

## 12. Residential Care Facility: Client Admission to Reintegration at Women Development Center

This service provides temporary shelter and accommodation to disadvantaged women and girl children.

<b>Division:</b>	Residential Care Facility: Provincial Social Welfare and Development Office- Women Development Center (WDC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
	G2C- Government to Citizen			
<b>Who may avail:</b>	Disadvantaged Women and girl Children who are 9 years old to 59 years old from Davao del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Referral Letter/ Court Order (1 original copy and or second copy)		-Respective Local Social Welfare & Development Office/		
2. Social Case Study Report (1 original copy)		-Respective Local Social Welfare & Development Office		
3. Medical Certificate (1 original copy)		-Davao Regional Medical Center or any government facilities		
4. Psychological Assessment (1 original copy)		-Davao Regional Medical Center or any government facilities		
5. Affidavit of Complaints/Police Report (1 original copy or photocopy)		-Philippine National Police Office		
6. Barangay Certification (1 original copy)		-Respective Barangay		
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client with family & referring LGU sign in the visitor's logbook and submit self for inspection at the guard house and proceed to the admission procedure and protocol.	<ul style="list-style-type: none"> <li>Lady guard ensures to conduct inspection and to register the entry of new client including the escorts to the visitor's logbook</li> </ul>	None	5 minutes	<i>Lady Guard</i> PSWDO- WOMEN DEVELOPMENT CENTER

<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Client Submit Requirements to the centre staff	<ul style="list-style-type: none"> <li>• Receive, Check and review the completeness of the submitted requirements</li> </ul>	None	2 hours	<i>Social Welfare Officer I</i> PSWDO- WOMEN DEVELOPMENT CENTER
3. Client & referring party will proceed to Social Services Office for interview	<ul style="list-style-type: none"> <li>• Social Worker conducts initial intake interview</li> </ul>	None	10 minutes	<i>Social Welfare Officer I</i> PSWDO- WOMEN DEVELOPMENT CENTER
4. Client proceed to infirmary room for physical health assessment	<ul style="list-style-type: none"> <li>• Nursing Attendant conduct physical health assessment</li> </ul>	None	5 minutes	<i>Nursing Attendant</i> PSWDO- WOMEN DEVELOPMENT CENTER
5. Client submit personal belongings for inspection of the house parent	<ul style="list-style-type: none"> <li>• House-parent will inspect &amp; record client's personal belongings</li> </ul>	None	3 minutes	<i>House parent</i> PSWDO- WOMEN DEVELOPMENT CENTER
6. Client, escorts & referring party attend the admission conference	<ul style="list-style-type: none"> <li>• Social Worker conducts orientation and admission conference</li> </ul>	None	15 minutes	<i>Social Welfare Officer I</i> PSWDO- WOMEN DEVELOPMENT CENTER

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Client will proceed to next step for the room assignment and orientation	<ul style="list-style-type: none"> <li>• Center staff will introduce client to all staff and co-residents</li> <li>• Center staff will tour client to the entire facility for familiarization</li> <li>• Center staff will provide the client with beddings and other basic needs &amp; toiletries</li> <li>• Center staff will facilitate the House rules orientation</li> </ul>	None	5 minutes	<i>House parent and Nursing Attendant</i> PSWDO- WOMEN DEVELOPMENT CENTER
<b>TOTAL:</b>			<b>46 minutes</b>	