



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
Batasan Pambansa Complex, Constitution Hills  
Quezon City  
Telephone No. 931-8101 to 07  
<http://www.dswd.gov.ph>

Memorandum Circular No. 12  
Series of 2006

**SUBJECT: IMPLEMENTATION OF THE REVISED ASSESSMENT TOOL  
AND USER'S MANUAL FOR THE ACCREDITATION OF DAY  
CARE, OTHER ECCD CENTERS AND SERVICE PROVIDERS**

**A. BACKGROUND**

The Department of Social Welfare and Development has issued A.O. 29, series of 2004 on "Standards for Day Care, Other ECCD Centers and Service Providers (for children aged 0-5.11 Years) and revised the assessment tool that will measure compliance to set standards.

Based on consultation dialogues and capability building activities for Field Office staff and potential evaluators/assessment partners, several issues had been raised on the use of the revised assessment tool and the new accreditation system and procedures. There are different interpretations and varying opinions on the application of the standards and revised assessment tool in relation to Day Care Centers (DCCs) and Day Care Workers (DCWs) due for accreditation assessment and the necessary preparation that has to be done in light of the new standards.

**B. PURPOSE**

This Memorandum Circular seeks to clarify issues concerning the utilization of the revised assessment tool for Day Care, other ECCD Centers and Service Providers and provide a smooth transition towards effective implementation.

**C. COVERAGE AND APPLICABILITY**

This Memorandum applies to all day care, other ECCD centers and service providers established and managed by public and private agencies, church-based organizations and individuals applying for accreditation.

These ECCD centers include those that are being operated by;

- LGUs, NGAs and GOCCs
- Licensed Social Work Agencies
- Service Providers managing any of the above ECCD centers
- Private or Church-based organizations
- Sole Proprietorship (Individually-owned)

#### **D. GENERAL GUIDELINES**

The following shall be observed to effect an orderly transition to the use of the revised assessment tool for accreditation of day care centers, other ECCD centers and service providers.

1. All Field offices and their authorized evaluators shall be guided by the processes indicated in the User's Manual for the Accreditation of Day Care, Other ECCD Centers and Service Providers developed by the Standards Bureau for this purpose.
2. The full implementation of the new accreditation system is expected to start in 2007. Nonetheless, using the revised assessment tool should be encouraged within this year in order for the centers and service providers to be ready for assessment by the DSWD authorized evaluators in the first quarter of 2007.
3. To popularize the standards and the new accreditation system, Field Offices should include in their priority activities for 2006 and onwards, the conduct of advocacy, capability building and technical assistance to LGUs and other stakeholders towards compliance.
4. Considering the new standards and the necessary preparatory activities involved in ensuring compliance, the rating using the revised assessment tool will take effect on the first quarter of 2007.
5. Upon effectivity of this Memorandum, all accreditation certificates due to expire this year shall be considered valid until the end of 2006.
6. A new and separate accreditation certificate will be issued by DSWD Field Offices to ECCD centers and service providers who meet the standards based on the results using the revised assessment tool. Accreditation certificates shall be issued starting the 1<sup>st</sup> quarter of 2007 and are non-transferable. Likewise, a certificate of authority and identification cards shall be issued to the authorized evaluators.
7. Effective first quarter of 2007, only DSWD authorized evaluators who have undergone orientation on the application of the revised tool and the users manual will be allowed to conduct assessment of day care, other ECCD centers and service providers. The Guidelines in Mobilizing Individuals and Charging of Fees in the Assessment of Day Care, other ECCD centers and Service Providers (AO 23), series of 2005) shall serve as the framework and point of reference concerning authorized DSWD evaluators.
8. To prevent possible conflict of interest and ensure objectivity, all DSWD authorized evaluators shall not be allowed to conduct assessment of day care, other ECCD centers and service providers in areas where they are

personally or officially connected or where he/she is related to any of the founder/s, owner/s, or offices of such center/service provider applicant within the 4<sup>th</sup> degree of affinity or consanguinity.

#### **E. VALIDITY PERIOD PER LEVELS OF ACCREDITATION**

Validity of the accreditation certificate for day care, other ECCD centers and service providers who have met the standards shall be based on the level of compliance as follows:

1. Level 1 with a "Satisfactory Compliance" – Three (3) years
2. Levels 2 and 3 with a "Very Satisfactory and Highly Satisfactory Compliance" respectively – Four (4) years
3. Levels 4 and 5 with an "Outstanding and Exemplary Compliance" respectively – Five (5) years

During the validity period, the Field Offices shall conduct on-site visit at least once a year to ensure that compliance to standards are maintained. If findings indicate that quality of implementation is not sustained, the service providers and program manager concerned shall be informed of the matter and be required to report on the actions taken. Status of accreditation may be recalled if notices to comply with standards (at most three notices) are not properly and sufficiently acted upon.

On the other hand, the status of accreditation may be upgraded to higher level provided that indicators for such level are complied with. A new Certificate of Accreditation shall be issued to this effect.

#### **F. APPLICATION FORM FOR ACCREDITATION**

Application forms for the accreditation of ECCD center-based programs and service providers will be available for downloading at the DSWD website at [www.dswd.gov.ph](http://www.dswd.gov.ph). or may be requested from the DSWD Field Offices or Municipal or City Social Welfare and Development Offices.

Applicants are encouraged to send their application form to the DSWD Field Office concerned through mail or online transaction. Only those with DSWD license shall be entertained except for LGU run DCCs which are exempted from licensing as per AO 6, series of 2005 (Omnibus Guidelines on the Registration and licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services, as Amended).

## **G. INSTITUTIONAL ARRANGEMENTS**

### **1. Standards Bureau**

- a. Provide technical assistance to FOs on the interpretation of AO 29, series of 2004 and on other concerns relative to accreditation processes
- b. Review and revise, when indicated, existing policies and guidelines pertinent to accreditation of day care, other ECCD centers and service providers
- c. Coordinate with Policy Development and Planning Bureau on data collection and management of data on accredited day care, other ECCD centers and service providers.
- d. Serve as resource person during trainings, seminars, capability building and other skills enhancement activities relevant to the accreditation of day care, other ECCD centers and service providers
- e. Provide augmentation support to FOs for the training and financial subsidy of DSWD-authorized evaluators, subject to availability of funds

### **2. Field Offices**

- a. Ensure compliance to standards for day care, other ECCD centers and service providers through regular monitoring of all social welfare development (SWD) agencies implementing ECCD center-based programs, both public and private, including church-based organizations
- b. Serve as resource person and coordinate with LGUs and other concerned agencies/individuals in initiating trainings, seminars and other capability building activities relative to standards, revised assessment tool and other related guidelines on ECCD center-based programs
- c. Review and determine accurateness of assessment reports submitted by DSWD authorized evaluators.
- d. Issue accreditation certificates to day care, other ECCD centers and service providers who have met the standards and establish a system for the issuance of such certificates for effective monitoring and recording purposes

- e. Maintain a data bank of day care, other ECCD centers and service providers established and accredited in the region
- f. Submit quarterly report to Policy Development and Planning Bureau (PDPB) using Reporting Form III as required by Memorandum Circular no. 25, series of 2004 entitled "Policies on the Standard Reporting on Day Care Centers and Day Care Workers"
- g. Disseminate copies of AO 29 and other ECCD center-based relevant guidelines to internal and external stakeholders and promote the importance of setting quality standards in respective Field Offices
- h. Integrate in yearly Work and Financial Plan activities pertaining to this Memorandum Circular to ensure sustained implementation

#### **H. REPEALING CLAUSE**

This Memorandum Circular supersedes DSWD issuances that are inconsistent herewith including previous accreditation tools.

#### **I. EFFECTIVITY**

This Memorandum shall take effect immediately.

Issued in Quezon City, this 5th day of Sept. 2006.

  
**ESPERANZA I. CABRAL**  
Secretary

Annexes:

1. Accreditation Certificates for the ECCD Center-based Programs and Service Providers
2. Application Form for DSWD Authorized ECCD Program/Service Provider Evaluator
3. Identification Card for the DSWD Authorized Evaluator
4. Certificate of Authority for DSWD Authorized Evaluator

SAMPLE



Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Field Office I  
Quezon Avenue, San Fernando, La Union

# Certificate of Accreditation

is awarded to

\_\_\_\_\_

ECCD Center

\_\_\_\_\_

(No., St., Brgy., City/Mun., Province)  
Address

\_\_\_\_\_

Implementing Agency

in recognition of its **ex. Very Satisfactory** compliance to the standards set  
Accreditation Level

In the implementation of Early Childhood Care and Development Center -based Programs.

Given this \_\_\_\_\_ day of \_\_\_\_\_ in San Fernando, La Union,  
Philippines.

\_\_\_\_\_

Regional Director

**Accreditation No. : ECCDCBP 001-05-I**

**Validity Period : \_\_\_\_\_**

In assigning the accreditation number

**ECCDCBP - 0001 - 05 - I**

Early Childhood Care and Development  
Center-based Program

Year Issued  
Field Office Number in Roman numeral Form  
Series Number

SAMPLE



Tulong! Sulong!

Republic of the Philippines

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Field Office I

Quezon Avenue, San Fernando, La Union

**Certificate of Accreditation**

is hereby issued to

\_\_\_\_\_  
Name of ECCD Service Provider

\_\_\_\_\_  
Address of Service Provider

for his/ her ex. **VERY SATISFACTORY** performance in the  
Accreditation Level

implementation of the Early Childhood Care and Development Center-based Programs providing opportunities for growth and development of 0 - 5 .11 year old children.

Given this \_\_\_\_\_ day of \_\_\_\_\_, in San Fernando, La Union, Philippines.

\_\_\_\_\_  
Regional Director

((DSWD Dry Seal area)

**Accreditation No.** : ECCDSP 001-05-I

**Validity Period** : \_\_\_\_\_

In assigning the accreditation number

**ECCDSP - 0001 - 05 - I**

Year Issued

Field Office Number in Roman numeral Form

Early Childhood Care and Development Service Provider

Series Number

**DSWD Authorized ECCD Program / Service Provider Evaluator**  
 (Per A.O. 23 Guidelines in Mobilizing Individuals and Charging of Fees  
 in the Assessment of Day Care, other ECCD Centers and Service Providers)

**APPLICATION FORM**

INTRODUCTION:

1. Name: \_\_\_\_\_ 2. Age: \_\_\_\_\_ 3. Sex: \_\_\_\_\_

4. Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

5. Highest Educational Attainment: \_\_\_\_\_

6. Occupation/ Profession: \_\_\_\_\_

7. Office/ Business Address: \_\_\_\_\_  
 \_\_\_\_\_

8. Trainings attended on early childhood care and development (ECCD)

TRAINING	DATE	CONDUCTED BY:

Please use separate sheet if necessary

9. Work experience/ exposure on ECCD

AGENCY	POSITION/ NATURE OF INVOLVEMENT	DATE	
		FROM	TO

Please use separate sheet if necessary

10. Have you ever been guilty of crime, violation of any law or any administrative offense?

Yes  No If Yes, give details.

\_\_\_\_\_

11. Have you ever been hospitalized or afflicted by any disease?

Yes  No If Yes, give details.

\_\_\_\_\_

12. Are you willing to be assigned in a city or municipality other than your place of residence?

Yes  No If No, please state reason/s.

\_\_\_\_\_



**FOR DSWD – FO STAFF USE ONLY.** Please check documentary requirements submitted

- 1. Documentary Requirements
  - a) Diploma or school certification obtaining at least two (2) years of college (tertiary) education
  - b) Medical certificate/ clearance from a government physician physician
  - c) Barangay Certificate of good moral character
  - d) Certification on work experience/ exposure to ECCD
  
  - Type of document submitted (please check)
    - d.1) Certificate of Employment
    - d.2) Certificate of Volunteerism
    - d.3) Others, please specify
  - e) Photocopies of Certificates of Attendance to trainings on ECCD
  
  - f) Endorsement letter:
    - e.1) Municipal Social Welfare and Development Office
    - e.2) City Social Welfare and Development Office

**RECOMMENDATION:**

- 1. The applicant is qualified to be our authorized DSWD evaluator for DCC and other ECCD Centers and Service Providers
- 2. The applicant lacks the following documents, please specify

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- 3. Other recommendations:

Reviewed by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

SAMPLE



Tulong! Sulong!

Republic of the Philippines  
FIELD OFFICE I  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Quezon Avenue, San Fernando, La Union

Presents this  
**Certificate of Authority**  
to

\_\_\_\_\_  
Name of Authorized Evaluator

\_\_\_\_\_  
Residential Address

\_\_\_\_\_  
Area(s) where to conduct Assessment

*for having completed all the requirements as DSWD evaluator for Center-based ECCD Programs and therefore is authorized by the Department to conduct an assessment of Day Care Center, Other ECCD centers and Service Providers, as provided for in DSWD Administrative Order no. 23 s. 2005.*

Given this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in San Fernando, La Union, Philippines.

\_\_\_\_\_  
Regional Director

FO Special Order no. \_\_\_\_\_ dated \_\_\_\_\_

Validity Period: \_\_\_\_\_



**Republic of the Philippines**  
**Department of Social Welfare and Development**

**Field Office I**

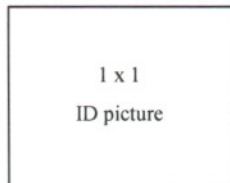
**San Fernando, La Union**

**Authorized Evaluator for Center-based ECCD Program**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Area(s) where to conduct Assessment



**AUTHORITY**

The bearer is authorized to discharge the functions and responsibilities of a DSWD authorized assessment partner/volunteer as provided in Administrative Order no. 23 s. 2005 entitled "Guidelines in Mobilizing Individuals and Charging of Fees in the Assessment of Day Care, other ECCD Centers and Service Providers".

Issued by virtue of Field Office Special Order no. \_\_\_ s. \_\_\_ dated \_\_\_\_\_.

Validity Period: \_\_\_\_\_

Termination of the MOA and special order renders this I.D. void.

I.D. No. FOI - 05 - AE 001 \_\_\_\_\_  
DSWD Regional Director

Field Office  
Year Issued  
Authorized Evaluator  
Series Number