6 | 10 |  |  |  |
| 1. Case Management | 45 | 30 | 15 | 27 |  |  |  |
| 1. Helping Interventions | 42 | 22 | 11 | 20 |  |  |  |
| 1. Physical Structure and Safety | 13 | 8 | 4 | 7 |  |  |  |
| **Total** | **161** | **101** | **51** | **91** |  |  |  |

**Scores for each Level of Accreditation:**

1. **For Level 1 Accreditation** – compliance to the Mandatory Requirements or an actual score of **161** **points**
2. **For Level 2 Accreditation** – compliance to the Mandatory Requirements plus at least 50% from each of the Work Area of the Higher Set of Standards or an actual score of at least **212 points (161 + 51) points.**
3. **For Level 3 Accreditation** – compliance to the Mandatory Requirements plus at least 90% from each of the Work Area of the Higher Standards or an actual score of at least **252 (161 + 91) points**

**Recommendations**:

A. ***For Issuance of Accreditation Certificate***

In view of the above findings, the \_\_

(Name of SDEC)

has satisfactorily met the standards for accreditation under **Level** \_\_\_\_\_. The issuance of Certificate of Accreditation is hereby recommended with validity period of \_\_\_\_ **years** for operating Special Drug Education Center.

B. **For Non- Issuance of Accreditation Certificate**

In view of the above findings, the issuance of accreditation certificate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of SDEC)

is hereby held in abeyance

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The SDEC shall comply with the agreed action plan within six (6) months after the assessment visit. Likewise, non-compliance on the agreed action plan after two (2) consecutive monitoring visits shall subject the SDEC to monitoring and technical assistance as to its compliance to monitoring standards and non-commission of any of the grounds for reprimand, suspension and revocation per Memorandum Circular No. 16 series of 2018 entitled Guidelines on Handling Complaints against Social Welfare and Development Agencies.

| ***Areas for Compliance*** | ***Activities*** | ***Time Frame*** | ***Responsible Person*** | ***Resources Needed*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Tool accomplished/assessed by**:

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

(Name and Signature of Agency Head or Authorized Representative/DSWD Staff/Authorized Accreditor/Designation)/Date

**Concurred by**:

(Name of the DSWD Staff/Authorized Accreditor or Name and signature of the Agency Head or authorized Representative/ Designation)/Date