



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
Telephone No. 931-8101 to 07

**MEMORANDUM CIRCULAR NO. 25**  
**Series of 2004**

**SUBJECT : POLICIES ON THE STANDARD REPORTING ON DAY  
CARE CENTERS AND DAY CARE WORKERS (DCC/DCW)**

**A. RATIONALE**

The Day Care Service (DCS) is one of the devolved services of the Department thus shifting its role from direct service to capability building service provider. With the enactment of the Early Childhood Care and Development (ECCD) Law, the Department further strengthened its role in providing technical assistance to its partner agencies (LGUs, NGOs and NGAs). Regular monitoring and provision of technical assistance are undertaken by the concerned bureaus to identify and remedy gaps in service delivery. The performance of these function therefore require systematic reporting and data banking as basis for action

It has been observed that Field Offices submit to the DSWD Central Office several types of reports on DCS depending on the kind of information required by the concerned bureaus or units. The frequency and time of submission likewise vary. These are not only time-consuming but confusing as well on the part of the Field Offices because there is an apparent lack of standard system or procedure for generating the needed data at the Central Office.

This memorandum is hereby issued to provide directions and policies on reporting and generation of data relative to the implementation of day care service including accreditation of day care centers and workers.

**B. COVERAGE AND APPLICABILITY**

DCCs and their respective DCW managed by the following must be included in the report:

1. Local Government Units (LGUs),
2. National Government Agencies (NGAs),
3. Government Owned and Controlled Corporations (GOCCs),
4. Licensed Non-Government Organizations (NGOs)
5. People's Organizations (POs)
6. Private Corporations or Individuals
7. Church/ Religious Organizations

## C. POLICIES

1. All requests to the Field Offices for reports on DCC/DCW shall originate from the Policy and Plans Bureau (PPB) which shall act as repository unit of all data. Hence, concerned Bureaus shall coordinate with PPB regarding their respective data requirements from the Field Offices as well as any information that will be used as basis for carrying out their respective responsibilities relative to the implementation of Day Care Service.
2. At the Field Office level, the Technical Assistance Division shall be responsible in generating and consolidating data/ reports of the LGUs, NGAs, GOCCs, NGOs, POs, private corporations or individuals and church/religious organizations.
3. All reports shall be accomplished using the attached forms and/ or a web based reporting system that will be developed by the Management and Information System Service (MISS).
4. Cut-off date of the data to be reflected in the reports shall be the last working day of each quarter/year.
5. The DCC/DCW Quarterly Report (Form 1) and the Consolidated DCC/DCW Quarterly Report (Form II) shall be sent to all Municipal/City Social Welfare Development Office (M/CSWDO). Form I shall be accomplished individually by all DCWs and submit this to their respective M/CSWDO within three (3) working days after each reference quarter.
6. The M/CSWDO shall be responsible in consolidating all DCC/DCW Quarterly Report in his/her area of jurisdiction by accomplishing the Consolidated Quarterly Report on DCC/DCW or Form II and submit this to the DSWD Field Office (FO) within five (5) working days after each reference quarter.
7. DSWD Field Offices shall be responsible in consolidating all Municipal and City DCC/DCW Quarterly Reports using Form III and submit these to Policy and Plans Bureau (PPB) within seven (7) working days after each reference quarter.

8. The Policy and Plans Bureau shall monitor the timely and accurate submission of the required reports and consolidate these to come up with comprehensive national data. It shall serve as primary source of data/information on DCC/DCW and shall be responsible for data banking to ensure consistency and accuracy of reports.

#### D. EFFECTIVITY

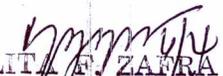
This Order shall take effect this 3rd quarter, 2004 and thereafter.

#### E. ISSUANCE

Issued this 4<sup>th</sup> day of June 2004, at Quezon City, Philippines.

  
CORAZON JULIANO SOLIMAN

A CERTIFIED COPY:

  
CARMELITA F. ZAFRA  
Chief, General Services Division  
and OIC, Records Unit

Encl : Form I - DCC/DCW Quarterly Report  
Form II - Consolidated Quarterly Report on DCC/DCW By  
City/Municipality  
Form III - Regional Consolidated Report on DCC/DCW (Quarterly)  
Form IV- Regional Consolidated Report on DCC/DCW (Annual)

**Day Care Center /Day Care Worker**  
**\_\_\_\_\_ Quarterly Report, CY \_\_\_\_\_**

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

**Instructions :**

This form shall be accomplished individually by Day Care Worker and submit this to their respective City or Municipal Social Welfare and Development Office within three (3) days after each reference quarter. If she / he has more than one DCC, she / he should accomplish another sheet /s depending on the number if DCC facility /ies she / he manages.

**IDENTIFYING INFORMATION**

**I. Day Care Center (DCC)**

**A. Location**

Barangay : \_\_\_\_\_  
 Municipal/City : \_\_\_\_\_  
 Province : \_\_\_\_\_  
 Congressional District : \_\_\_\_\_  
 Region : \_\_\_\_\_

**B. Facility**

Name of DCC: \_\_\_\_\_ Date Established : \_\_\_\_\_  
 Accredited :  Yes  No Date of Evaluation : \_\_\_\_\_  
 Active :  Yes  No Date of 1<sup>st</sup> Accreditation: \_\_\_\_\_  
 Total Point of Last Assessment: \_\_\_\_\_ Star Rating : \_\_\_\_\_  
 Accreditation No.: \_\_\_\_\_ Validity Period : \_\_\_\_\_  
 Date of Expiration: \_\_\_\_\_  
 No. DCCs session/s: \_\_\_\_\_  
 Name of Sponsoring Agency/Org.: \_\_\_\_\_  
 (e.g. LGUs, GOCCs, NGAs, NGOs, POs, Church/Religious Org., among others)  
 Assessed/Reassessed by: \_\_\_\_\_ Position: \_\_\_\_\_

**C. Funding Source:**

CI  CIDSS  BCDA  ECD  VGF   
 PDAF  KALAHI  PAF1  PAF2

**D. Status of Construction**

Constructed  To be constructed  Pending  On-going construction

**E. Type of Facility** (please check only one)

- Existing DCC/Functional
- Other Facilities (Brgy. Hall, Multi-Purpose Hall, among others)

**F. Children Served**

*Age by Gender*

Age	1 <sup>st</sup> Session:		Sub-total	2 <sup>nd</sup> Session		Sub-total	Grand Total
	Male	Female		Male	Female		
3yrs.							
4 yrs.							
5 yrs							
above 5 yrs			:				

*Number of Children with Disability*

Age	1 <sup>st</sup> Session:		Sub-total	2 <sup>nd</sup> Session		Sub-total	Grand Total
	Male	Female		Male	Female		
3yrs.							
4 yrs.							
5 yrs							
above 5 yrs			:				

**II. Day Care Worker (DCW)**

Name of DCW : \_\_\_\_\_

Address of DCW : \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Nature of Employment/ Appointment  Volunteer  Contractual  Casual  Regular/permanent

Educational Attainment : \_\_\_\_\_

Length of Service as DCW : \_\_\_\_\_ Amount of Salary/ Subsidy: \_\_\_\_\_

Name of Sponsoring Agency/ Org.  LGUs  NGOs  POs  Church/ Religious Org.  
 GOCCs  NGAs  Others (specify) \_\_\_\_\_

Date of First Assessment : \_\_\_\_\_ Date of Reassessment : \_\_\_\_\_

Accredited:  Yes  No Active :  Yes  No

Accreditation No.: \_\_\_\_\_ Validity Date : \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature



**CONSOLIDATED QUARTERLY REPORT ON DAY CARE CENTER / WORKERS BY CITY / MUNICIPALITY**

**Quarter, CY**

*(To be accomplished by City / Municipal Social Welfare and Development Offices)*

Form II p2

CITY / MUNICIPALITY : \_\_\_\_\_

Name of Barangays	NUMBER OF DAY CARE CENTER BY FUND SOURCE																																		
	ECD					PAF 1					PAF 2					LMP					LPMP					GASS / DSWD									
	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constricid	To be Constid	Pending	On - Going Consin.	TOTAL	Constricid	To be Constid	Pending	On - Going Consin.	TOTAL	Constricid	To be Constid	Pending	On - Going Consin.	TOTAL					
<b>GRAND TOTAL</b>																																			

**Instruction : Indicate number of day care centers by fund source / by status of construction**

**Legend :**

ECD - Early Childhood Development

PAF 1 - Poverty Alleviation Fund I

PAF - Poverty Alleviation Fund II

LMP - League of Municipalities in the Philippines

LPSM - Lingap Para sa Mahihirap Program

GASS/DSWD - General Administrative and Support Services

To be constructed - funding available / ready for construction

Pending - construction is pending due to limited funds / other reasons

On-going construction

**REPORT ON DAY CARE CENTER WORKERS BY CITY / MUNICIPALITY**  
**Quarter , CY**  
 (To be accomplished by City / Municipal Social Welfare Development Offices)

Form II p3

CITY / MUNICIPALITY :

Name of Barangays	NUMBER OF DAY CARE CENTER BY FUND SOURCE																				Others (Pls. Specify)										
	NGOs					GOs					GOCCs					CHURCH						POs									
	Constricid	To be Constructed	Pending	On - Going Construction	TOTAL	Constricid	To be Constructed	Pending	On - Going Construction	TOTAL	Constricid	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL		Constructed	To be Constructed	Pending	On - Going Construction	TOTAL					
<b>GRAND TOTAL</b>																															

**Instruction :** Indicate number of day care centers by fund source / by status of construction

**Legend :**

- GA: WD - General Administrative and Support Services
- GOs - Government Organizations
- GOCCs - Government Owned and Control Corporation
- NGOs - Non -Governmental Organizations
- Church - Church baesd or any religious organization
- POs - Peoples Organization
- Others - Other DCC faciilty / ies which are not mentioned on the lists

- To be constructed - funding available / ready for construction
- Pending - construction is pending due to limited funds / other reasons
- On-going construction







**CONSOLIDATED QUARTERLY REPORT ON DAY CARE WORKERS BY CITY / MUNICIPALITY**

**Quarter CY \_\_\_\_\_**

*(To be accomplished by City / Municipal Social Welfare and Development Offices)*

Form II p7

CITY / MUNICIPALITY : \_\_\_\_\_

Name of Barangays	NUMBER OF DAY CARE WORKER																				Total Number of Day Care Workers	
	Total Compensation Rcvd/Mo. (Php)																					
	Php 2,001 to Php2,500						TOTAL	Php2,501 to Php3,000						TOTAL	above Php3,000.00							TOTAL
	LGU	NGOs	Church	GOCC	GOs	Others, pls. specify		LGU	NGOs	Church	GOCC	GOs	Others, pls. specify		LGU	NGOs	Church	GOCC	GOs	Others, pls. specify		
<b>Grand Total</b>																						

*Note: indicate number of Day Care Workers by monthly compensation receive by fund source*

REGIONAL CONSOLIDATED QUARTERLY REPORT ON DAY CARE CENTER / WORKERS

Quarter, CY \_\_\_\_\_

(To be accomplished by Field Offices)

REGION : \_\_\_\_\_  
 Total number of Trained Accreditors : \_\_\_\_\_  
 Total Number of Accreditors mobilized for the quarter : \_\_\_\_\_  
 FO staff : \_\_\_\_\_  
 C/MSWDO : \_\_\_\_\_  
 Volunteer (pls specify) : \_\_\_\_\_

Form III p1

Province/ District / City / Municipality	Total # of Brgys.	# of Brgys. with DCC	# of Brgys. without DCC	Total # of DCC	Total # of DCWs	NUMBER OF DAY CARE CENTER BY FUND SOURCE																													
						CI					CIDSS					VGF					PDAF-					KALAHİ									
						Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL					
<b>GRAND TOTAL</b>																																			

Instr : Indicate number of day care centers by fund source and by status of construction

- Leg.
- CI - Congressional Initiative
  - CIDSS - Comprehensive and Integrated Delivery of Social Services
  - VGF - Vulnerable Groups Facility
  - PDAF - Priority Development Assistance Fund
  - KALAHİ - Kapit Bisig Laban Sa Kahirapan
  - To be constructed - funding available / ready for construction
  - Pending - construction is pending due to limited funds / other reasons
  - On-going construction

REGIONAL CONSOLIDATED QUARTERLY REPORT ON DAY CARE CENTER / WORKERS

Quarter, CY \_\_\_\_\_

(To be accomplished by Field Offices)

Form III p2

REGION : \_\_\_\_\_

Province/ District / City / Municipality	NUMBER OF DAY CARE CENTER BY FUND SOURCE																																		
	BCDA					ECD					PAF 1					PAF 2					LMP					LPMP									
	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constricid	To be Constid	Pending	On - Going Constrn.	TOTAL	Constricid	To be Constid	Pending	On - Going Constrn.	TOTAL	Constricid	To be Constid	Pending	On - Going Constrn.	TOTAL					
GRAND TOTAL																																			

Instruction : Indicate number of day care centers by fund source / by status of construction

- Legend :**
- A - B - Conversion Development Authority
  - EC - Childhood Development
  - PAF 1 - Poverty Alleviation Fund I
  - PAF 2 - Poverty Alleviation Fund II
  - L - League of Municipalities in the Philippines
  - PSM - Lingap Para sa Mahihirap Program
  - To be constructed - funding available / ready for construction
  - Pending - construction is pending due to limited funds / other reasons
  - On-going construction

REGIONAL CONSOLIDATED QUARTERLY REPORT ON DAY CARE CENTER / WORKERS

Quarter, CY \_\_\_\_\_

(To be accomplished by Field Offices)

REGION : \_\_\_\_\_

Form III p3

Province/ District / City / Municipality	NUMBER OF DAY CARE CENTER BY FUND SOURCE																								Others (Pls. Specify)						
	GASS / DSWD					NGOs					GOs					GOCCs					CHURCH					POs					
	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction		TOTAL					
GRAND TOTAL																															

**Instruction :** Indicate number of day care centers by fund source / by status of construction

**Legend :**

GASS/DSWD - General Administrative and Support Services

GOs - Government Organizations

GOCC - Government Owned and Control Corporation

NGOs - Non -Governmental Organizations

Church - Church based or any religious organization

POs - Peoples Organization

Others - Other DCC facilities which are not mentioned on the lists

To be constructed - funding available / ready for construction

Pending - construction is pending due to limited funds / other reasons

On-going construction







**REGIONAL CONSOLIDATED QUARTERLY REPORT ON DAY CARE WORKERS**

**Quarter CY \_\_\_\_\_**

*(To be accomplished by Field Offices)*

Form III p7

REGION : \_\_\_\_\_

Province/ District / City / Municipality	NUMBER OF DAY CARE WORKER																				Total Number of Day Care Workers
	Total Compensation Rcvd/Mo. (Php)																				
	Php 2,001 to Php2,500						TOTAL	*Php2,501 to Php3,000					TOTAL	above Php3,000.00					TOTAL		
	LGU	NGOs	Church	GOCC	GOs	Others, pls. specify		LGU	NGOs	Church	GOCC	GOs		Others, pls. specify	LGU	NGOs	Church	GOCC		GOs	
<b>Gr Total</b>																					

Note: indicate number of Day Care Workers by monthly compensation receive by fund source

REGIONAL CONSOLIDATED ANNUAL REPORT ON DAY CARE CENTER / WORKERS

CY \_\_\_\_\_

(To be accomplished by Field Offices)

REGION : \_\_\_\_\_  
 Total number of Trained Accreditors : \_\_\_\_\_  
 Total Number of Accreditors mobilized for the year : \_\_\_\_\_  
 FO staff : \_\_\_\_\_  
 C/MSWDO : \_\_\_\_\_  
 Volunteer (pls specify) : \_\_\_\_\_

Form IV p1

Province / District / City / Municipality	Total # of Brgys.	# of Brgys. with DCC	# of Brgys. without DCC	Total # of DCC	Total # of DCWs	NUMBER OF DAY CARE CENTER BY FUND SOURCE																													
						CI					CIDSS					VGF					PDAF					KALAHÍ									
						Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL					
<b>GRAND TOTAL</b>																																			

In: \_\_\_\_\_ on : Indicate number of day care centers by fund source and by status of construction

**Legend :**  
 CI - Congressional Initiative  
 CIDSS - Comprehensive and Integrated Delivery of Social Services  
 VGF - Vulnerable Groups Facility  
 PDAF - Priority Development Assistance Fund  
 KALAHÍ - Kapit Bisig Laban Sa Kahirapan  
 To be constructed - funding available / ready for construction  
 Pending - construction is pending due to limited funds / other reasons  
 On-going construction

REGIONAL CONSOLIDATED ANNUAL REPORT ON DAY CARE CENTER / WORKERS

CY \_\_\_\_\_

(To be accomplished by Field Offices)

Form IV p2

REGION : \_\_\_\_\_

Province/ District / City / Municipality	NUMBER OF DAY CARE CENTER BY FUND SOURCE																																		
	BCDA					ECD					PAF 1					PAF 2					LMP					LPMP									
	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructd	To be Consid	Pending	On - Going Constn.	TOTAL	Constructd	To be Consid	Pending	On - Going Constn.	TOTAL	Constructd	To be Consid	Pending	On - Going Constn.	TOTAL					
GRAND TOTAL																																			

Instruction : Indicate number of day care centers by fund source / by status of construction.

Legend :

A - Be - Conversion Development Authority

To be constructed - funding available / ready for construction

EC - Childhood Development

Pending - construction is pending due to limited funds / other reasons

PAF 1 - Poverty Alleviation Fund I

On-going construction

PAF 2 - Poverty Alleviation Fund II

LM - League of Municipalities in the Philippines

PSM - Lingap Para sa Mahihirap Program

REGIONAL CONSOLIDATED ANNUAL REPORT ON DAY CARE CENTER / WORKERS

CY \_\_\_\_\_

(To be accomplished by Field Offices)

REGION : \_\_\_\_\_

Form IV p3

Province/ District / City / Municipality	NUMBER OF DAY CARE CENTER BY FUND SOURCE																								Others (Pls. Specify)						
	GASS / DSWD					NGOs					GOs					GOCCs					CHURCH					POs					
	Constctd	To be Constructed	Pending	On - Going Construction	TOTAL	Constctd	To be Constructed	Pending	On - Going Construction	TOTAL	Constctd	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL	Constructed	To be Constructed	Pending	On - Going Construction		TOTAL	Constructed	To be Constructed	Pending	On - Going Construction	TOTAL
GRAND TOTAL																															

**Instruction :** Indicate number of day care centers by fund source / by status of construction

- Legend :**
- GASS / DSWD - General Administrative and Support Services
  - GOs - Government Organizations
  - GOCCs - Government Owned and Control Corporation
  - NGOs - Non -Governmental Organizations
  - Church - Church baesd or any religious organization
  - POs - Peoples Organization
  - Others - Other DCC facility / ies which are not mentioned on the lists
- To be constructed - funding available / ready for construction
- Pending - construction is pending due to limited funds / other reasons
- On-going construction







