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Subject: GUIDELINES IN MOBILIZING INDIVIDUALS AND CHARGING OF FEES IN THE ASSESSMENT OF DAY CARE, OTHER ECCD CENTERS AND SERVICE PROVIDERS

A. Rationale

The Department of Social Welfare and Development (DSWD) exercises its regulatory function over social welfare and development agencies (SWDAs) engaged in providing social welfare activities to specific target clientele through the setting of minimum standards for registration, licensing and accreditation to ensure delivery of quality programs and services for this clientele.

Among the areas being regulated by the DSWD is the implementation of the Day Care Service as per R.A. 6972, known as the Barangay Day Care Law and more recently R.A. 8980 otherwise known as Early Childhood Care and Development (ECCD) law particularly in the accreditation of day care, other ECCD center-based programs and service providers. The ECCD law required the alignment of collaborative efforts between government line agencies. One such collaborative effort is the signing of a Joint Memorandum Circular No. 001-12-04 between the Department of Education and DSWD, delineating the roles and responsibilities of the two line agencies involved in early childhood care and development. The DSWD's role is to register, license and accredit public and private ECCD centers, programs and service providers catering to children below six (6) years of age.

Regulation through accreditation is being implemented by the Department of Social Welfare and Development to ensure quality of service delivery of ECCD programs and services including the service providers managing the ECCD centers. The accreditation requirement is mandated by law as provided by Republic Act 8980 known as the Early Childhood Care and Development Act.

Given the scope of work relative to accreditation of day care and other ECCD centers, there is a need to adopt a mechanism that will enable the DSWD to obtain additional manpower in conducting assessment of day care, other ECCD centers and service providers for accreditation purposes.

The fees charged against the ECCD centers and service providers shall be primarily utilized to subsidize the expenses incurred by the DSWD assessment volunteers/partners and other benefits, such as trainings and materials used in the accreditation assessment, to ensure the quality of service delivery of the ECCD centers and service providers assessed.

The process requirements and other essential information in operationalizing the partnership and charging of fees are outlined in these guidelines.

B. Legal Bases

1. **Administrative Code of 1987 (Executive Order No. 292)**- Section 3, Title XVI, item no. (7), “Accredit institutions and organizations engaged in social welfare activities and provide consultative and information services to them”, and (12), “Deputize law enforcement agencies to assist in the implementation of laws, rules and regulation for the protection of the rights of the exploited, abused and disadvantaged”. This provision signifies the power of the DSWD to accredit institutions and organizations engaged in the delivery of social services which includes ECCD centers and the like. It also shows that the DSWD has the authority to deputize law enforcement agencies to enforce its legal mandate in the process of accreditation of institutions and organizations.
2. **Administrative Code of 1987 Section 46, Chapter V, Book VI,**” Government agencies are authorized to charge fees, including honoraria and other reasonable allowances as compensation for consultation, seminars or training programs, or technical services rendered to other government agencies or private parties. This provision is the legal justification for the charging of fees of the Department in the process of granting accreditation as a form of technical service rendered to private parties.
3. **Barangay Level Total Development and Protection of Children Act-(Republic Act No. 6972)**- An Act Establishing a Day Care Center in Every Barangay, Instituting Therein a Total Development and Protection of Children Program Appropriating Funds Therefore, and for other purposes. This law institutionalizes the establishment of Day Care Center in every barangay.
4. **The Early Childhood Care and Development Act(Republic Act. 8980)**-An Act Promulgating A Comprehensive Policy and National System for Early Childhood Care and Development (ECCD), providing funds therefore and for other purposes. This law is the primary source of the regulatory authority of the DSWD over public and private ECCD centers. It also provides that the DSWD shall have the mandate to accredit institutions providing ECCD programs and services.
5. **Joint Memorandum Circular No. 001-12-04 between DSWD and DepEd**-Delineating the roles and responsibilities of the Department of Social Welfare and Development (DSWD) and the Department of Education (DepEd) in the registration, licensing and accreditation of center-based early childhood care and development programs. This joint memorandum circular signed by DSWD and DepEd specifically delineated the roles and responsibilities of both departments involved in regulating the delivery of programs and services particularly on ECCD.

C. Coverage and Applicability

These guidelines shall apply to all authorized assessment partners/volunteers and public and private day care, other ECCD centers run by church-based organizations, people's organizations (POs), and non-government organizations (NGOs) including learning centers that are independently established from formal school systems, and service providers of the above DCCs and ECCD centers.

The DSWD assessment partners/volunteers shall be authorized to conduct assessment of day care, other ECCD centers and service providers under the guidance and supervision of the DSWD.

The volunteer may be recruited from among, namely employees/ staff of the LGUs' Social Welfare and Development Office, employees/ staff of NGOs and other socio-civic or religious groups, youth volunteers, senior citizens, retired employees from government or private agencies, and other individuals.

D. Definition of Terms

The following terms are defined for the purposes of these guidelines:

1. **Day Care Center (DCC)/ Other ECCD Centers** – is a community or workplace facility where children below 6 years old are cared for during part of the day.
2. **ECCD/Service Provider** - refers to the various professionals and paraprofessionals such as day care workers, teachers, social workers, physicians, nurses, teacher-aides, midwives, child development workers responsible for the implementation of center-based ECCD program.
3. **Accreditation** - is the process of ensuring that minimum standards for day care, other ECCD centers and service providers are met.
4. **Accreditation Certificate** - is the document signifying the recognition given to day care centers, other ECCD centers and service providers that have met the minimum standards set by the DSWD in the implementation of ECCD center-based program.
5. **Certificate of Authority** – is the document issued to DSWD assessment partners/volunteers signifying the authority to accredit institutions/organizations and service providers in behalf of the Department. This authorization is issued by the DSWD Regional Directors valid throughout the effectivity of the Memorandum of Agreement (MOA) executed between the assessment partners/volunteers and the DSWD unless revoked for a cause.
6. **Authorized Assessment partners/volunteers** - are the LGU Social Welfare Officers, volunteers, or selected government staff trained in Early Child Care and Development and in the conduct of accreditation assessment of DCC, other ECCD centers and Service Providers.

E. Qualifications of Assessment Partners

1. Has completed at least two (2) years of college education
2. Physically and mentally fit to perform the expected activities of DSWD assessment partners/volunteers
3. Of good moral character as certified by the barangay chairperson in which he/she actually resides
4. Should have a working knowledge on and exposure to ECCD program
5. Endorsed by the Municipal, City Social Welfare and Development Officer and the Provincial Social Welfare and Development Officer

6. Willing to be assigned within the city or municipality other than his/ her place of residence

F. Documentary Requirements

1. School certification indicating that the applicant assessment partner/volunteer has completed at least two years of college education
2. Medical Certificate/ clearance from a government physician
3. Barangay Certificate of good moral character
4. Endorsement letter of the City or Municipal Social Welfare and Development Office

G. Process of Authorizing Volunteers

The sequence of the process should proceed as follows:

1. Recruitment Process

- a. The DSWD FO shall identify/ invite or entertain application of potential assessment partners/ volunteers who will conduct accreditation assessment of DCC, other ECCD centers and service providers.
- b. Applicants identified shall then submit an application letter/ duly accomplished application form and other documentary requirements to any DSWD - FO in which they intend to exercise their authority to assess public or private day care, other ECCD centers and service providers.

2. Screening Process

The DSWD - FO shall review and assess the qualification of the applicants or potential applicants.

3. Orientation Process

All those who pass the minimum requirements and other qualifications set by the DSWD shall be required to undergo an orientation on the ECCD system and the accreditation scheme developed by the Department.

4. Training Process

After the orientation, applicants will subsequently undergo intensive training on ECCD standards on day care, other ECCD centers and service provider, processes and administration of accreditation assessment tool. The intensive training shall be the basis for the applicant to qualify as an authorized assessment partner/volunteer. Only those who will pass the training and the given set of examinations, in whatever form, shall be the basis for the applicant assessment partner/volunteer to qualify and be authorized to become DSWD assessment partners/volunteers.

5. **Authorization Process**

After complying with the requirements, undergoing orientation and intensive training, a MOA between the DSWD - FO and qualified assessment partner/volunteer shall be executed which shall be the basis for the issuance of the certificate of authority and identification card to him or her.

6. **Deployment Process**

The DSWD – FO shall assign specific areas where the assessment partners shall conduct the assessment activity and the number of ECCD centers and service providers to be assessed.

7. **Monitoring and Reporting**

- a. The DSWD – FO review the assessment reports of its assessment partners/volunteers and issue corresponding accreditation certificate to ECCD Centers and Service Providers.
- b. A quarterly meeting with all authorized assessment partners shall be conducted to discuss and resolve issues that may arise in the process of assessment/validation.

H. Memorandum of Agreement

The MOA between the DSWD - FO and qualified assessment partner/volunteer shall stipulate among others, the following responsibilities of both parties. It shall also contain the amount of financial subsidy the assessment partner/volunteer is entitled to receive for his/ her services rendered in conducting the validation assessment of DCC, other ECCD centers and service providers for accreditation.

The responsibilities of the DSWD – FO and the assessment partner/volunteer shall be as follows:

1. **DSWD Authorized Assessment Partner/Volunteer**

- a. Conduct on-site assessment using the prescribed accreditation tool
- b. Maintain a masterlist of DCC, other ECCD centers and service providers they have assessed.
- c. Submit quarterly report of activities conducted including a copy of the masterlist of day care, other ECCD centers and service providers and those which failed the assessment
- d. Submit result of assessment and provide corresponding recommendations to concerned DSWD - FO
- e. Coordinate with their respective DSWD - FO on the issuance of accreditation certificate
- f. Coordinate with the local chief executive and/ or head of the local social welfare and development office in the conduct of accreditation assessment



2. **The DSWD – Field Office**

- a. Train/equip assessment partners/volunteers on the appropriate knowledge in the validation assessment of day care, ECCD centers and service providers for accreditation
- b. Prepare the Memorandum of Agreement to be executed between the DSWD and its assessment partners/volunteers
- c. Issue certificate of authority to authorized individual assessment partners/volunteers
- d. Provide materials necessary for the documentation of accreditation of day care, ECCD centers and service providers
- e. Review the assessment reports of its assessment partners/volunteers and issue corresponding accreditation certificate to ECCD Centers and Service Providers
- f. Pay financial subsidy to its authorized assessment partners/volunteers

I. Process of MOA Termination and Implementation of Sanctions

1. Any existing ground for the termination of MOA shall be verified by the Field Office Standards Unit (FO – SU).
2. The FO SU shall make a verification and gather available documents to justify their findings. The findings shall be in writing submitted to the Regional Director.
3. The period of verification shall not exceed five (5) working days from the time of discovery of the existence of the ground to terminate the MOA. A report shall be submitted to the FO Director within a period of two working (2) days from the completion of the verification.
4. Upon receipt of the verification report and there is basis to terminate the MOA, the Regional Director shall immediately notify in writing the DSWD assessment partner of the DSWD's decision to terminate the partnership agreement. The decision of the Regional Director shall be final and immediately executory without need of reconsideration or appeal to the office of the Secretary.
5. The termination of the MOA shall take effect immediately upon receipt of the notice by the assessment partner/volunteer.

J. Sanctions/ Penalties on Violations Committed by Authorized Assessment Partners/Volunteers

1. Grounds for Grave Offenses

- a. Misrepresentation or falsified credentials and other personal documents submitted to the Department
- b. Submission of falsified documents to the DSWD of assessments made to applicant day care, other ECCD centers and service providers
- c. Soliciting or accepting, directly or indirectly, any gift, gratuity, favor, loan or anything of monetary value in the course of his duties as an accrediting partner
- d. Receiving for personal use a fee, gift or other valuable thing in the course of official duties or in connection therewith

- e. Gross violation of the terms and conditions set forth in the Memorandum of Agreement

Penalty: *Termination of partnership*

2. Grounds for Less Grave Offenses

- a. Failure to submit on time for two consecutive reporting periods all required reports to the DSWD FOs
- b. Failure to meet the quarterly target set for assessment
- c. Carelessness or negligence in the performance of duty as authorized assessment partners/ volunteers

Penalty: *Suspension from one month and one day to six months for the first offense and termination of partnership for the second offense*

3. Ground for Light Offenses

Failure to process and act on documents within the prescribed period.

Penalty: *Warning for the first offense, suspension from one day to thirty days for the second offense and termination of partnership for the third offense.*

In addition to the aforementioned, the DSWD shall also have the right to file criminal or civil cases against its authorized assessment partners/ volunteers for violations committed in the performance or in relation to their services relative to the conduct of assessment.

K. Institutional Arrangements

1. Standards Bureau

- a. Ensure compliance of standards through conduct of periodic monitoring and provision of technical assistance
- b. Maintain national data on accredited day care, other ECCD centers and service providers as well as those authorized assessment partners/volunteers as may have been conferred by virtue of this revised guidelines
- c. Review, revise policies and guidelines on the accreditation of DCC, other ECCD centers and service providers. Determine amount of subsidy to be given to assessment partners/volunteers in consultation with DSWD Field Offices.
- d. Review complaints against assessment partners/volunteers and provide technical assistance to FO in handling such

2. Financial Management Service – Central Office

Review and facilitate release of augmentation funds requested by the Standards Bureau in support of operational

expenses for the accreditation of DCC, other ECCD centers and service providers

3. Field Offices

- a. Recruit volunteers in coordination with Municipal, City and Provincial social welfare and development office
- b. Assess volunteers based on the qualifications and requirements
- c. Train authorized assessment partners/volunteers in coordination with Standards Bureau
- d. Issue authority to volunteers after the signing of the memorandum of agreement
- e. Deploy volunteers in specific areas with set quarterly targets
- f. Monitor and consolidate assessment reports made by assessment partners/volunteers
- g. Issue accreditation certificates to those day care, other ECCD centers and service providers that have met the standards
- h. Review volunteer performance and renew authority as necessary
- i. Maintain a data bank of all existing reports on ECCD centers and service providers, and accreditation documents submitted or issued by assessment partners/volunteers including the fees collected
- j. Submit quarterly report to the Standards Bureau of all accredited day care, other ECCD centers and service providers including the amounts collected
- k. Receive payments for accreditation of applicant DCC, other ECCD centers and service providers
- l. Prepare a Work and Financial Plan pertaining to financial subsidy and other costs relative to accreditation assessment of day care, other ECCD centers and service providers.
- m. Conduct verification of grounds to terminate the MOA partnership.
- n. Notify the assessment partner on the termination of the MOA partnership.

L. Rules on Charging of Fees

1. All private ECCD centers and service providers shall be charged an assessment fee. DCC of the LGUs are exempted from payment of the assessment fee. The assessment fee shall cover both the center and service providers of each center.
2. The assessment fee shall be computed at 1% of the total participation fee collected from January 1 up to 31st of December of the year prior to assessment, but in no case shall such fee exceed three thousand pesos (P 3,000.00).
3. All assessment fees collected shall directly inure to the national treasury.

M. Benefits for DSWD Authorized Assessment Volunteers/ Partners

Authorized assessment partners/volunteers shall be entitled to continuing technical assistance to include attendance to trainings and other forms of capability building activities sponsored by the DSWD, access to national and

international ECCD networks including financial subsidy to cover reasonable cost of transportation and food.

N. Benefits of Accreditation

1. Eligibility for service providers of LGU-run DCC to receive monthly allowance from the local government units
2. Participation in capability building activities of the DSWD and recommendation to attend national and international conferences, consultation or dialogues regarding ECD policies, and services
3. Access to national and international ECD networks. The DSWD shall initiate communications/linkages to other countries engaged in ECCD programs for the purpose of program enhancement through adoption of exemplary practices applicable to the Philippines.
4. Subsidy for program implementation when available

O. Financial Subsidy

The financial subsidy to DSWD assessment partners/ volunteers authorized to conduct assessment of DCC, other ECCD centers and service providers shall be extended to cover reasonable costs of transportation and food incurred during the accreditation assessment. These shall be charged to the centrally managed fund of the Department.

P. Repealing Clause

This Administrative Order shall revoke relevant provisions of other DSWD guidelines or issuances inconsistent herewith.

Q. Effectivity

These Guidelines shall take effect immediately following its publication in the Official Gazette.

Issued in Quezon City this 16th day of January 2006.


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OIC Secretary 