***Annex A. Application Form SWMCC***

 **Annex A**

**Application Form for the Accreditation of Social Workers Managing Court Cases (SWMCCs)**

Field Office: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Renewal

***Fill in all appropriate spaces/boxes. Mark appropriate boxes with an (x).***

1. **PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. *Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
 | 1. *Age:*

*\_\_\_\_\_\_\_* | 1. *Civil Status:*

*\_\_\_\_\_\_\_* |
| 1. *Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
 |
| 1. *E-mail Address:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | 1. *Mobile No:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | 1. *Telephone No:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *8. Tertiary Education:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | 1. *9. Graduate Studies (if applicable):*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. *PRC Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
 | *11. Validity Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *12. Agency where presently connected:* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *13. Address (of agency):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *14. Present position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *15. No. of Years in Service:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *16. No. of Years managing court cases: \_\_\_\_\_\_\_\_\_\_* | *17. No. of court cases handled in the past 3 years: \_\_\_\_\_\_\_\_* | *18. No. of active court cases: \_\_\_\_\_\_\_\_\_* |
| *19. No of court cases resolved/dismissed: \_\_\_\_\_\_\_\_\_\_\_* | *20. Nature of court cases handled:*Child Custody Adoption / Legal Guardianship  Termination of Parental Rights  Marital Conflict/Legal Separation Child Support  CICL Child Abuse Cybercrime   VAWC Others:*\_\_\_\_\_\_\_\_\_\_*  |

1. **TRAINING ATTENDED**

Trainings attended in the last 3 years related to management of court cases of any of the disadvantaged group:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Date** | **Duration** | **Conducted by** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 *Note: Please use another sheet if necessary.*

1. **AGREEMENT**

I agree that once I have passed the assessment, the Department shall have the right to post my name and place of work under the category of accredited Social Workers Managing Court Cases in its website.

1. **SWORN STATEMENT**

KNOWN ALL MEN BY THESE PRESENTS:

I, \_, of legal age, and a resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines, sworn that:

1. I have no pending case of graft and corruption;
2. I have no record or case of incompetence, exploitation, abuse or neglect of the case;
3. I am not found guilty of any administrative charge in relation to abuse and exploitation of clients and beneficiaries, with decision;
4. I have not been criminally charged before any court in relation to abuse and exploitation of clients and beneficiaries;
5. I have a valid PRC License; and
6. I have no other activities inimical to the best interest of clients and the profession

I am executing this Sworn Statement in support of my application on the Accreditation of Social Workers Managing Court Cases (SWMCCs) with the Department of Social Welfare and Development (DSWD) Central Office. I understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility, Certificate of Accreditation, granted to me.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

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

# Signature over printed name of Affiant

SUBSCRIBED AND SWORN to before me this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ Affiant Exhibiting to me a competent proof of identity issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***NOTARY PUBLIC***

Doc No. \_\_\_\_\_\_\_\_\_\_

Page No. \_\_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_

Series of \_\_\_\_\_\_\_\_\_\_

***-----------------------------------------------------------------------------------------------------------***

***For DSWD-Staff use only***

*(To be accomplished in two (2) copies) \**

1. **Checklist of Documentary Requirements**

Photocopy of Valid Professional Regulation Commission (PRC) Registration ID Card;

1. Photocopy of Certificate(s) of attendance to training, seminar, conference, orientation and other relevant training on client-specific, basic and refresher course of at least 45 hours on case management of court-related cases or related to laws, legal issues, and litigations from DSWD or its recognized institutions from the last three (3) years prior to application; In case of lost certificate, a certification issued by the training provider may be presented.

Photocopy of recent Certificate of Completion/Participation on refresher course on case management of court related cases (if basic course was taken more than 3 years ago) or at least twenty (20) hours of training on relevant laws

 Sample Summary Documentation of Cases Managed

Direct Social Worker (at least ten (10) cases managed for the past three (3) years of any of the disadvantaged groups for new applicants; and at least three (3) active cases managed for the past three (3) years for renewal) (Annex B)

Supervising Social Worker (at least two (2) cases managed for the last three (3) years for new applicants; and at least two (2) cases managed for the last three (3) years) (Annex B)

 Letter of Recommendation from any of the following (for Direct SW):

 Supervisor of applicant

 Philippine Association of Social Workers, Inc. (PASWI)

 If court social worker, from the Philippine Association of Court Social

 Workers, Inc. (PACSWI) or Head Clerk of Court

 For Supervising Social Worker: Summary List of cases reviewed/approved as

Supervisor:

Technical supervisory notes to at least one (1) supervisee as proof of providing technical assistance

 Document for review during assessment visit:

 Sample of Updated Social Case Study Reports

 Updated Progress Reports

 Case Summary Reports

 Case Conference Proceedings/notes

 Court Order/Decision

 Technical supervisory notes of at least 1 supervisee (for Supervising Social Worker)

 Copy of previous Certificate of Accreditation (for renewal)

 Other relevant documents:

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

1. **Recommendations/Action Taken:**

For endorsement to Standards Bureau

For return to applicant due to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 For follow up of lacking documents

For technical assistance

Others, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­

**Assessed/Reviewed by:**

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

Signature over printed name of the DSWD-FO SS Assessor

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

Designation

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

Date

*\*One copy will be given to the applicant*