



In view of the above, the Department hereby amends its existing guidelines in the certification of stress debriefers to make them more atuned and responsive to the current standards of practice and situation. These guidelines would also enable the Department to establish area based-data bank of certified debriefers.

**B. *Mandate and Legal Bases:***

The DSWD draws its authority to certify CISD practioners/debriefers and experts from the following laws:

1. Executive Order 292 otherwise known as the Administrative Code of 1987, Title XVI, Chapter I, Section 3. Functions of the Department. "... to set standards, accredit and monitor performance of all social welfare activities in both public and private sectors."
2. Executive Order No. 15, Series of 1998. Redirecting the Functions and Operations of the Department of Social Welfare and Development. Section 3, Powers and Functions, (f) "Set standards, accredit and provide consultative services to institutions, organizations, and persons engaged in social welfare activities and monitor performance of institutions, organizations and persons engaged in social welfare activities, both public and private."

**C. *Objectives:***

1. To establish minimum standards for stress debriefers in the conduct of CISD.
2. To set up a system of acknowledgement and recognition of qualified CISD service providers.
3. To establish a pool of qualified stress debriefers ready for deployment whenever their services are needed.
4. To establish area based data bank of certified stress debriefers.
5. To facilitate coordination between and among various agencies involved in the implementation of CISD.

**D. *Definition of Terms***

1. ***Critical Incident Stress Debriefing (CISD)*** is an intervention which assists victim-survivors to deal positively with the emotional effects of critical incidents, provide education about current and anticipated stress responses and stress management techniques.
2. ***Critical Incident*** is any event that has the capacity to overwhelm the usual coping abilities of survivors. It has the potential of causing powerful reactions in the majority of those exposed to it.

3. **Stress Debriefers** are human service providers who are trained and certified to implement CISD. These workers come from different fields of discipline whose functions directly deal with disaster management operations and assist victim-survivors of critical incidents.
4. **Victim-survivors** are people affected by critical incidents. They may be direct victims (injured), indirect victims (family/friends of direct victims) and hidden victims (crisis workers).
5. **Certification** refers to the acknowledgement, recognition and giving of credentials to stress debriefers for their competency in providing CISD to victim-survivors enabling them to overcome the crisis they have experienced. It entails the process of insuring that the implementation of CISD is in accordance with professionally acceptable standards set by DSWD and partner agencies/organizations.

**E. Coverage**

Certification shall cover individuals involved on CISD from the following partner agencies/organizations:

1. **Local Government Units-** Municipal, City and Provincial levels
2. **Non-Government Agencies** - Registered, licensed or accredited by DSWD
3. **Other National Government Agencies or Government Owned and Controlled Corporations or Quasi-Government Agencies**
4. **Religious/Civic/People's Organizations**
5. **Professional Associations** –Philippine Association of Social Workers, Philippine Association of Government Psychologists, Philippine Nurses Association , among others

Certification as used in these guidelines shall be at different categories as follows:

1. CISD practitioner/debriefer – those who directly provide CISD to victim-survivors.
2. CISD expert– those who, aside from conducting actual CISD sessions are also involved in providing training to would-be practitioners/debriefers as well as consultancy services to agencies implementing CISD.

**F. Qualifications and Documentary Requirements**

The applicant for certification must meet the following qualifications:

1. Education
  - a. Must be a graduate of any behavioral or human development courses as attested by a certified true copy of diploma, or
  - b. Graduate of any 4 year-course, provided his/her current position is related to human service provision and must have attended eight (8)

hours of related training other than the basic CISD course stipulated in the succeeding item 3.

2. Age - Must be twenty-one years old and above
3. Formal training - Must have attended basic training on CISD from DSWD and/or other recognized institutions. The proof of this will be the certificate of completed attendance to the training. Basic training shall include the following components:
  - a. Theories on CISD to include but not limited to:
    - Concept of Stress and Stress management – 2 hours
    - Concept of Grief and Grief Counseling – 2 hours
    - Group Facilitation – 2 hours
    - Concept and practice of CISD – 4 hours
  - b. Practicum – actual conduct of CISD session – 6 hours
4. Skills Practice - A stress debriefer should have debriefed at least three (3) groups with at least five (5) participants per session before the certification process. Process documentation of the three CISD sessions will be required fully certified by the agency/organization where he/she belongs, or the agencies who conducted the training.
5. Emotional maturity - This shall be supported by an endorsement from the organization attesting to the maturity, credibility and willingness of the applicant to conduct CISD sessions. The Certification Review Committee may require the applicant to undergo Neuro-Psychological screening, if needed.

**G. Certification Review Committee:**

A Certification Review Committee (CRC) shall be created both at the national and field office levels composed of the Department of Social Welfare and Development (DSWD), Department of Health (DOH), and Non-Government Organization (NGO) whose representatives are trained and have experience in the actual conduct of CISD. The Standards Bureau shall facilitate the formation of CRC at the National Level and coordinates its activities, while the Standards Unit shall undertake the same at the Field Office level.

Each CRC at all levels shall be composed of three (3) members, each to represent DSWD, DOH and Non-Government Organization. CRC may however increase the number of its members if the need arises. It may likewise formulate policies and guidelines in the performance of its roles and functions.

1. At the National Level -
  - a. Issue Certification to CISD experts who are exempted from the Certification Process, as provided for in Item I.
  - b. Formulate, review and amend policies, guidelines concerning certification of CISD practioners/debriefer and experts in consultation with the FOs and other stakeholders.
  - c. Recommend policies, guidelines on the implementation of CISD

- d. Monitor and evaluate CISD implementation based on existing guidelines.
- e. Conduct fact finding or investigation of any alleged unethical practices of certified experts in the field of CISD and submit report with recommendations to the Standards Bureau Director for appropriate action.
- f. Recommend to the DSWD Secretary or his/her designated officer revocation of Certificate of those found guilty of unethical practice, as stated in Item M.

2. At the Field Office Level

- a. Conduct interview and validation assessment of applicants.
- b. Recommend the issuance or non-issuance of the Certification and other appropriate action.
- c. Recommend to the DSWD National Level practitioners/debriefers for issuance of Certificate as an expert on CISD.
- d. Conduct fact finding or investigation of any alleged unethical practices of certified CISD practitioner/ debriefers and submit report with recommendations to the Field Office Director for appropriate action.
- e. Recommend to the DSWD Field Office Director revocation of Certificate of those found guilty of unethical practice as stated in Item M.

**H. Procedures for Certification**

The following are the detailed activities and steps in the certification of CISD practitioners/debriefers which are primarily to be undertaken by the Certification Review Committee (CRC) at the Field Office Level.

1. **Application**

- a. Office concerned together with the documentary requirements stated in Item F.
- b. The Field Office shall acknowledge in writing the accomplished application form within five days from the date of receipt. The acknowledgement letter depending on the result of the FO's review shall indicate, among others, the following:
  - Whether or not the applicant has met the basic qualifications/ requirements or there are lacking documents that have to be complied with.
  - Schedule of the validation/assessment visit.

2. **Validation/assessment.**

The CRC shall conduct the certification assessment as per confirmed schedule. The Department may also deputize organization/s trained to undertake the assessment.

The assessment shall include the following activities:

- a. ***Interview of the Applicant.*** The applicant shall be requested to undergo in-depth interview to be conducted by the CRC members to establish his/her personality and level of comprehension of CISD.
- b. ***Review and Validation of Sessions Conducted by the Applicant.*** Review and validation of the documentation of the stress debriefing conducted for at least three (3) groups shall be undertaken by the CRC purposely to look into the substantive coverage of the debriefing sessions, the process of generating the participation of the participants and the inputs of the debriefer. The documentation will include the plans of action of the participants on meeting the needs related to the traumatic/critical event.
- c. ***Discussion of Findings and Recommendations.*** The assessment visit shall be concluded with a discussion of the initial results of the assessment with the applicant and members of the CRC. His/her immediate supervisor shall be invited, if applicable.
- d. ***Confirmation of Results of Assessment.*** Results of the assessment conducted by the CRC shall be forwarded to the concerned Field Office Director which shall include recommendation for the issuance or non-issuance of the Certification or any appropriate action in relation to the assessment results. Where there are unmet standards, the Field Office concerned shall provide necessary technical assistance to the applicant.

The Field Office based on the results of the assessment of the CRC shall confirm in writing the results of the assessment of the concerned applicant. The confirmation shall be made within fifteen (15) working days upon receipt of the assessment report from the CRC.

3. ***Issuance of Certification.*** The Field Office shall issue the Certification to the applicant within (15) working days upon receipt of assessment report of the CRC. The Certification of CISD practitioner/debriefer shall be valid for three (3) years. It is non-transferable. A certified CISD practitioner/debriefer shall also be issued an ID.
4. ***Renewal of Certification.*** Certified CISD practitioner/debriefer shall apply for renewal of his/her Certification at least two (2) months before the expiry date. The application for renewal shall be done in writing to the FOs concerned signifying his/her interest for renewal of the Certification.

To support its renewal, the debriefer shall be requested to submit a report duly endorsed by the Field Office concerned on CISD sessions conducted from the date of issuance of Certificate following

the prescribed outline on CISD documentation (DSWD-ACISD Form 2), the purpose of which is to determine his/her continued practice as a debriefer.

A certified CISD practitioner/debriefer may qualify as a CISD expert once he/she has met the criteria stipulated in Item I.

Failure to seek renewal for Certification beyond six (6) months after the expiration of Certification unless justified by a valid reason would mean that he/she is no longer an active CISD practitioner/debriefer and therefore shall be dropped from the pool of qualified CISD practitioners/debriefers.

***I. Exemption***

An expert in the field of CISD is exempted from undergoing validation assessment. However, she/he may be requested to accomplish the application form and necessary supporting documents as reference of the Certification Review Committee at the National Level for issuance of Certification. An expert is a person who has an established track record in the practice of CISD and has experience/s in any of the following aspects:

1. Training - must have facilitated at least three (3) CISD trainings as attested by a Certificate of Recognition/Appreciation or any applicable document.
2. Consultancy - this shall be supported by an endorsement/certification from the agency where the consultancy services have been extended.

***J. Application Fee for Certification***

Applicants for Certification as CISD practitioner/debriefer and CISD expert, either new or renewal, shall be charged an application fee in the amount of Php300 and Php500, respectively in accordance with section 46, Chapter V, Book VI of Executive Order no. 292, s. 1987. The application fee however is still subject to change, as may be determined by the DSWD.

***K. Benefits of a Certified CISD Practitioner/Debriefer and Expert***

1. Entitlement/authority to charge honorarium from those seeking her/his services based on standard rates prevailing for the service and subject to existing guidelines and regulations, (e.g taxation, memo circular from COA, DBM, CSC, and other government agencies)
2. Inclusion in the pool of DSWD certified CISD practitioners/ debriefers and experts for access to companies/institutions/establishments needing the service of a debriefer for a professional fee.

***L. Monitoring and Data Banking***

Monitoring shall be conducted both at the National Level through the Standards Bureau Office and at the Field Office Level through Standards Unit. This shall be conducted to determine the issues and gaps in the practice of

CISD which may serve as basis in providing technical assistance, policy formulation/enrichment, program development and collaboration between and among concerned agencies.

At the National Level, the Standards Bureau shall be responsible in monitoring the activities of certified experts to determine their continued practice of CISD. Likewise, the Bureau shall maintain a masterlist of certified CISD practitioners/ debriefers and experts, disaggregated by gender, location and categories, among others

At the Field Office Level, the Standards Unit Office shall be responsible in monitoring compliance of the certified CISD practitioners/ debriefers with the set guidelines in the conduct of CISD. The Field Office shall also be required to maintain a masterlist of certified practitioners/debriefers and submit same to the Standards Bureau on a quarterly basis for data banking.

**M. Revocation of Certification**

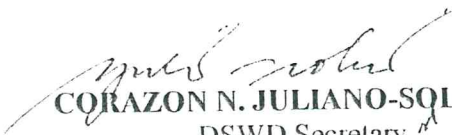
The Certification may be revoked based on any of the following grounds that constitute unethical practices as a stress practitioner/ debriefer and/or expert.

1. Breach of confidentiality
2. Conducting sessions under the influence of drugs and/or liquor;
3. Emotional/psychological incapacity
4. Sexual harassment
5. Overcharging of fees
6. Use of CISD sessions/training for personal business other than the objectives of CISD.
7. Other similar acts

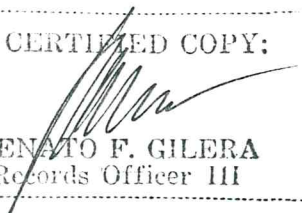
**N. Effectivity**

This order shall take effect immediately and supersedes other orders inconsistent with the provisions herein.

Issued in Quezon City on this 26th day of August, 2003.

  
**CORAZON N. JULIANO-SOLIMAN**  
DSWD Secretary

A CERTIFIED COPY:

  
**RENATO F. GILERA**  
Records Officer III



Republic of the Philippines  
**STANDARDS BUREAU**  
 Department of Social Welfare and Development  
 Batasan Pambansa Complex, Constitution Hills, Quezon City

**APPLICATION FORM FOR THE CERTIFICATION OF PRACTITIONERS/  
DEBRIEFERS AND EXPERTS ON CISD**

**A. Profile of the Applicant**

1. Name: \_\_\_\_\_
2. Age : \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Educational Attainment : \_\_\_\_\_
5. Name and Address of Employer: \_\_\_\_\_
6. Current Designation: \_\_\_\_\_
7. Status of Employment : \_\_\_\_\_
  - Permanent
  - Temporary
  - Other, please specify \_\_\_\_\_
8. No. of Years in the Organization \_\_\_\_\_

**B. Checklist of Documentary Requirements**

- Certified True Copy of Diploma
- Photocopy of Certificate/s of CISD Training Attended
- Process Recordings/Documentation
  - 3 sessions
  - More than 3 sessions, please specify \_\_\_\_\_
- Endorsement from the Organization as an Applicant for Certification
- Endorsement/Certification or Any Applicable Document on Consultancy Services Extended

**C. CISD Session Facilitated After Attendance to Trainings**

Date	Place/Venue	Participants		Requested By: (please specify agency)	Remarks
		Number	Category (i.e. disaster victims)		

**D. CISD Trainings Facilitated**

Date	Place/Venue	No. of Participants	Requested/ Sponsored By: (please specify agency)	Remarks

**E. Consultancy Rendered**

Name of Agency	Period Covered	Services Rendered	Remarks

\_\_\_\_\_  
*Signature Over Printed Name of Applicant*

\_\_\_\_\_  
*Date Accomplished*

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To be Accomplished by DSWD Field Office Staff

*Reviewed by:*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature Over Printed Name*

\_\_\_\_\_  
*Designation*

*Action/s Taken:*

- For endorsement to the Certification Review Committee for validation assessment/ For issuance of Certification as CISD Expert
- For provision of technical assistance (please specify area/s for TA)
- Other, please specify

*Remarks:*

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

**Outline on the Documentation of CISD Sessions**

The following outline would guide the CISD Practitioner/Debriefer in recording the highlights of activities during the conduct of CISD sessions.

Date of the Session : \_\_\_\_\_  
 Venue : \_\_\_\_\_  
 Number of Participants: \_\_\_\_\_  
 Categories/Type of Participants: \_\_\_\_\_

<p><b>Activities</b></p>	<p><b>Highlights</b>  <i>(Description of what had happened and what debriefer did to facilitate reactions from the participants)</i></p>
<p>I. Introduction</p>	
<p>II. Sharing of Facts and feelings</p>	
<p>III. Processing</p>	
<p>IV. Contingency/Action Planning</p>	

\_\_\_\_\_  
*Signature Over Printed Name of CISD Practitioner/Debrieffer*

\_\_\_\_\_  
*Date*

**Republic of the Philippines**  
**Standards Bureau**  
 Department of Social Welfare and Development  
 Batasan Pambansa Complex, Constitution Hills, Quezon City

**Assessment Tool on the Certification of CISD Practitioners/ Debriefers**

**Instruction:**

1. Before accomplishing this tool, ensure that the applicant has complied with the basic requirements for certification as stipulated in the Guidelines in the Certification of CISD Practitioners/ Debriefers and Experts.
2. This assessment tool shall be accomplished by the member/ of Certification Review Committee when conducting the validation assessment. The review of records, process documentation and other pertinent documents submitted by the applicant shall serve as the basis in accomplishing this tool and in rating the applicant appropriately.
3. Except for Part I all variables are vital elements in the conduct of CISD session and therefore should be complied with.
4. Check the "yes" column if the variables/indicators below are evident based on the No. 2 instruction.
5. Count the number of "yes" responses.
6. A total of 20 "yes" scores is needed to be certified as CISD Practitioner/ Debriefers.

Variables	Yes	No	Specific Findings/Remarks
<b>I. Introduction</b>			
1. Facilitator welcomes participants , introduces himself/herself and co-facilitator (if any)			
2. Discusses and defines the concept of Critical Incident			
3. Discusses the rationale of CISD			
4. Discusses session goals and purposes of CISD (What the session is and is not)			
5. Discusses with the participants the framework and establishes the vocabulary for understanding and managing their reactions to a critical incident.			
6. Session allows questioning and/or expression comments from participants rather than academic or lecturing approach.			

<b>II. Sharing of facts and feelings</b>			
1. Stresses the confidentiality agreement			
2. Underscores that there is no right or wrong answers or ideas during the session			
3. Instructs/guides participants in recalling and describing the recent crisis that happened			
4. Participants were asked to make self-analysis: <ul style="list-style-type: none"> <li>a. what happened to him/her?</li> <li>b. how he/she felt then?</li> <li>c. How he/she feels now?</li> </ul>			
5. Identifies symptoms and signs of serious stress reactions during the session			
6. Elicits responses that focus more on the feelings rather than the facts surrounding the experience			
7. Acknowledges and compliments the group after the sharing			
8. Summarizes the session by pointing out the commonality of the responses of the participants to the crisis situation and stresses that their feelings and reactions are normal reactions of normal people exposed to an abnormal situation.			
<b>III. Processing</b>			
1. Leads participants in an interactive discussion of their stress responses during and after the critical incident.			
2. Explains and relates the reactions of the participants with the four (4) types of stress responses <ul style="list-style-type: none"> <li>a. Physical</li> <li>b. Emotional</li> <li>c. Cognitive</li> <li>d. Behavioral</li> </ul>			
3. Explains and relates the reactions of the participants with the "Grief Cycle" <ul style="list-style-type: none"> <li>a. denial</li> <li>b. bargaining</li> <li>c. anger and frustration</li> <li>d. depression/sadness</li> <li>e. acceptance/resignation</li> </ul>			
4. Explains and relates the reactions of the participants with the thought and feeling ratio <ul style="list-style-type: none"> <li>- during normal situation thinking level is higher than the feeling level</li> <li>- people undergoing crisis have higher feeling level than thinking level</li> </ul>			
5. Explains and relates reactions of the participants with the stages of crisis <ul style="list-style-type: none"> <li>- pre-crisis</li> <li>- crisis</li> <li>- post-crisis</li> </ul>			

*Handwritten mark*

**Outline on the Documentation of CISD Sessions**

The following outline would guide the CISD Practitioner/Debriefers in recording the highlights of activities during the conduct of CISD sessions.

Date of the Session : \_\_\_\_\_  
 Venue : \_\_\_\_\_  
 Number of Participants: \_\_\_\_\_  
 Categories/Type of Participants: \_\_\_\_\_

<b>Activities</b>	<b>Highlights</b> <i>(Description of what had happened and what debriefer did to facilitate reactions from the participants)</i>
I. Introduction	
II. Sharing of Facts and feelings	
III. Processing	
IV. Contingency/Action Planning	

\_\_\_\_\_  
*Signature Over Printed Name of CISD Practitioner/Debriefers*

\_\_\_\_\_  
*Date*

*nk*