

December 11, 2017

ATTY. JOVANNI SUSUSCO

President

HAUZ HAYAG SCHOLARSHIP AND TRAINING PROGRAM, INC.

398-P. Carlock St., San Nicolas Proper, Cebu City

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 Dear **Attorney Sususco**:

We are pleased to inform you that the accreditation assessment of your agency's residential-based and community-based programs and services for the welfare of the disadvantaged children and youth in the Province of Cebu conducted by Mr. Hernan Z. Perez, Social Welfare Officer III, last December 5 - 6, 2017 yielded positive result having satisfactorily met the Level 1 standards of accreditation.

Relative to this, we would like to share with you the summary of ratings per work areas garnered by your agency during the assessment:

1. Residential-based programs and services

Work Areas	Level 1 (3 years validity period)	
	Expected Score	Actual Score
I. Administration and Organization		
A. Clear Statement of the VMG and Policies	5	5
B. Functional Organizational and Management Structure	12	12
C. Efficient Financial Resource Management	8	8
D. Human Resource Management and Development	39	39
E. Availability of Support Services	3	3
Sub-total	67	67
II. Program Management		
A. Clear Written Program is Available	2	2
B. Implementation of Programs and Services is Guided by the Agency's Policies and Procedures	3	3
C. Monitoring is in Place and Conducted on a Regular Basis	5	5
D. Evaluation	3	3
Sub-total	13	13
III. Case Management		
A. Caseload of staff	2	2
B. Helping Process	23	23
C. Case Recording and Documentation	29	29
Sub-total	54	54
IV. Helping Strategies		
A. Psycho-social care	3	3
B. Homelife	15	15

Work Areas	Level 1 (3 years validity period)	
	Expected Score	Actual Score
C. Educational services	6	6
D. Medical/Health, Psychological and Dental Services	8	8
E. Alternative Family Care	1	1
F. Socio-Cultural and Recreation Activities	1	1
G. Spiritual Enhancement	1	1
H. Legal or Paralegal Assistance	2	2
I. Livelihood, Vocational Skills/Entrepreneurial Training	3	3
J. Progressive Integration with Family and Community	3	3
Sub-total	43	43
V. Physical Structure and Safety		
A. Location and Design	8	8
B. Facilities and Accommodation	42	42
C. Sanitation and Waste Management System	4	4
D. Emergency and Safety Measures	9	9
Sub-total	63	63
Grand Total	240	240

Based on the assessment of the five (5) work areas, your agency's residential-based programs and services has garnered a score of 240 out of 240 points for the Must Indicators which comply with the minimum requirements for Level 1 Accreditation with validity period of three (3) years.

2. Community-based programs and services

Work Area/s	Minimum Required Score per Work Areas		Actual Score Garnered	
	Must	Negotiable Indicators (NI)	Must	Negotiable Indicators (NI)
I. Administration and Organization				
A. Clear Statement of the VMG and Policies	25	2	25	2
B. Functional Organizational Structure	6	-	6	-
C. Efficient Financial Resource Management	5	-	5	-
D. Material Resource Management	2	-	2	-
E. Human Resource Management and Development	31	2	31	2
F. Availability of Support Services	1	4	1	4
Sub-total	70	8	70	8

Work Area/s	Minimum Required Score per Work Areas		Actual Score Garnered	
	Must	Negotiable Indicators (NI)	Must	Negotiable Indicators (NI)
II. Program Management				
A. Clear Written Program is Available	-	-	-	-
B. Implementation of Programs and Services is Guided by the Agency's Policies and Procedures	2	2	2	2
C. Monitoring is in Place and Conducted on a Regular Basis	6	2	6	2
D. Evaluation	1	4	1	4
E. Community Integration	2	-	2	-
Sub-total	11	8	11	8
III. Case Management				
A. Case Recording	18	-	18	-
B. Caseloads	15	2	15	2
C. Helping Process	19	-	18	-
Sub-total	52	2	52	2
IV. Helping Strategies				
A. Health	16	-	16	-
B. Nutrition	3	-	3	-
C. Formal and Non-Formal Education	3	-	3	-
D. Provision of Clothing and Personal Items	2	-	2	-
E. Socio-cultural and Recreation Activities	-	-	-	-
F. Spiritual and Values Formation Welfare	2	-	2	-
G. Psychosocial Services	5	-	5	-
H. Alternative Family Care/Placement	5	-	5	-
I. Family Preservation/ Reunification	2	-	2	-
J. Protection and Safety	5	-	5	-
K. Legal or Paralegal Assistance	4	-	4	-
L. Livelihood Project Management, Skills/Entrepreneurial Training, Job Placement, Capital Assistance	6	-	6	-
M. Community Participation/Progressive Integration	-	-	-	-

Work Area/s	Minimum Required Score per Work Areas		Actual Score Garnered	
	Must	Negotiable Indicators (NI)	Must	Negotiable Indicators (NI)
N. Community Organization/Community Development	3	-	3	-
O. Disaster Management, Emergency Assistance	5	-	5	-
Sub-total	61	-	61	-
V. Physical Structure and Safety				
A. Space and Facilities	9	-	9	-
B. Evacuation Areas During Emergency/Disasters	6	-	6	-
C. Infrastructures	6	-	6	-
Sub-total	21	-	21	-
Grand Total	214	18	214	18

Based on the assessment of the five (5) work areas for community-based programs and services, your agency has garnered a score of 214 out of 214 points for the Must Indicators and 18 out of 18 for the Negotiable Indicators which comply with the minimum requirements for Level 1 Accreditation with validity period of three (3) years.

The Bureau will amend the agency's certificate of registration and license to operate to synchronize its validity period with your certificate of accreditation in accordance with the provision of Administrative Order No. 16 series of 2012 "Revised Administrative Order No. 17 series of 2008 (Rules and Regulations on the Registration and Licensing of Social Welfare and Development Agencies and Accreditation of Social Welfare and Development Programs and Services)".

The DSWD - Field Office VII will coordinate with you on the schedule for the awarding of your certificate of accreditation for residential and community-based programs and services in a fitting ceremony. Said certificate shall be displayed in a conspicuous place in your agency.

At this point, we would like to extend our appreciation for the support your staff has afforded Mr. Perez during the course of assessment.

Congratulations! Keep up the good work. Thank you.

Very truly yours,


MARITES M. MARISTELA, CESO III
 Director IV
 Standards Bureau

cc: Director MA. EVELYN B. MACAPOBRE
 DSWD-FO VII