***Annex E. Assessment Tool for Supervising Social Workers***

**ANNEX E**

**Assessment Tool In the Accreditation of SOCIAL WORKERS MANAGING COURT CASES *(FOR SUPERVISING SOCIAL WORKERS)***

Date:­­­­­­­­­

**Field Office:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | **(Surname) (First Name) (Middle Name)** | | | | |
| **Present Address:** |  | | | | |
| **Name and Address of Agency:** |  | | | | |
| **Contact Information** | | | | | |
| **E-mail Address:** |  | **Mobile Phone:** |  | **Telephone:** |  |

**STATUS OF ACCREDITATION:** 🞎 New 🞎 Renewal

**STATUS OF ASSESSMENT:** 🞎 1ST Assessment 🞎 Re-assessment

***Fill in all appropriate columns. Mark in appropriate column with an (x).***

1. **Documentary Requirements**

| **Variables/Indicators** | **Y** | **N** | **NA** | **Remarks**  (indicate the validity date, updated date of reports, other observations/findings) |
| --- | --- | --- | --- | --- |
| **A. New Applicant** | | | | |
| 1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card |  |  |  |  |
| 1. Photocopy of training Certificate to basic and/or client specific course training (at least 45 hours) from training, seminars, conference and other relevant training on case management of court related cases from DSWD or its recognized training institutions and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) within 3 years prior to application along SWD learning network |  |  |  |  |
| 1. Summary of documentation of at least two (2) cases managed for the last three (3) years. (Annex B) |  |  |  |  |
| 1. Summary list of cases reviewed/approved as supervisor (Annex C)    * Technical supervisory notes to at least 1 supervisee as proof of providing technical assistance |  |  |  |  |
| 1. Availability of documents on cases handled.    1. Updated Social case study reports |  |  |  |  |
| * 1. Progress/running notes |  |  |  |  |
| * 1. Case summaries |  |  |  |  |
| * 1. Case conference proceedings/ Notes |  |  |  |  |
| * 1. Court Order/Decisions |  |  |  |  |
| 1. Other relevant documentation pertaining to the cases |  |  |  |  |
| **B. Renewal** | | | | |
| 1. Photocopy of valid Professional Regulations Commission (PRC) Registration ID Card |  |  |  |  |
| 1. Photocopy of Certificate of Attendance to relevant and/or client specific trainings attended or refresher course of at least 45 hours given by DSWD or its recognized training institutions, and/or licensed and/or accredited partner agencies (i.e. CSC, PASWI, DOJ, PNP etc.) from last three (3) years prior to application |  |  |  |  |
| 1. Summary of documentation of at least of two (2) cases managed for the last three (3) years (Annex B) |  |  |  |  |
| 1. Summary list of cases reviewed/approved as supervisor (Annex C)  * Technical supervisory notes of at least 1 supervisee as proof of providing technical assistance |  |  |  |  |
| 1. Availability of documents on cases handled:   e.1. Updated Social case study reports |  |  |  |  |
| e.2. Progress/running notes |  |  |  |  |
| e.3. Case conference proceedings /Notes |  |  |  |  |
| e.4. Court Order/Decisions |  |  |  |  |
| e.5. Other relevant documentation pertaining to the cases |  |  |  |  |
| 1. Copy of previous Certificate of Accreditation |  |  |  |  |

1. **TRAININGS/SEMINARS/ORIENTATIONS ATTENDED**

| **Variables/Indicators** | **Y** | **N** | **NA** | **Remarks**  (indicate the year when was attended, presented documents, other observations/findings) |
| --- | --- | --- | --- | --- |
| **A.Basic Training/Seminar/Orientation** | | | | |
| 1. **Children** |  |  |  |  |
| * 1. **Social Work and the law** |  |  |  |  |
| 1.1.a. Trends, innovations, and challenges |  |  |  |  |
| 1.1.b. Social Work in Child Welfare |  |  |  |  |
| * 1. **Alternative Parental Care**   1.2.a. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 1.2.b. Child Placement and Permanency Case Management (but not limited to processing of DVC and other related documents, tri-media, preparation of children and families for placement, matching children with their Possible Adoptive Parents (PAPS), Adoptive/Foster Care Family Pre-Placement Assessment, Post Placement Services) |  |  |  |  |
| 1.2.c. Basic psycho-social counseling techniques for children and families |  |  |  |  |
| 1.2.d. Social Work Counseling |  |  |  |  |
| 1.2.e. Social Case Study Report on Alternative Parental Care |  |  |  |  |
| 1.2.f. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 1.2.g. Healing and Recovery Intervention |  |  |  |  |
| 1.2.h. Para Legal Training/Court Protocol |  |  |  |  |
| 1.2.i. Trainings/ Seminars/Orientation on Related Laws/Policies  -PD 603 Child and Youth Welfare Code |  |  |  |  |
| -RA 8552 Domestic Adoption Act of 1998 |  |  |  |  |
| -RA 8043 Inter-Country Adoption Law |  |  |  |  |
| -RA 9523 An Act Requiring The Certification Of The Department Of Social Welfare And Development (DSWD) To Declare A “Child Legally Available For Adoption” |  |  |  |  |
| -Others |  |  |  |  |
| * 1. **Abuse, Neglect, Abandoned, and Exploitation**   1.3.a. Social Workers Role in Child Protection (rescue, protective custody, court cases etc.) |  |  |  |  |
| 1.3.b. Data Gathering and Reporting of cases (theories, perspective, skills etc.) |  |  |  |  |
| 1.3.c. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 1.3.d. Basic psycho-social counseling techniques for children and families |  |  |  |  |
| 1.3.e. Social Work Counseling |  |  |  |  |
| 1.3.f. Social Case Study Report for abuse, neglect, abandoned, and exploited children |  |  |  |  |
| 1.3.g. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 1.3.h. Healing and Recovery Intervention |  |  |  |  |
| 1.3.i. Orientation on Medico-Legal Protocol |  |  |  |  |
| 1.3.j. Adolescent Sexuality: Physical, Psychological, and Emotional |  |  |  |  |
| 1.3.k. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 1.3.l. Orientation on Supreme Court Rules on Examination of Child Abuses |  |  |  |  |
| 1.3.m. Para Legal Training/Court Protocol |  |  |  |  |
| 1.3.n. Trainings/ Seminars/Orientation on Related Laws/Policies  - PD 603 Child and Youth Welfare Code |  |  |  |  |
| - RA 7610 Special Protection of Filipino Children |  |  |  |  |
| - RA 9262 Anti-Violence Against Women and their Children |  |  |  |  |
| - RA 9208 Anti-Trafficking in Persons Act of 2003 |  |  |  |  |
| - RA 10175 Cybercrime Prevention Act of 2012 |  |  |  |  |
| - Others |  |  |  |  |
| **1.4. Child Custody** |  |  |  |  |
| a. Roles of Social Workers in Child Custody |  |  |  |  |
| 1.4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 1.4.c. Basic psycho-social counseling techniques for children and families |  |  |  |  |
| d. Social Work Counseling |  |  |  |  |
| 1.4.e. Social Case Study Report for child custody |  |  |  |  |
| 1.4.f. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 1.4.g. Healing and Recovery Intervention |  |  |  |  |
| 1.4.h. Orientation on procedures in child custody |  |  |  |  |
| 1.4.i. Para Legal Training/Court Protocol |  |  |  |  |
| 1.4.h. Trainings/ Seminars/Orientation on Related Laws/Policies  - EO 209 Family Code of the Philippines |  |  |  |  |
| Others |  |  |  |  |
| **1.5 Children in Conflict with the Law (CICL)** |  |  |  |  |
| 1.5.a Social Workers roles in managing CICL |  |  |  |  |
| 1.5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 1.5.c. Basic psycho-social counseling techniques for children and families |  |  |  |  |
| 1.5.d. Social Work Counseling |  |  |  |  |
| 1.5.e. Social Case Study Report for CICL |  |  |  |  |
| 1.5.f. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 1.5.g. Adolescent Sexuality: Physical, Psychological and Emotional |  |  |  |  |
| 1.5.h. Healing and Recovery Intervention |  |  |  |  |
| 1.5.i. Para Legal Training/Court Protocol |  |  |  |  |
| 1.5.j. Training on DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL |  |  |  |  |
| 1.5.k. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 1.5.l. Procedures and Protocols in Handling CICL cases |  |  |  |  |
| 1.5.m. Trainings/ Seminars/Orientation  on Related Laws/Policies  - RA 9344 Juvenile Justice Welfare Act |  |  |  |  |
| -RA 7610 Special Protection of Filipino Children |  |  |  |  |
| -Others |  |  |  |  |
| 1. **Women in Crisis** |  |  |  |  |
| 2.a. Social Workers roles in handling Women in Crisis |  |  |  |  |
| 2.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 2.c. Social Case Study Report for Women in Crisis |  |  |  |  |
| 2.d. Basic psycho-social counseling for women and their families |  |  |  |  |
| 2.e. Social Work Counseling |  |  |  |  |
| 2.f. Healing and Recovery Intervention |  |  |  |  |
| 2.g. Drugs and its Effects on Drug Dependents and Families |  |  |  |  |
| 2.h. Para Legal Training/Court Protocol |  |  |  |  |
| 2.i. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 2.j. Orientation on Medico-Legal Protocol |  |  |  |  |
| 2.k. Training on Related Laws |  |  |  |  |
| - RA 9262 Anti-Violence Against Women and their Children |  |  |  |  |
| -RA 8972 Solo Parent Welfare Act |  |  |  |  |
| -RA 9710 Magna Carta on Women |  |  |  |  |
| -RA 6425 Dangerous Drugs Act |  |  |  |  |
| -RA 9208 Anti-Trafficking in Persons Act of 2003 |  |  |  |  |
| -RA 8353 Anti-Rape Law of 1997 |  |  |  |  |
| -EO 209 Family Code of the Philippines |  |  |  |  |
| -RA 11313 Safe Spaces Act |  |  |  |  |
| -RA 11210 Expanded Maternity Leave Law |  |  |  |  |
| -RA 7882 Provision of Assistance to Women Engaging in Micro and Cottage Business Enterprises |  |  |  |  |
| -Others |  |  |  |  |
| 1. **Older Persons/Elderly** |  |  |  |  |
| 3.a. Social Workers roles in handling Older Persons/Elderly |  |  |  |  |
| 3.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 3.c. Social Case Study Report for Older Persons/Elderly |  |  |  |  |
| 3.d. Basic psycho-social counseling for Older Persons/Elderly and their families |  |  |  |  |
| 3.e. Social Work Counseling |  |  |  |  |
| 3.f. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 3.g. Healing and Recovery Intervention |  |  |  |  |
| 3.h. Para Legal Training/Court Protocol |  |  |  |  |
| 3.i. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 3.j. Orientation on Medico-Legal Protocol |  |  |  |  |
| 3.k. Training/Seminars/Orientation on Related Laws/Policies |  |  |  |  |
| -RA 7432, RA 9257 and **RA 9994 Expanded Senior Citizens Act of 2010,**  **-RA 7432 or Senior Citizens Act of 1991,**  **-RA 10911 Ant-Age Discrimination Act of 2016,**  **-RA 10866 Centenarians Act of 2016,**  **-RA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens** |  |  |  |  |
| Others |  |  |  |  |
| **4. Persons with Disabilities** |  |  |  |  |
| 4.a. Social Workers roles in handling persons with disabilities |  |  |  |  |
| 4.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 4.c. Social Case Study Report for persons with disabilities |  |  |  |  |
| 4.d. Social Work Counseling |  |  |  |  |
| 4.e. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 4.f. Healing and Recovery Intervention |  |  |  |  |
| 4.g. Para Legal Training/Court Protocol |  |  |  |  |
| 4.h. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 4.i. Orientation on Medico-Legal Protocol |  |  |  |  |
| 4.j. Training/Seminar/Orientation on Related Laws/Policies |  |  |  |  |
| -Orientation on RA 7277 and RA 9442: Magna Carta for Disabled Persons  -Batas Pambansa Blg. 344 (Accessibility Law)  - Republic Act 6759 (White Cane Act)  - International Labour Organization (ILO) Convention No. 159 Vocational Rehabilitation of Persons With Disability |  |  |  |  |
| Others |  |  |  |  |
| **5. Indigenous Peoples** |  |  |  |  |
| 5.a. Social Workers roles in handling Indigenous Peoples |  |  |  |  |
| 5.b. Social Work Case Management (not limited to networking, home visitations, assessment, treatment planning) |  |  |  |  |
| 5.c. Social Case Study Report for persons with disabilities |  |  |  |  |
| 5.d. Social Work Counseling |  |  |  |  |
| 5.e. Family Counseling (theories, perspective, skills etc.) |  |  |  |  |
| 5.f. Basic psycho-social counseling for Indigenous Peoples and their families |  |  |  |  |
| 5.g Healing and Recovery Intervention |  |  |  |  |
| 5.h. Para Legal Training/Court Protocol |  |  |  |  |
| 5.i. Seminar on Criminal Justice System and procedural filing of case |  |  |  |  |
| 5.j. Orientation on Medico-Legal Protocol |  |  |  |  |
| 5.k. Training/Seminars/Orientation on Related Laws/Policies |  |  |  |  |
| - RA 8371 Indigenous Peoples Right’s Act (IPRA) of 1997 |  |  |  |  |
| - Others |  |  |  |  |
| **B. Refresher Course** | | | | |
| 1. Trauma and crisis management (stress debriefing techniques) |  |  |  |  |
| 1. Managing Court Cases for Social Workers |  |  |  |  |
| 1. Gender and development |  |  |  |  |
| 1. Introduction to Family system therapy |  |  |  |  |
| 1. Marriage counseling |  |  |  |  |
| 1. Seminar on motivational addiction |  |  |  |  |
| 1. Therapeutic counseling |  |  |  |  |
| 1. Creative art therapy |  |  |  |  |
| 1. Mental Health and Psychosocial Support (MHPSS) |  |  |  |  |
| 1. Handling of children with disabilities |  |  |  |  |
| 1. Intervention and treatment for recovery and healing of sexually abused children |  |  |  |  |
| 1. Updates on newly enacted laws relative to the care and protection of children, women, youth and children and family |  |  |  |  |
| 1. Rehabilitation of perpetrators |  |  |  |  |
| 1. Seminar workshop on strengthening barangay justice system |  |  |  |  |
| 1. Mediation |  |  |  |  |
| 1. Understanding children in Conflict with the Law |  |  |  |  |
| 1. Understanding and preventing child abuse and neglect |  |  |  |  |
| 1. Others |  |  |  |  |

1. **Special Training, Seminar, and/or Orientation**

| **Variables/Indicators** | **Y** | **N** | **NA** | **Remarks**  (date when attended, other observations/findings) |
| --- | --- | --- | --- | --- |
| * + - 1. **Children** | | | | |
| **a.1 Alternative Parental Care**  a.1.1. Orientation on documentation, process, and procedures on local adoption |  |  |  |  |
| a.1.2 Orientation on documentation, process, and procedures on international adoption |  |  |  |  |
| a.1.3 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children |  |  |  |  |
| a.1.4. Others |  |  |  |  |
| **a.2 Abuse, Neglect, Abandoned, and Exploitation**  a.2.1. Training on Forensic Social Work and Social Case Study Report |  |  |  |  |
| a.2.2 Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians. |  |  |  |  |
| a.2.3 Trained to arrange protective custody for a child and other disadvantage/survivor client/s |  |  |  |  |
| a.2.4 Trained to file protection or provisional orders |  |  |  |  |
| a.2.5 Orientation on Protocol for Case Management of Child Victims of Abuse, Neglect, and Exploitation |  |  |  |  |
| a.2.6 Orientation on filing for DOJ Victim compensation assistance under RA 7309 Sec. 3 |  |  |  |  |
| a.2.7 Training on protocols of conducting rescue operations and placing children under protective custody |  |  |  |  |
| a.2.8 Training on protocols of Online Sexual Abuse and Exploitation of Children (OSAEC) |  |  |  |  |
| a.2.9 Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children |  |  |  |  |
| a.2.10. Others |  |  |  |  |
| **a.3. Children in Conflict with the Law (CICL)** |  |  |  |  |
| 1. a.3.1 Training on Integrated Care Management Protocol for Handling CICL and Children at Risk (CAR) (preferably conducted by JJWC staff) |  |  |  |  |
| 1. a.3.2 Training on Handling Cases of Children at Risk and Children in Conflict with Law |  |  |  |  |
| 1. a.3.3. Orientation on Guide for Media Practitioners on the Reporting and Coverage of Cases Involving Children |  |  |  |  |
| a.3.4. Training to act as Guardian Ad Litem (GAL) or support person who will accompany child to court in the absence of parents/guardians. |  |  |  |  |
| a.3.5. Others |  |  |  |  |
| * + - 1. **Women in Crisis** |  |  |  |  |
| 1. Training on Women Empowerment through Skills and Capabilities |  |  |  |  |
| 1. Trained to file protection or provisional orders |  |  |  |  |
| 1. Orientation on RA 10354 The Responsible Parenthood and Reproductive Health Act of 2012 |  |  |  |  |
| 1. Orientation on RA 7192 Women in Development and Nation-Building Act |  |  |  |  |
| 1. Seminar/Orientation on UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) |  |  |  |  |
| 1. Seminar on Fundamentals of Gender Mainstreaming |  |  |  |  |
| 1. Others |  |  |  |  |
| * + - 1. **Persons with Disabilities** |  |  |  |  |
| 1. Basic skills on sign language |  |  |  |  |
| 1. Orientation on Helping Process and Interventions for PWDs and their families |  |  |  |  |
| 1. Orientation on mandated programs and services for PWDs |  |  |  |  |
| 1. Seminar/Orientation on UN Convention on the Rights of PWDs (CRPD) |  |  |  |  |
| 1. Others |  |  |  |  |
| * + - 1. **Older/Elder Persons** |  |  |  |  |
| 1. Orientation on Social Work with the Elderly and Adulthood and Aging |  |  |  |  |
| 1. Orientation on mandated special benefits for Senior Citizens |  |  |  |  |
| 1. Orientation/training on Geriatric Care |  |  |  |  |
| 1. Orientation on UN Principles for Older Persons |  |  |  |  |
| 1. Others |  |  |  |  |
| * + - 1. **Indigenous Peoples** |  |  |  |  |
| * + - 1. Orientation on programs and services for Indigenous Peoples |  |  |  |  |
| * + - 1. Orientation on the Indigenous and Tribunal Peoples Convention 1989 |  |  |  |  |
| * + - 1. Orientation on UN Declaration on the Rights of Indigenous Peoples |  |  |  |  |
| * + - 1. Others |  |  |  |  |

1. **Knowledge**

Supervising Social Workers must achieve the following passing points depending on the handled clientele.

|  | **Variables / Indicators** | **Needs Improvement**  **(2)** | **Good**  **(3)** | **Proficient**  **(4)** | **Points/ Score** |
| --- | --- | --- | --- | --- | --- |
|  | 1. **Children** |  | | | |
|  | ***a.1 Alternative Parental Care*** | **New Applicant: 15pts. and above Renewal: 18pts. and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on children’s rights and welfare | Could recall and cite at least three (3) basic children’s rights and define and explain it in the context of children. (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could recall and enumerate eight (8) or more children’s rights and able to define and explain in the context of children.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could enumerate and cite ten (10) or more children’s rights, able to define and explain it in the context of children and applies and reflect such on its documentations.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** |  |
| 3 | Knowledge on children growth and development and characteristics of age group | Can identify diagnostic assessment to acquire knowledge and understanding of the child’s behavior based on his/her growth and development and per age group characteristics (e.g. Erick Erickson; Sigmund Freud’s Theory) | Can identify, uses diagnostic assessment and lists the observed and noticed changes of behavior of a child to better acquire knowledge and understanding.  (e.g. Erick Erickson; Sigmund Freud’s Theory) | Can identify and uses diagnostic assessment, explain the changes in behavior as observed and noticed and records such on the child’s progress reports and social case study report. (e.g. Erick Erickson; Sigmund Freud’s Theory) |  |
| 4 | Knowledge on relative laws/policies on alternative parenting and child placement | Can cite least 2 related laws/policies on alternative parenting and child placement  (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165) | Can cite and at least 4 related laws/policies on alternative parenting and child placement and able to briefly state its importance to current cases handled. (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165) | Can cite 5 or more related laws on alternative laws/policies and child placement, able to briefly state and explain its importance to current cases handled and applies such and reflected through case recordings.  (e.g. PD 603, RA 8552, RA 8043, RA9523, RA10165) |  |
| 5 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions in some of his/her clients Social Case Study report | Enumerates, identifies, elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
|  | ***a.2 Abuse, Neglect, Abandoned, and Exploitation*** | **New Applicant: 24pts. and above Renewal: 28pts**. **and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on children’s rights and welfare | Could recall and cite at least three (3) basic children’s rights and define and explain it in the context of children. (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could recall and enumerate eight (8) or more children’s rights and able to define and explain in the context of children.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could enumerate and cite ten (10) or more children’s rights, able to define and explain it in the context of children and applies and reflect such on its documentations.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** |  |
| 3 | Knowledge on children growth and development and characteristics of age group | Could identify and uses diagnostic process to acquire knowledge and understanding of the child’s behavior.  (e.g. Erick Erickson; Sigmund Freud’s Theory) | Uses diagnostic process and lists observed and noticed changes on attitude and behavior of a child and correlates all to better acquire knowledge and understanding.  (e.g. Erick Erickson; Sigmund Freud’s Theory) | Identify diagnostic process, list the changes in behavior and attitude as observed and noticed, correlates all and records/documents all gathered information in the child’s progress reports and social case study report.  (e.g. Erick Erickson; Sigmund Freud’s Theory) |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the child’s family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on protocol on the rescue and protection of clients | Is familiar on DOJ’s protocol for case management of Child victims of Abuse, Neglect, and Exploitation. | Is knowledgeable on DOJ’s protocol for case management of Child victims of Abuse, Neglect, and Exploitation and have an actual exposure / experience on rescue operation | Has comprehensive knowledge on DOJ’s protocol for case management of Child victims of Abuse, Neglect, and Exploitation, have actual experiences in conducting rescue operation, and reflected such on clients’ documentations like progress notes, rescue operation report, Social Case Study Report etc. |  |
| 7 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have actually filed cases in court. | Is well knowledgeable on the process, have actually filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 8 | Knowledge on relative laws/policies on abuse, neglect, abandonment, and exploitation | Cited at least 2 related laws/policies on abuse, neglect, abandonment, and exploitation  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.) | Can cite and at least 3 or more related laws/policies on abuse, neglect, abandonment, and exploitation and able to briefly explain/describe its importance to current cases handled.  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.) | Can cite least 4 or more related laws/policies on abuse, neglect, abandonment, and exploitation, able to briefly explain/describe its importance to current cases handled and applies such and reflected through case recordings.  (e.g. PD 603, RA 7610, RA 9262, RA 9208, RA 10175 etc.) |  |
|  | ***a.3 CICL*** | **New Applicant: 30pts. and above Renewal: 35 pts**. **and above** | | | |
| 1 | Escorting / Assisting of clients to court hearings and other proceedings | Have an overview on how to escort and assist CICL to court hearings and other court-related proceedings. | Have an understanding and knowledge and have actually escorted/assisted CICL in court. | Have comprehensive understanding and knowledge and have actually escorted/assisted CICL in court and ensure its recordings in the clients’ progress notes and Social Case Study Report. |  |
| 2 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 3 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have filed cases in court. | Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the child’s family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on children’s rights and welfare | Could recall and cite at least three (3) basic children’s rights and define and explain it in the context of children. (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could recall and enumerate eight (8) or more children’s rights and able to define and explain in the context of children.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** | Could enumerate and cite ten (10) or more children’s rights, able to define and explain it in the context of children and applies and reflect such on its documentations.  (e.g. **right to be born well**  **right to a wholesome family life**  **right to be raised well and become contributing members of society**  **right to basic needs.**  **right to access what they need to have a good life**  **right to education.**  **right to play and enjoy their youth**  **right to be protected from danger**  **right to live in a productive environment**  **right to be cared for in the absence of their parent or guardian**  **the right to good governance**  **right to freedom and peace etc.)** |  |
| 7 | Knowledge on children growth and development and characteristics of age group | Could identify and uses diagnostic process to acquire knowledge and understanding of the child’s behavior.  (e.g. Erick Erickson; Sigmund Freud’s Theory) | Uses diagnostic process and lists observed and noticed changes on attitude and behavior of a child and correlates all to better acquire knowledge and understanding.  (e.g. Erick Erickson; Sigmund Freud’s Theory) | Identify diagnostic process, list the changes in behavior and attitude as observed and noticed, correlates all and records/documents all gathered information in the child’s progress reports and social case study report.  (e.g. Erick Erickson; Sigmund Freud’s Theory) |  |
| 8 | Knowledge on related laws and protocol on CICL | Is aware of at least 1 related laws and /or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.) | Is aware of and can explain/describe at least 2 related laws and/or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.) | Has knowledge of and can explain/describe at least 2 or more related laws and/or protocol on CICL  (e.g. RA9344, RA 10630, handling cases of CAR and CICL Integrated Care Management Protocol for handling CICL and CAR etc.) |  |
| 9 | Use of DSWD Self-Instruction Manual for Social Workers in Assessing Discernment for CICL | Has knowledge on the discernment tool | Has knowledge and uses the discernment tool to just some of the CICL cases handled. | Has knowledge and uses the discernment tool accurately and consistently to all the CICL cases handled. |  |
| 10 | Independent living | Has idea on what independent living program but have not assisted or recommended any client yet. | Knows about independent living program and have matched/identified at least 3 clients providing them with appropriate program/training based on client’s existing knowledge, skills and abilities. | Knows about independent living program, have matched/identified at least 4 clients providing them with appropriate program/training based on client’s existing knowledge, skills and abilities and regularly monitors and documents their progress. |  |
|  | 1. **Women in Crisis** | **New Applicant: 27pts. and above Renewal: 32pts**. **and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on protocol on the rescue and protection of clients | Is familiar with the protocol of conducting rescue operations. | Is knowledgeable and have an actual exposure / experience on rescue operation | Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients’ documentations like progress notes, rescue operation report, Social Case Study Report etc. |  |
| 3 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have filed cases in court. | Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the child’s family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on women in crisis’ rights and welfare | Can cite at least three (3) basic rights and welfare and define it in the context of women in crisis.  (e.g. UN Women’s Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc) | Can provide at least five (5) or more basic rights and welfare and define it in the context of women in crisis.  (e.g. UN Women’s Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc) | Could cite ten (10) rights, able to briefly define welfare in the context of women and applies and reflect such on its documentations.  (e.g. UN Women’s Rights: right to nationality, right to information about sexual and reproductive health, access to services and medicines, right to a safe and healthy pregnancy, consent, right to adequate standard living, food, water, and sanitation, right to decent work and social security, in conflicts and crises etc) |  |
| 7 | Knowledge on women in crisis’ psychosocial needs | Somewhat understands the psychosocial needs of women in crisis  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.) | Understands well and able to describe the psychosocial needs of women in crisis reflecting such in cases’ documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.) | Knowledgeable, understands and describes well the psychosocial needs of women in crisis while addressing and reflects it in all the clients’ documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, filling social role & responsibilities, security, protection etc.) |  |
| 8 | Knowledge on related laws/ policies on women in crisis | Is aware of at least 1 related law/policies on women in crisis.  (e.g.. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.) | Is aware of and can explain/describe at least 2 related laws/policies on women in crisis.  (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.) | Is aware of and can explain/describe at least 3 related laws/policies on women in crisis.  (e.g. RA9262, RA8972, RA9710, RA9208, RA8353, EO 209, RA11313, RA 10354, RA 7877, RA 7192 RA11210 etc.) |  |
| 9 | Knowledge on Reproductive Health | Has available and accessible information materials on reproductive health and | Has available and accessible information materials on reproductive health and is able to cite examples of reproductive health concerns of women. | Has available and accessible information materials on reproductive health, able to cite examples of reproductive health concerns of women and able to conduct counseling sessions about such to clients, group or individual, twice a month. |  |
|  | 1. **Older Persons/**   **Elderly** | **New Applicant: 27pts. and above Renewal: 32pts**. **and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on protocol on the rescue and protection of clients | Is familiar with the protocol of conducting rescue operations. | Is knowledgeable and have an actual exposure / experience on rescue operation | Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients’ documentations like progress notes, rescue operation report, Social Case Study Report etc. |  |
| 3 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have filed cases in court. | Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the client/s’ family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on older persons/elderlies’ rights and welfare | Can cite at least 2 basic rights and welfare and define/describe it in the context of older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.) | Can cite at least 3 or more basic rights and welfare and define/describe it in the context of older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.) | Can cite 5 or more rights, able to define/describe welfare in the context of women and applies and reflect such on its documentations. older persons  (e.g. right to suffrage, adequate standard living, health, participate in the society etc.) |  |
| 7 | Knowledge on older persons/elderlies’ psychosocial needs. | Somewhat understands the psychosocial needs of older persons (ex. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Understands well and able to describe the psychosocial needs of older persons reflecting such in cases’ documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Knowledgeable, understands and describes well the psychosocial needs of older persons while addressing it as reflected in all the clients’ documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) |  |
| 8 | Knowledge on geriatric care and needs | Has heard of geriatric care and needs of older/elder persons | Is familiar with the geriatric care and needs of older/elder persons | Is knowledgeable with the geriatric care and needs of older/elder persons putting it into practice as reflected in the documentations of the client/s like SCSR, progress notes. |  |
| 9 | Knowledge on related laws/policy on older persons/elderly | Is aware of at least 1 related law/policy on older persons/elderly.  (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and **RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)** | Is aware of and can explain/describe at least 2 related laws/policies on older persons/elderly  (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and **RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)** | Is knowledgeable of and can explain/describe at least 3 related laws/policies on older persons/elderly  (e.g. National Policy on the Health and Wellness of Senior Citizens, National Policy on Palliative and Hospice Care in the Phils., RA 7432, RA 9257 and **RA 9994 Expanded Senior Citizens Act of 201, RA 7432 or Senior Citizens Act of 1991, RA 10911 Ant-Age Discrimination Act of 2016, RA 10866 Centenarians Act of 2016, TA 10645 An Act Providing for the Mandatory PhilHealth Coverage for All Senior Citizens etc)** |  |
|  | 1. **Persons with Disabilities** | **New Applicant: 27pts. and above Renewal: 32 pts**. **and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on protocol on the rescue and protection of clients | Is familiar with the protocol of conducting rescue operations. | Is knowledgeable and have an actual exposure / experience on rescue operation | Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients’ documentations like progress notes, rescue operation report, Social Case Study Report etc. |  |
| 3 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have filed cases in court. | Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the client/s’ family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on PWDs’ rights and welfare | Can cite at least 2 basic rights and welfare and define/describe it in the context of PWDs. (ex. IPRA Law) | Can cite at least 3 or more basic rights and welfare and define/describe in the context of PWDs and putting it into practice. (ex. IPRA Law) | Can cite 5 or more basic rights and welfare and define/describe it in the context of PWDs putting it into practice as reflected in the clients’ documentation like SCSR, progress notes etc. (ex. IPRA Law) |  |
| 7 | Knowledge on PWDs psychosocial needs. | Somewhat understands the psychosocial needs of PWDs  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Understands well and able to describe the psychosocial needs of PWDs reflecting such in cases’ documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Knowledgeable, understands and describes well the psychosocial needs of PWDs while addressing it as reflected in all the clients’ documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) |  |
| 8 | Knowledge on related laws/policies on PWDs | Is aware of at least 1 related law/policies on PWDs.  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc ) | Is familiar with and can explain/describe at least 2 related laws/policies on PWDs  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc ) | Has knowledge of and can explain/describe at least 3 related laws/policies on PWDs  (e.g. Republic Act No 7277 (Magna Carta for Disabled Persons), Batas Pambansa Blg. 344 (Accessibility Law), Republic Act 6759 (White Cane Act) and ILO Convention No. 159 (Vocational Rehabilitation of Persons With Disability etc ) |  |
|  | 1. **Indigenous Peoples** | **New Applicant: 27pts. and above Renewal: 32pts**. **and above** | | | |
| 1 | Rights-based and client-centered intervention approach | Can identify rights-based and client-centered intervention approach  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify and explain the importance/meaning of rights-based and client-centered intervention approach.  (e.g. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) | Can identify, explain the importance/meaning and applied the knowledge on case management as reflected on client recordings e.g. progress notes, social case study reports, multi-disciplinary meetings/conference.  (e.g.. individuality, independence, privacy, partnership, choice, dignity, respect, rights, equality and diversity, participation and inclusion, equality and non-discrimination etc.) |  |
| 2 | Knowledge on protocol on the rescue and protection of clients | Is familiar with the protocol of conducting rescue operations. | Is knowledgeable and have an actual exposure / experience on rescue operation | Has comprehensive knowledge, have actual experiences in conducting rescue operation, and reflected such on clients’ documentations like progress notes, rescue operation report, Social Case Study Report etc. |  |
| 3 | Knowledge on the process of filing cases in court | Is somewhat familiar and read materials on how to file cases in court. | Has knowledge, familiar on the processes of filing cases in court and have filed cases in court. | Is well knowledgeable on the process, have filed cases in court and religiously documents the interventions / activities in the client’s recordings such as progress notes, Social Case Study Report etc. |  |
| 4 | Knowledge on Psychosocial and other helping interventions per clientele handled | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 5 | Knowledge on psychosocial and other helping interventions involving the client/s’ family | Indicates, describes, specifically points what appropriate psychosocial and other helping interventions to some of his/her clients Social Case Study report | Knowledgeable, enumerates, identifies, and elaborately describes the appropriate psychosocial and other helping interventions in all his/her clients Social Case Study report | Has comprehensive knowledge, enumerates, identifies, elaborately describes, correlate and provide extensive assessment on the psychosocial and other helping interventions in all his/her clients Social Case Study report |  |
| 6 | Knowledge on the rights and welfare of Indigenous Peoples (IPs) | Can cite at least 2 basic rights and welfare and define/describe it in the context of IPs. | Can cite at least 3 or more basic rights and welfare and define/describe in the context of IPs and putting it into practice | Can cite 5 or more basic rights and welfare and define/describe it in the context of IPs putting it into practice as reflected in the clients’ documentation like SCSR, progress notes etc. |  |
| 7 | Knowledge on IPs psychosocial needs. | Somewhat understands the psychosocial needs of IPs  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Understands well and able to describe the psychosocial needs of IPs reflecting such in cases’ documentations  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) | Knowledgeable, understands and describes well the psychosocial needs of IPs while addressing it as reflected in all the clients’ documentations.  (e.g. Meeting basic needs, inclusion/acceptance from family/society, hopeful, comfort to live a healthy life without worries, security, protection etc.) |  |
| 8 | Knowledge on Indigenous Peoples Rights Act (IPRA) | Has heard of the IPRA | Is familiar with the IPRA and applied the knowledge into practice | Understands and knowledgeable on the IPRA and applied the knowledge into practice as reflected in its documentations like SCSR, progress notes/reports etc. |  |

1. **Attitude**

Supervising Social Workers must achieve a passing points of at least **72 points** for both New and Renewal applicants.

**2- Needs Improvement 3- Satisfactory 4- Very Satisfactory**

| **Qualities** | **Remarks**  **(significant observation/findings)** |
| --- | --- |
| 1. **CLIENT** |  |
| 1. Shows positive interest and objectivity in assisting the client’s needs and welfare |  |
| 1. Emphatic; offers caring, understanding, and empowerment; able to place themselves in their client’s “shoes” or relatable. |  |
| 1. Shows professionalism. |  |
| 1. Objectively put client’s best interest |  |
| 1. Has initiative to complete and accomplish the task at hand. |  |
| 1. Non-judgmental and non-discriminatory; believes in the worth, capacity, and ability of the client |  |
| 1. Self-awareness; shows no countertransference |  |
| 1. Demonstrate commitment and patience; can handle frustrations in relation to the case. |  |
| 1. Keeps and strictly observe confidentiality of the case within the client and multidisciplinary team |  |
| 1. Shows readiness and confidence representing/escorting his/her client/s during legal proceedings and other related legal activities. |  |
| 1. Comfortable to communicate with to help client open/share his/her situation. |  |
| 1. Available to attend to necessary and/or urgent matters needed by his/her client. |  |
| 1. Timely completion and submission of documents to other agency or court |  |
| 1. Conforms strictly to the ethics and values of a Social Worker |  |
| 1. **SUPERVISEE** |  |
| 1. Shows positive interest and objectivity in assisting and dealing with the supervisee’s needs. |  |
| 1. Assistive and provides relevant information on issues/problems affecting the client and/or available resources that can be accessed by the client |  |
| 1. Shows professionalism. |  |
| 1. Non-judgmental and non-discrimination; believes in the worth, capacity, and ability of the supervisee. |  |
| 1. Self-awareness; shows no countertransference |  |
| 1. Demonstrate commitment and patience in providing professional and supervisory assistance/mentoring. |  |
| 1. Guides and shows support to supervisee in the provision of intervention and treatment planning |  |
| 1. Comfortable to communicate with to help supervisee open/share his/her concern on work and case related issues. |  |
| 1. Available to attend to necessary and/or urgent matters needed by supervisee |  |
| 1. Conforms strictly to the ethics and values of a Social Worker |  |

1. **Skills**

Supervising Social Workers must achieve the following passing points:

**New Applicant= 57 pts and above Renewal= 70 pts. and above**

| **Variables / Indicators** | **Needs Improvement**  **(2)** | **Satisfactory**  **(3)** | **Very Satisfactory**  **(4)** | **Points/Score** |
| --- | --- | --- | --- | --- |
| 1.Active listening | Can respond/answer the client appropriately but have not further validated and clarified the concern. | Can respond/answer, confirm and validate the topic at hand to his/her client and other professionals. | Gives full attention, respond/answers/address appropriate concern effectively, can recognize non-verbal language and validated and clarified the concern. |  |
| 2.Critical thinking | Can express his assessment and observations but have no plan of action. | Can objectively express and put into appropriate action/intervention the assessment/observations made. | Can objectively express the assessment/observations made, gather professional insights from the multi-disciplinary team and put into appropriate action/intervention. |  |
| 3.Can act decisively | Can decide appropriately but cannot make a stand about it. | Makes apt, fitting, and fact-based decision while ensuring its client’s best interest and welfare. | Makes apt, fitting, and fact-based decision while ensuring its client’s best interest and welfare with consistent and continuous coordination with the multidisciplinary team. |  |
| 4.Connecting client’s needs to appropriate agencies | Supervising Social Worker can tap and link the client to right agency. | Supervising Social Worker can tap, link the client to right agency and regularly monitors its progress/updates. | Supervising Social Worker can tap, link the client to appropriate agency, regularly monitors its progress/updates through phone calls or home visitation if applicable. |  |
| 5.Communication skills | Communicates on rare occasion leaving most concerns not validated, unanswered, and unconfirmed. | Frequently and sensitively communicates providing updates and/or information. | Frequently and sensitively communicates, written or oral, providing updates and/or information, anticipating possible misconceptions/misunderstandings on specific concerns but is able to clearly and properly explain such. |  |
| 6.Unbiased conflict resolution / fact-based problem solving | Acts on conflicts and/or problems based on what was provided. | Acts on conflicts and/or problems based on presented facts, of both sides, if applicable and conduct of appropriate other actions like interview or data gathering. | Acts on conflict and/or problem based on presented problem of both sides, if applicable, conduct of data gathering and/or research thus presenting the resolution, either written or orally, with supporting facts. |  |
| 7.Resourceful | Looks/find for alternative ways to complete/accomplish the task but is sometimes overlooking possible negative outcome. | Looks/find for alternative ways to complete/accomplish the task without compromising the desired outcome. | Looks/find and/or sought others help on alternative ways to complete/accomplish the task without compromising the desired outcome, weighing carefully the pros and cons. |  |
| 8.Is flexible/ easily adapts to the situation | Could immediately grasp the current situation but is having a hard time adjusting/adapting. | Has quick ability of grasping, adapting, and adjusting to certain situation. | Has quick ability of grasping, adapting and adjusting to any situation and still able to maintain an objective and fair actions. |  |
| 9. Can act as team player / demonstrates leadership and promotes teamwork | Participates and cooperates with the team or shows the team how one task must be done but is sometimes observed of rather doing/accomplishing the task alone. | Demonstrates flexibility in either acting as the leader or a team player who actively participates and cooperates for the better outcome of certain task. | Demonstrates flexibility, openly listens, and positively and objectively accepts suggestions and comments for the betterment of the task at hand, and able to delegate and manage variety skillsets while leading the team in most positive way by recognizing each strength and where improvement is needed. |  |
| 10.Documentation | Sporadically make updates on pertinent documents. | Frequently updates, monitors, and accomplished pertinent documents. | Religiously updates, monitors, accomplish and submit a well-organized pertinent document on prescribed time. |  |
| 11. Time and priority management | Can meet and accomplish set deadlines and timelines but in inconsistent manner. | Effectively and consistently manages time to meet, accomplish and put into action the activities at hand. | Effectively and consistently manages time to meet, accomplish and put into action the activities at hand and other work-related task despite under pressure and still can provide/extend assistance to clients in support/absence of Social Worker. |  |
| 12. Interpersonal Skills | Interacts but lacks initiative to build good relationship with others. | Relates, interacts, has built good relationship with others. | Relates and interacts well and knows how to separate and differentiate personal from professional relationship. |  |
| 13. Diversity and generational differences in the workplace | Understands diversity and generational differences but does not take these into consideration in most of his/her comments and/or decision. | Open-mind and respects well the differences of others. | Open-mind and aware of diversity and generational issues giving respect of such without prejudice and creating a fair and safe environment where everyone has access to opportunities and challenges. |  |
| 12. Facilitation and conduct of case conferences e.g. family case conference, child study, pre and post-admission and discharge case conference, inter/multidisciplinary case conference etc. | Attends, facilitates or spearheaded any case conferences at least twice a month. | Attends, facilitates or spearheaded any case conferences at least three times or more a month. | Attends, facilitates or spearheaded any case conferences at least four times or more a month or as need arises. |  |
| **For Supervising Social Workers handling Alternative Parental Care** | | | | |
| 13. Preparation of child/ren on possible or to an already signed DVC by parents, adoption of new family etc., what to possibly expect and what will be going through on the process | Afforded once per semestral counseling. | Afforded at least two (2) or more counseling sessions per quarter and elaborately document it on the social case study report | Afforded two or more counseling sessions monthly or as the need arises and elaborately document it on the social case study report. |  |
| 14. Preparation, Facilitation and processing of pertinent documents e.g. foundling certificate, late registration of birth certificate, Certification Declaring A Child Legally Available for Adoption (CDCLAA), barangay/police blotter, and the like. | Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline. | Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline and has properly compiled all documents in one folder. | Prepares and facilitates all necessary and pertinent documents based on the approved treatment plan/timeline, has properly compiled all documents in one folder and elaborately documented it all in the social case study report. |  |
| **As Supervisor** | | | | |
| 1. Provides technical assistance and guidance to supervisee. |  |  | Provides relevant and timely technical assistance and guidance to Supervisee. |  |
| 2.Keeps and strictly observe confidentiality of concerns and issues between the supervisee and supervising social worker |  | Strictly adheres to the confidentiality of the case | Strictly adheres to the confidentiality of the case. Strongly influences the supervisee/s to do the same. |  |
| 3.Conduct regular feedbacking and consultation of supervisee |  | Conducts regular supervision session | Conducts regular and timely supervision session. |  |
| 4.Monitoring of completion and submission of documents to other agency or court |  | Monitors regularly the completion of documents for submission to other agencies | Uses own tool in monitoring the completion of documents for submission of supervisees to other agency. |  |
| 5.Comments on supervisee’s documents (progress notes, treatment plans, social case study reports, referral letters and other related documents) |  | Supervisor’s notes are present in the documents/case folders of the supervisees. | Updated supervisor’s notes can be seen in the documents in the case folders of supervisees. |  |

1. **Table For Passing Points**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **NEW APPLICANT** | | | | **RENEWAL** | | |
|  | **KNOWLEDGE** | **ATTITUDE** | **SKILLS** | **KNOWLEDGE** | | **ATTITUDE** | **SKILLS** |
| 1. Children |  | With the client, score must reach at least10  With the Supervisee score must reach at least 6  least 72 points | 57 |  | | With the client, score must reach 12  With the Supervisee score must reach 8  least 72 points | 70 |
| *A.1 Alternative Parental Care* | 15 | 18 | |
| *A.2 Abuse, Neglect, Abandoned, and Exploitation* | 24 | 28 | |
| *A.3 CICL* | 30 | 35 | |
| 1. Women in Crisis | 27 | 32 | |
| 1. Older Persons/Elderly | 27 | 32 | |
| 1. Persons with Disabilities | 27 | 32 | |
| 1. Indigenous Peoples | 27 | 32 | |

**Assessment:**

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

**Recommendations**:

A. ***For Issuance of Accreditation Certificate***

In view of the above findings, \_\_ \_\_\_

(Name of Supervising Social Worker)

has satisfactorily met the standards for accreditation. The issuance of Certificate of Accreditation is hereby recommended with validity period of five (5) / seven (7) years to manage court cases.

B. ***For Non- Issuance of Accreditation Certificate***

In view of the above findings, the issuance of accreditation certificate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby held in abeyance.

(Name of Supervising Social Worker)

The above Social Worker shall comply with the agreed action plan within six (6) months after the assessment visit. Likewise, non-compliance on the agreed action plan after two (2) consecutive monitoring visits shall subject the Social Worker to monitoring and technical assistance.

| ***Areas for Compliance*** | ***Activities*** | ***Time Frame*** | ***Responsible Person*** | ***Resources Needed*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Assessed by**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*Signature over Printed Name of DSWD-SB Staff & Position/Designation*)/Date

**Reviewed by**:

(*Signature over Printed Name of SCMD Section Chief & Position/Designation*)/Date

**Endorsed by**:

(*Signature over Printed Name of SB-SCMD Division Chief*)/Date