



PHILIPPINES 2000



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DEPT. OF SOCIAL WELFARE & DEVL.  
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**Administrative Order**  
No. 138  
Series of 2002

**SUBJECT : Guidelines in the Accreditation of Social Workers Managing Court-Related Cases**

The following guidelines are hereby promulgated to define the systems and procedures by which social worker who are qualified, trained and have complied with the requirements in managing court related cases shall be given the corresponding authority to do so through accreditation thereby ensuring standards of quality service delivery.

**I. Rationale**

The Department of Social Welfare and Development (DSWD) recognizes the vital role of social workers from local government units (LGUs), national government agencies (NGA's) non-government organizations (NGOs), people's organizations and other private agencies being its intermediaries in the promotion of the welfare of the disadvantaged population.

The passage of the Local Government Code of 1991 paved the transformation of the Department's role having devolved community-based programs and services to the LGUs while retaining responsibility over the implementation of national and statutory programs and services. The latter, in most cases, involve court litigation such as adoption, legal guardianship, cases of abuse, exploitation and discrimination of children, youth, women and other disadvantaged groups requiring the expertise of social workers. With these dual roles, the DSWD needs to strengthen its partnership with the intermediaries to complement its programs and services in managing court related cases. As this is a specialized field of practice, accreditation of social workers is necessary.

Accreditation of social workers managing court related cases is an enabling process of recognizing their capability and competency in managing court-related cases. Through accreditation, corresponding authority is given to the practitioner to be an expert witness in court litigation and exercise professional handling of cases in court setting, thereby ensuring protection and welfare of the clients.

**II. Mandate and Legal Bases**

The Department draws its authority to accredit social workers of LGUs, NGAs and NGOs and other service providers from the following:

1. **Executive Order No.15** - Redirecting the Functions and Operations of the Department of Social Welfare and Development, Section 3, "(F) set standards, accredit and provide consultative services to institutions, organizations and persons engaged in social welfare activities and monitor performance of institutions and persons engaged in social welfare activities, both public and private";

2. **Republic Act 8369** - Family Courts Act of 1997 Section 11. Alternative Social services. In accordance with Section 17," in areas where no Family Court has been established or no Regional Trial Court was designated by the Supreme Court due to the limited number of cases, the DSWD shall designate and assign qualified, trained, and DSWD accredited social workers of the local government units to handle juvenile and family cases filed in the designated Trial Court of the place".

### **III. Definition of Terms**

The following terms are defined as it is used in this Department Order:

1. **Accreditation** - refers to the recognition accorded by the Department of Social Welfare and Development to registered social workers who had satisfactory complied with the requirements and standrds of the DSWD in managing court related cases.
2. **Social Worker** - a person licensed to practice social work.
3. **Individual Practitioner** - a social worker who practices through sole proprietorship or independently outside of agency auspices.
4. **Disadvantaged Groups** - refer to children, youth, women, families, older persons, persons with disabilities and others who are victims of abuse, neglect, exploitation, discrimination and other conditions prejudicial to their welfare and development.
5. **Court-Related Cases** – refers to civil and or criminal cases filed in court for and in behalf of the disadvantaged groups for the protection of their rights and welfare whether they are the subject of litigation, victims, witness or accused which includes but not limited to adoption, legal guardianship, cases of abuse, exploitation and discrimination, and youthful offenders.
6. **Case Management** - services delivered by a social worker individually or with a professional helping team who organizes, coordinates and sustains a network of formal and informal support services and activities designed to optimize the functioning and well-being of disadvantaged groups.

### **IV. Coverage**

Social workers who shall be accredited by DSWD to manage court-related cases are the following:

1. Employed by LGUs, NGAs DSWD or NGOs
2. Individual Practitioner

### **V. Qualifications**

1. Must be a registered social worker;
2. Has completed training on managing court-related cases conducted by DSWD or its recognized training institution;

3. Has direct experience in handling at least four (4) cases of any of the disadvantaged groups.

## **VI. Requirements**

1. Professional Regulations Commission license;
2. Certificate of attendance to training pertinent to managing court-related cases from DSWD or its recognized training institution;
3. Documents such as case study reports, progress/running notes, case summary, case conference proceedings/notes, transcript of stenographic notes (TSN) and other related documents as proof of having managed at least four (4) cases;
4. A letter of recommendation from any of the following;
  - Supervisor of the applicant
  - Two (2) respected members of the community where the social worker practices
  - Philippine Association of Social Workers, Inc (PASWI).

## **VII. Procedures for Accreditation**

1. **Application** - The social worker shall file the application at the DSWD Field Office concerned for review of documents and endorsement to the Standards Bureau, DSWD Central Office;
2. **Validation** - The Standards Bureau shall review application and documents submitted by the applicant and conduct validation/on-site assessment through review of case records, interview of applicant and client and other relevant activities;
3. **Issuance of Accreditation Certificate** - A Certificate of Accreditation shall be issued by the Secretary or her duly authorized representative as endorsed by the Standards Bureau through the DSWD Field Office to qualified social workers at least 30 days after the validation visit. The Certificate of Accreditation is valid for 3 consecutive years from date of issuance. It is non-transferable.
4. **Renewal of Accreditation** - Renewal of accreditation shall be every three (3) years from the date of issuance following steps 1,2 and 3. Application shall be filed at least two (2) months before the expiry date together with the following requirements:
  - Certificate of relevant training attended or refresher course of at least 120 hours given by DSWD or its recognized training institution;
  - Summary of cases handled by the applicant supported by social case study report, progress notes and other relevant documentation pertaining to cases.

**VIII. Benefits for an Accredited Social Worker**

1. Continuing technical assistance to include attendance to lecture series, seminars workshops and other forms of capability building sponsored by DSWD.
2. Inclusion in the list of social workers for consideration in scholarships, fellowships and post graduate studies in regional, national and foreign level courses or training relative to management of cases of disadvantaged individuals or groups;
3. Opportunity to participate in relevant consultations on policy, program and standards formulation and other related activities of the DSWD.

**IX. Effectivity**

This order shall take effect immediately.

  
**CORAZON N. JULIANO-SOLIMAN**  
Secretary

