

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

December 20, 1982

MECS O R D E R
No. 52, s. 1982

RULES AND STANDARDS FOR SOCIAL WORK EDUCATION
(Undergraduate)

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The inclosed set of rules and standards, approved by this Office upon the recommendation of the Schools of Social Work Association of the Philippines (SSWAP), the Board of Examiners and the Bureau of Higher Education, embodies the revised general principles and guidelines for the establishment and operation of social work education program.
2. Each social work school/department, in order to align its programs to the national development goals and mission of the institution and to make social work education responsive to the demands of societal transition and the search for a national identity, should have:
 - a. the built-in mechanism for a continuous self-assessment of its instructional, research and extension service capabilities and program thrusts; and
 - b. the necessary flexibility and adaptability to improve its internal operations and curricular programs towards meeting the diverse needs of the students, the community, and the nation.
3. Every social work school/department should give these rules and standards the widest publicity possible in the academic community and its clientele.

4. This Order supersedes B.Pr.S. Circular No. 4, s. 1971 and other related rules on social work education of the defunct Bureau of Private Schools and will take effect beginning the school year 1983-84.

5. Compliance with these rules and standards by all concerned is expected.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:

As stated

Reference:

B.Pr.S. Circular: (No. 4, s. 1971)

Allotment: 1-3-4-(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

Course of Study, COLLEGIATE
CURRICULUM
RULES & REGULATIONS

RULES AND STANDARDS FOR SOCIAL WORK EDUCATION
(Undergraduate)

To: Bureau Directors
Regional Directors
Heads, Colleges and Universities

The following rules and standards shall govern the operation of Bachelor of Science in Social Work courses in colleges and universities in the Philippines:

Article I

AUTHORIZATION

Section 1. Only colleges and universities duly authorized by the Ministry of Education, Culture and Sports shall operate Bachelor of Science in Social Work degree programs upon the recommendation of a Professional Technical Panel composed of representatives from the Ministry of Education, Culture and Sports (MECS), Schools of Social Work Association of the Philippines (SSWAP), Philippine Association of Social Workers (PASW), Ministry of Social Services and Development (MSSD), and Professional Regulations Commission Board for Social Work.

Section 2. All curricular programs in Bachelor of Science in Social Work Education must have prior authorization from the Ministry of Education, Culture and Sports.

Article II

MISSION STATEMENT

Section 1. Social Work Education in the undergraduate level shall be geared towards the preparation of the student for direct social work practice in any setting, and for responsible and useful membership in society.

Section 2. Professional education in social work requires the acquisition of knowledge, attitudes, and skills for engaging client population in problem-solving processes which will enhance their capacities for effective social functioning, as well as bring resources and people in need in such resources together, and be able to document such experiences from practice.

Section 3. At the end of the course, the student shall have attained professional competence in:

- 3.1 problem-solving, which enables the client systems to engage in finding solution to difficulties and problems;

- 3.2 bringing needs and resources together wherein the client systems are assisted to locate, utilize and/or create if necessary internal and external resources which enable them to overcome their difficulties and problems to improve the quality of their life; and
- 3.3 documenting the level of adequacy of social services rendered to client systems including the preparation of case records, documenting the professional intervention/treatment rendered and the effect on the client.

Section 4. Undergirding the Social Work education is the development of good and desirable values to enable man to fulfill his potential towards self-actualization and towards compassion for his fellowmen.

Article III

ADMINISTRATION

Section 1. The college/school/department of social work should generally be administered by a full-time dean/head with the following qualifications:

For the dean:

- 1.1 must be a registered licensed social worker;
- 1.2 must be a holder of master's degree in social work;
- 1.3 must have at least two (2) years of direct social work practice;
- 1.4 must have at least two (2) years of administrative experience;
- 1.5 must have at least three (3) years of teaching experience in social work;

For the head of department:

- 1.6 must be a registered licensed social worker;
- 1.7 must have a master's degree in social work;
- 1.8 must have at least two (2) years of direct social work practice; and
- 1.9 must have at least three (3) years of teaching experience in social work.

Section 2. A full-time dean/head of social work college/school/department is one whose services are always available for the efficient administration of his college/school/department and whose total working time is for the school.

2.1 As a general rule, in cases where the dean/head teachers, his teaching load should not exceed twelve (12) units.

Section 3. The general functions and responsibilities of the college/school/department of social work dean/head are:

3.1. To assist the school head/president, in all matters affecting general policies of the entire institution.

3.2 To exercise educational leadership among his faculty by:

3.2.1 initiating and instituting a faculty development program;

3.2.2 recommending the appointment, promotion or separation of faculty members in his college/school/department; and

3.2.3 preparing the teaching loads of his faculty members.

3.3 To direct and to assign a faculty to do advising of students regarding their program of studies and to approve subject loads;

3.4 To coordinate with other deans/heads of other colleges/schools/departments regarding student affairs and services;

3.5 To prepare and/or revise with the assistance of qualified faculty members, social work curricula;

3.6 To institute a definite program of supervision in order to raise the efficiency of instruction;

3.6.1 To supervise and evaluate classroom and field teaching methodologies and strategies of faculty with the aim of helping them improve their teaching effectiveness as well as pinpoint areas of faculty development.

Article IV

FACULTY

Section 1. In social work, where a linkage between education and practice is necessary, instructors teaching BSSW must be a registered licensed social worker, who had been engaged in direct service practice for at least one (1) year, preferably with teaching

experience and a Master's degree in Social Work or must have completed at least fifty per cent (50%) of the academic requirements leading to a master's degree in social work.

- 1.1 In special field of study which require special and technical training, instructors without doctoral or master's degree may be admitted into the faculty, only if they possess unusual demonstrated competence and scholarship in their respective specialities;
- 1.2 Field supervisors in agencies where students of social work have their field placement must be licensed to practice and must have completed fifty per cent (50%) of the academic requirement for a master's degree in social work, must have had a variety of field experiences, must have at least one (1) year experience as a supervisor, and must have exemplified leadership qualities and a commitment to the development of the social work profession;
- 1.3 Credentials of all faculty members must be on file in the dean's office and/or registrar's office, and be made available when necessary.

Section 2. When vacancies occur in the teaching force of the college/school/department during the school year, substitutes or replacements with equal or higher qualifications, should be employed.

Section 3. The following conditions of employment should be observed:

- 3.1 As a general rule, the remuneration paid to college instructors in social work shall be comparable to current salary rates for college instructors in government schools with similar professional qualification. Such remuneration must be paid in full, regularly and on time. Remuneration should not be based on enrolment, i.e. number of students in a class, nor should remuneration be paid in the form of stocks.
- 3.2 Full-time instructors who have rendered three (3) consecutive years of satisfactory service shall be considered regular and permanent.
- 3.3 As a general rule, schools shall employ only full-time instructors. For this purpose, a full-time instructor is one whose total working day is devoted to the school; is paid on a regular monthly basis or its equivalent the rate of which must be commensurate to his qualification and the quality and quantity of work demanded of him by the school.
- 3.4 The ratio of full-time instructors to part-time instructors should be at least at 2:1, in order to encourage the development of commitment of instructors to the school and the employment of more full-time instructors.

- 3.5 In the collegiate courses at least 60% of the subjects offered should be taught by permanent and full-time instructors, who are provided with security of tenure and other fringe benefits.

Section 4. The instructors in the colleges/schools/departments of social work through the faculty-ranking system, shall be assigned academic ranks in accordance with their educational qualification, experience, training, and performance. The academic ranks are professor, associate professor, assistant professor, and instructor.

4.1 Professor

- 4.1.1 Registered, licensed social worker
- 4.1.2 Training - preferably with doctor's degree but at least master's degree in social work
- 4.1.3 Experience - Ten or more years of teaching and/or training or eminence in a profession of highly specialized nature
- 4.1.4 Efficiency - Evidence of successful work in positions held, past and present
- 4.1.5 Productive scholarship
- 4.1.6 Character and personality

4.2 Associate Professor

- 4.2.1 Registered, licensed social worker
- 4.2.2 Training - Doctor's degree preferred, but at least has a master's degree in social work
- 4.2.3 Experience - seven to ten years of teaching and/or training in education; or eminence in a profession of a highly specialized nature
- 4.2.4 Efficiency - Evidence of successful work in positions held, past and present
- 4.2.5 Productive scholarship
- 4.2.6 Character and personality

4.3 Assistant Professor

- 4.3.1 Registered, licensed social worker
- 4.3.2 Training - Doctor's degree preferred, but at least has a master's degree in social work

- 4.3.3 Experience - Five to seven years of teaching experience and/or training in education; or eminence in a profession of a highly specialized nature
- 4.3.4 Efficiency - Evidence of successful work in positions held past and present
- 4.3.5 Productive scholarship
- 4.3.6 Character and personality

4.4 Instructor

- 4.4.1 Registered, licensed social worker
- 4.4.2 Had been engaged in direct practice for at least one (1) year, must have teaching practice
- 4.4.3 Training - Master's degree in social work preferred, or has completed at least fifty per cent of academic requirements for a master's degree in social work
- 4.4.4 Efficiency - Evidence of successful work in positions held past and present
- 4.4.5 Character and personality

As a general rule, a faculty member starts with the rank of instructor with possible promotion in accordance with the ranking system. A faculty member may start as assistant professor, associate professor or professor if his appointment/designation is warranted by his professional status, experience, training and scholarship.

Section 5. Faculty Development Program

Each institution offering social work must have a faculty development program.

- 5.1 Every school of social work shall provide one scholarship grant for at least one year graduate study in social work.
- 5.2 The school shall make available thesis grants to deserving members of the faculty, the procedure of availability of which is defined by the school's faculty manual.
- 5.3 Where the school offers a doctoral or master's program, faculty members shall be given tuition fee privileges for the pursuance of their field of specialization.
- 5.4 Attendance at in-service training programs on official time shall be encouraged and records of such attendance shall be filed at the office of the dean.

5.5 The school shall encourage the professional development of its faculty not only in the pursuit of further studies but also in the practice of their profession and involvement in national development endeavors. The school shall involve faculty members in both institutional and individual research and in research activities pertinent to the development of an indigenous social work education. An arrangement for honorarium and a reduced teaching load without prejudice to his regular salary shall be instituted.

Section 6. Teaching Load

6.1 The teaching load of a regular full-time faculty member shall be 15 units to 24 units. Part-time instructors may be allowed to carry a maximum of twelve (12) units.

Section 7. Every school should have a faculty manual which provides guidelines, rules and regulations for faculty compliance.

Section 8. For instructors who are teaching in two or more schools, a permit to teach from the head of the other institution(s) is needed.

Section 9. Faculty Rights and Obligations

9.1 Rights and benefits of faculty shall be defined by the school's faculty manual.

9.2 Faculty members, part-time and full-time, are enjoined to give hours of consultation to students.

9.3 Faculty members shall take upon themselves the development of the department unit or college in areas such as the quality of teaching, field placement, development of indigenous materials and the like, which are related in the delivery of quality social work education.

Section 10. Tenure - Security of tenure may be given to faculty members in accordance with the school's policies.

Article V

CURRICULUM

Section 1. The curricula for the Bachelor of Science in Social Work should reflect the aforementioned mission statement of social work education.

Section 2. A minimum total of one hundred forty seven (147) academic units is required for graduation, categorized into the following subject areas:

MODEL A*

CURRICULUM FOR
BACHELOR OF SCIENCE IN SOCIAL WORK

FIRST YEAR

First Semester

Second Semester

	<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>		<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>
English I - Communication Arts 1	3	0	3	English II - Communication Arts 2 (with Technical Reporting)	3	0	3
Pilipino I - (Pakikipagtalastasan)	3	0	3	Pilipino II - (Panitikan)	3	0	3
College Algebra	3	0	3	Basic Statistics	3	0	3
Phil. Hist./Gov't w/ New Constitution	3	0	3	Humanities	3	0	3
General Psychology	3	0	3	General Sociology	3	0	3
Philosophy I	3	0	3	Philosophy II	3	0	3
P.E./ROTC				P.E./ROTC			(2/4) (1/1.5)
			(2/4) (1/1.5)				(2/4) (1/1.5)
	18	(2/4)	18(1/1.5)		18	(2/4)	18(1/1.5)

SECOND YEAR

First Semester

Second Semester

English III - Phil. Lit. in English	3	0	3	English IV - Speech and Oral Communication	3	0	3
Spanish I	3	0	3	Spanish II	3	0	3
Natural Science	3	0	3	Physical Science	3	0	3
Prin. of Economics	3	0	3	Agrarian Reform and Taxation (w/ Cooperative)	3	0	3
Anthropology	3	0	3	Communication in SW	3	0	3
Asian Civilization	3	0	3	Filipino Personality	3	0	3
Intro. to Social Work	3	0	3	P.E./ROTC			(2/4) (1/1.5)
P.E./ROTC			(2/4) (1/1.5)				(2/4) (1/1.5)
	21	(2/4)	21(1/1.5)		18	(2/4)	18(1/1.5)

THIRD YEAR

First Semester

Second Semester

Spanish III	3	0	3	Spanish 4-N	3	0	3
English V - Essay and Essay Writing	3	0	3	Elective (General Education)	3	0	3
Social Casework	3	0	3	Social Groupwork	3	0	3
Personal Growth Processes	3	0	3	Group Community Processes	3	0	3
Social Welfare Perspectives	3	0	3	Social Welfare Policies, Programs and Services	3	0	3
Field Instruction/ Practice I	0	16	3	Field Instruction/ Practice II	0	16	3
	15	16	18		15	16	18

5.5 The school shall encourage the professional development of its faculty not only in the pursuit of further studies but also in the practice of their profession and involvement in national development endeavors. The school shall involve faculty members in both institutional and individual research and in research activities pertinent to the development of an indigenous social work education. An arrangement for honorarium and a reduced teaching load without prejudice to his regular salary shall be instituted.

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FOURTH YEAR

First Semester

Second Semester

	<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>		<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>
Rizal's Life and Works	3	0	3	Current Issues	3	0	3
Community Organization	3	0	3	Seminar on SW Practice	3	0	3
Social Research	3	0	3	SW Administration and Supervision	3	0	3
Social Realities	3	0	3	**Elective (SW)	3	0	3
Problems/Issues	3	0	3	**Elective (SW)	3	0	3
**Elective (SW)	3	0	3	Field Instruction/ Practice IV	0	16	3
Field Instruction/ Practice III	0	16	3				
	<u>15</u>	<u>16</u>	<u>18</u>		<u>15</u>	<u>16</u>	<u>18</u>

*This Model A curriculum has a concurrent Field Instruction/Practice in which the course is taken simultaneously with academic course. The other presentation, Model B, will show another way of offering Field Instruction/Practice in which the course is taken for one semester as block placement in a community.

**See list of Social Work Electives.

MODEL B

FIRST YEAR

<u>First Semester</u>				<u>Second Semester</u>			
	<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>		<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>
English I - Communi- cation Arts 1	3	0	3	English II - Communi- cation Arts 2 with Technical Reporting	3	0	3
Pilipino I - (Pakiki- pagtalastasan)	3	0	3	Pilipino II - (Pani- tikan)	3	0	3
College Algebra	3	0	3	Basic Statistics	3	0	3
Phil. Hist./Gov't. with New Consti- tution	3	0	3	Humanities	3	0	3
General Psychology	3	0	3	General Sociology	3	0	3
Philosophy I	3	0	3	Philosophy II	3	0	3
P.E./ROTC				P.E./ROTC			
		(2/4)	(1/1.5)			(2/4)	(1/1.5)
	<u>18</u>	<u>(2/4)</u>	<u>18(1/1.5)</u>		<u>18</u>	<u>(2/4)</u>	<u>18(1/1.5)</u>

SECOND YEAR

<u>First Semester</u>							
English III - Phil. Literature in English	3	0	3	English IV - Speech and Oral Communi- cation	3	0	3
Spanish I	3	0	3	Spanish II	3	0	3
Natural Science	3	0	3	Physical Science	3	0	3
Principle of Econo- mics	3	0	3	Agrarian Reform and Taxation (with Cooperative)	3	0	3
Anthropology	3	0	3	Communications IN in SW	3	0	3
Asian Civilization	3	0	3	Filipino Personality (SW)	3	0	3
Intro. to Social Work	3	0	3	Elective (General Education)	3	0	3
P.E./ROTC				P.E./ROTC			
		(2/4)	(1/1.5)			(2/4)	(1/1.5)
	<u>21</u>	<u>(2/4)</u>	<u>21(1/1.5)</u>		<u>21</u>	<u>(2/4)</u>	<u>21(1/1.5)</u>

THIRD YEAR

First Semester

Second Semester

	<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>		<u>Lec.</u>	<u>Lab.</u>	<u>Units</u>
Spanish III	3	0	3	Spanish IV-N	3	0	3
English V - Essay and Essay Writing	3	0	3	Rizal's Life and Works	3	0	3
Social Casework (SW)	3	0	3	Social Group Work (SW)	3	0	3
Personal Growth Processes	3	0	3	Group and Community Processes (SW)	3	0	3
Soc. Welfare Pers- pectives (SW)	3	0	3	Social Welfare Policies, Programs and Services (SW)	3	0	3
Elective (SW)	3	0	3	Elective (SW)	3	0	3
	<u>18</u>	<u>0</u>	<u>18</u>	Elective (SW)	3	0	3
					<u>21</u>	<u>0</u>	<u>21</u>

FOURTH YEAR

First Semester

Second Semester

Current Issues				Seminar on SW Practice	3	0	3
Community Organi- zation	3	0	3	Field Instruction/ Practice II			
Social Research (SW)	3	0	3	(Block Placement)	0	48	9
Social Work Adminis- tration and Supervision	3	0	3		3	48	12
Social Realities/ Problem Issues (SW)	3	0	3				
Field Instruction/ Practice I	0	16	3				
	<u>15</u>	<u>16</u>	<u>18</u>				

LIST OF ELECTIVES

1. POSSIBLE COURSES (AND OTHER RELATED COURSES OFFERED IN THE SCHOOL)

- Community Development
- Industrial Social Work
- Social Work and Jurisprudence
- Group Dynamics
- Counselling and Guidance
- Child and Family Welfare
- Basic Accounting in Social Work Administration
- Supervisory Training
- Adult Educ./Non-Formal Educ./Audio Visual Techniques
- Typing

SUMMARY OF THE CURRICULUM FOR B.S.S.W.

1. GENERAL EDUCATION 84 units

1.1 English 15 units

- 1.1.1 English I - Communication Arts
Arts 1 3 units
- 1.1.2 English II - Communication
Arts 2 (with Technical
Reporting) 3 units
- 1.1.3 English III - Phil. Lit. in
English 3 units
- 1.1.4 English IV - Speech and Oral
Communications 3 units
- 1.1.5 English V - Essay and Essay
Writing 3 units

1.2 Spanish 12 units

- 1.2.1 Spanish I Elementary 3 units
- 1.2.2 Spanish II Intermediate 3 units
- 1.2.3 Spanish III Advanced 3 units
- 1.2.4 Spanish IV-N Selected
Writings 3 units

1.3 Pilipino 6 units

- 1.3.1 Pilipino I Pakikipagtalas-
tasan 3 units
- 1.3.2 Pilipino II Panitikan 3 units

1.4 Natural/Physical Science 6 units

- 1.4.1 Natural Science 3 units
- 1.4.2 Physical Science 3 units

1.5 Rizal's Life and Works 3 units

1.6	Mathematics	6 units
1.6.1	College Algebra	3 units
1.6.2	Basic Statistics	3 units
1.7	Social Sciences	33 units
1.7.1	General Psychology	3 units
1.7.2	General Sociology	3 units
1.7.3	Philippine History/Government with New Constitution	3 units
1.7.4	Principles of Economics	3 units
1.7.5	Agrarian Reform and Taxation (with Cooperative)	3 units
1.7.6	Humanities	3 units
1.7.7	Asian Civilization	3 units
1.7.8	Current Issues	3 units
1.7.9	Philosophy I	3 units
1.7.10	Philosophy II (Logic)	3 units
1.7.11	Anthropology (General/Cultural)	3 units
1.8	*Electives	3 units
2.0	PROFESSIONAL COURSES	63 units
2.1	Human Behavior and Social Environment	9 units
2.1.1	The Filipino Personality	3 units
2.1.2	Personal Growth Processes	3 units
2.1.3	Group and Community Processes	3 units
2.2	Social Welfare Policies and Programs	9 units
2.2.1	Social Welfare Perspectives	3 units
2.2.2	Social Welfare Policies, Programs and Services	3 units
2.2.3	Social Realities/Problems/ Issues	3 units
2.3	Social Work Methods	24 units
2.3.1	Introduction to Social Work	3 units
2.3.2	Communications in Social Work	3 units
2.3.3	Social Casework	3 units
2.3.4	Social Groupwork	3 units
2.3.5	Community Organization in Social Work	3 units
2.3.6	SW Administration and Supervision	3 units
2.3.7	Social Research	3 units
2.3.8	Seminar on SW Practice	3 units

*May be in Languages, Social Sciences or where need is felt.

2.4	Field Instruction/Practice	12 units
	(MODEL A)	
2.4.1	Field Instruction/Practice I	3 units
2.4.2	Field Instruction/Practice II	3 units
2.4.3	Field Instruction/Practice III	3 units
2.4.4	Field Instruction/Practice IV	3 units
	(MODEL B)	
2.4.1	Field Instruction/Practice I (Placement in Institutional Setting)	3 units
2.4.2	Field Instruction/Practice II (Block Placement in Community)	9 units
2.5	Electives (Possible courses to choose from)	9 units
2.5.1	Community Development	3 units
2.5.2	Industrial Social Work	3 units
2.5.3	Social Work and Jurisprudence	3 units
2.5.4	Group Dynamics	3 units
2.5.5	Counselling and Guidance	3 units
2.5.6	Child and Family Welfare	3 units
2.5.7	Basic Accounting in SW Administration	3 units
2.5.8	Supervisory Training	3 units
2.5.9	Adult/Education/Non-formal Education/Audio-Visual Techniques	3 units
3.0	PHYSICAL EDUCATION/ROTC	(4/6 units)
		<hr/> 147(4/6 units)

BACHELOR OF SCIENCE IN SOCIAL WORK
(B.S.S.W.)

COURSE DESCRIPTION

1.0 GENERAL EDUCATION

1.1 English

1.1.1 English I and II - Communication Arts 1 and 2
(Technical Reporting Integrated)

These courses emphasize proficiency in listening, speaking, reading, writing and technical reporting. The approach is situational, sequential and integrated along interdisciplinary lines.

3 units: 3 hours lecture/week - (each course)

1.1.2 English III - Philippine Literature in English

A course designed to acquaint the student with the works of Filipino writers in English.

3 units: 3 hours lecture/week

1.1.3 English IV - Speech and Oral Communication

This is a course in interpretative reading and different types of oral communication. It includes a study of extemporaneous speeches in conferences and kinds of group discussions.

3 units: 3 hours lecture/week

1.1.4 English V - Essay and Essay Writing

The course covers the study of great essayists and their works for appreciation.

3 units: 3 hours lecture/week

1.2 Spanish

1.2.1 Spanish I - Elementary Spanish

This course aims to develop in the beginners an understanding of fundamentals of the Spanish language, through the functional study of different parts of speech. The essential elements of the sentence are also explained. The expressions usually used in ordinary conversation are offered.

3 units: 3 hours lecture/week

1.2.2 Spanish II - Intermediate Spanish

A brief but systematic study of the irregular verbs so essential in Spanish language is offered in this course. At the same time, a review of what the student has learned in the first course, is given with exercises that aims at increasing his Spanish vocabulary and training him to construct sentences and participate in an ordinary conversation.

3 units: 3 hours lecture/week

1.2.3 Spanish III - Advanced Spanish Grammar

In this course the application of the functional knowledge of Spanish in oral and written composition is taken up with stress on the sentence structure in all its variety. The rules of punctuation are also explained. Portions of Spanish Anthology are included so that the student may have an idea of Spanish literature. A review of Spanish I and II is given throughout the course. A series of readings in Spanish is also included.

3 units: 3 hours lecture/week

1.2.4 Spanish IV-N -- Selected Writing

This course includes the literary works of renowned Filipino heroes, scholars, poets, and writers. The selections chosen aim at fostering patriotism and respect of Filipino institutions, customs, traditions, and culture. Emphasis is given in development of reading comprehension and oral participation. Students are trained in question and answer sessions, research work, individual reports; group discussions and appreciation lessons.

3 units: 3 hours lecture/week

1.3 Pilipino

1.3.1 Pilipino I - Sining ng Pakikipagtalastasan (Communication Arts)

Pagtalakay sa mga sanaysay (essay), artikulo (articles), maikling kuwento (short story), dula (drama), tula (poem), at iba pang uri ng panitikan bilang lundayan ng mga tuntuning parentorika at mga pagsasanay na lilingang sa apat (4) na kasanayang pangwika: 1) kakayahang bumasa, 2) kakayahang ununawa, 3) kakayahang sumulat.

3 units: 3 hours lecture/week

1.3.2 Pilipino II - Panitikang Pilipino: Pahapyaw na kasaysayan at mga piling katha (Survey and Readings of Literature in Pilipino)

Pag-aaral ng mga katutubo at maangking anyo ng panitikang Pilipino sa loob ng iba't ibang panahon sa kasaysayan ng kultura ng Pilipinas upang matutuhan ang mga tradisyong bumubuhay sa panitikan ng mga Pilipino at mapahalagahan ang mga ito sa pamamagitan ng pagpapahalaga sa lalong makabuluhang kathang kumakatawan sa mga panahon sa kasaysayan ng panitikan.

3 units: 3 hours lecture/week

1.4 Natural/Physical Sciences

1.4.1 Natural Science (any Natural Science course as Biological Science)

An introduction to general principles of Biology with Zoology and Botany integrated.

3 units: 3 hours lecture/week

1.4.2 Physical Science

An extensive non-mathematical study of the earth with a thrust on understanding our environment and how to conserve and develop our resources.

3 units: 3 hours lecture/week

1.5 Rizal's Life and Works

This course deals with the study of the life of Rizal as a hero, as a teacher, etc., analysis of his main works; his services and influence for the development of Philippine Nationhood.

3 units: 3 hours lecture/week

1.6 Mathematics

1.6.1 College Algebra

This course deals with the study of sets and set operations; deductive systems; addition, multiplication, division of algebraic expressions; factoring radical linear and quadratic functions; systems of linear equations, and common logarithms.

3 units: 3 hours lecture/week

1.6.2 Basic Statistics

This course deals with the concepts of statistical and basic statistical procedures applicable to problems met in social work research. Topics include sampling technique, permutation, combination, probability. Frequency distribution, measure central tendency of depression, skewness and kurtosis, index number, mathematical expectations. Binomial and normal distribution.

3 units: 3 hours lecture/week

1.7 Social Sciences

1.7.1 Psychology - General Psychology

Study of the fundamental principles of psychology in general. An investigation of the mental faculties, their nature, activity, classification, and their principles of operation. Psychology of character, of the abnormal and subconscious mind of learning and of the important occupations in life.

3 units: 3 hours lecture/week

1.7.2 Sociology - General Sociology (with emphasis on Filipino Family and Population Education)

Deals with the study of Filipino family and society and the primary social processes and control. Emphasis is also given on population education and family planning.

3 units: 3 hours lecture/week

1.7.3 Philippine History and Government with New Constitution

A survey of the political, cultural and economic history of the Philippines with emphasis on the New Society and study of the organization, politics and functions of the Philippine Government under the New Constitution.

3 units: 3 hours lecture/week

1.7.4 Economics

This course is designed to familiarize the students of social work with basic concepts and theories related to the science of economics, micro-perspective of economics on the basis of a case study, discussions on how households and firms make decisions. Macro perspectives of economics (how micro decision-making process is influenced by macro economic forces; and how economic forces interact with economic institution).

3 units: 3 hours lecture/week

1.7.5 Agrarian Reform and Taxation (with Cooperative)

This course is designed to awaken tax consciousness among students through the study of the tax structure of the Philippines. It also includes the study of the Agrarian Reform Program - its rationale, mechanics and implementation, and emphasis on cooperative and consumer education.

3 units: 3 hours lecture/week

1.7.6 Humanities

An introduction to the different aspects of art.

3 units: 3 hours lecture/week

1.7.7 Asian Civilization

A survey of the highlights of Asian civilization with special emphasis on their bearing on Philippine Cultural development:

3 units: 3 hours lecture/week

1.7.8 Current Issues/Community Development (Drug education, green revolution, environmental sanitation, etc.)

A study of the current socio-economic, political and cultural events/issues and an analysis of their implications to national development.

3 units: 3 hours lecture/week

1.7.9 Philosophy I

A study of the meaning of Philosophy in its various fields of investigation and discourse: logic, aesthetics, ethics, politics and metaphysics.

3 units: 3 hours lecture/week

1.7.10 Philosophy II (Logic)

This course deals with the study of the general conditions of correct, clear and effective thinking and principal characteristics of the logistics as well as the scientific method.

3 units: 3 hours lecture/week

2.0 PROFESSIONAL COURSES

2.1 Human Behavior and Social Environment (HBSE)

2.1.1 The Filipino Personality

Concepts and theories of human behavior and environment focused on the Filipino and his family, relevant to social work practice; also deviations in human behavior.

3 units: 3 hours lecture/week

2.1.2 Personal Growth Processes

The development of the professional self utilizing a module for building self-awareness in intrapersonal and interpersonal relationships.

3 units: 3 hours lecture/week

2.1.3 Group and Community Processes

Social processes in group and communities; values and attitudes of Filipino society and skills in community living, relevant to social work practice; societal forces influencing individual, group and community behavior.

3 units: 3 hours lecture/week

2.2 Social Welfare Policy and Program

2.2.1 Social Welfare Perspectives

Concepts, history, philosophy, and fields of social welfare; clientele and resource systems; over-all view of social realities, welfare programs and services and emerging trends in social welfare.

3 units: 3 hours lecture/week

2.2.2 Social Welfare Policies, Programs and Services

A study and analysis of current social welfare policies, programs and services both government and non-government in the context of national development; the role and contribution of social work to social welfare.

3 units: 3 hours lecture/week

2.2.3 Social Realities, Problems and Issues

A study of social realities, problems and issues both micro and macro levels and their implications for social welfare and social work practice.

3 units: 3 hours lecture/week

2.3 Social Work Methods

2.3.1 Introduction to Social Work

An overview of social work profession (history, philosophy and values); components of social work practice (client problem, agency, process) and social work tools, skills, and techniques.

3 units: 3 hours lecture/week

2.3.2 Communications in Social Work

To cover interviewing and recording (observation, listening, etc.); group discussions (verbal, non-verbal communications, facilitating, presiding, moderating, etc.); recording and reporting; referrals, business letters, etc. and social welfare interpretation, education, information, etc.

3 units: 3 hours lecture/week

2.3.3 Social Casework

The development of social casework as a method of social work practice directed towards helping individuals, concepts, values, theories; principles, processes, skills, approaches and trends.

3 units: 3 hours lecture/week

2.3.4 Social Groupwork

The development of social groupwork as a method of social work practice directed towards helping groups; concepts, values, theories, principles, processes, skills, approaches and trends.

3 units: 3 hours lecture/week

2.3.5 Community Organization in Social Work

The development of community organization as a method of social work practice directed towards helping communities, concepts, values, theories, principles, processes, skills, approaches and trends.

3 units: 3 hours lecture/week

2.3.6 Social Work Administration and Supervision

Agency management and administration: the characteristics and processes of social agency administration; organization and management with emphasis on supervision, program development and project management.

3 units: 3 hours lecture/week

2.3.7 Social Research

The fundamentals of social research, appreciation for, and its utilization for the improvement of social work practice.

3 units: 3 hours lecture/week

2.3.8 Seminar on Social Work Practice

Re-examination of the self in relation to one's development as a social worker; workshop on identified needs and concerns of class/students; action plan for life-goals and continuing self development in the context of social realities and social work.

3 units: hours will depend on the needs and concerns

2.4 Field Instruction (F.I.)

Model A

2.4.1 F.I. I Placement in a structured setting, a) experiences: beginning competencies in data collection and other basic documentation: e.g. interviewing, recording, etc.; b) exercises in beginning skills in working with individuals; and c) develop self-awareness and identification with the profession.

3 units: 16 hours/week of 250 hours for the semester as laboratory hours

2.4.2 F.I. II Enhancement of skills acquired in previous placement; should be able to practice diagnostic skills in problem-solving process in working with groups; presents programs and activities; utilizes, mobilizes resources; documents experiences.

3 units: 16 hours/week or 250 hours for the semester as laboratory hours

2.4.3 F.I. III Placement in community setting; developing of skills acquired in previous placements but thrust is working with the community.

3 units: 16 hours/week or 250 hours for the semester as laboratory hours

2.4.4 F.I. IV Continuation of past placement with added experiences of training and supervision of para-professionals; e.g. out-of-school youth/leaders, women's group, community leaders, volunteers, etc.

3 units: 16 hours/week or 250 hours for the semester as laboratory hours

Model B (Block Placement)

2.4.5 Field Instruction (F.I.) I Institutional placement; beginning experiences in problem-solving processes by handling caseloads, utilizes and mobilizes resources, documents processes undergone; experiences satisfaction and identification with the profession.

3 units: 16 hours/week or 250 hours for the semester as laboratory hours

2.4.6 Field Instruction (F.I.) II Block Placement in community - rural/urban where competencies in problem-solving, linking needs and resources and documentation are consciously developed in working with individuals, groups and community experiences opportunities for supervision/training of community groups, undertakes study to improve social services and facilities the development of people.

9 units: 48 hours/week or 750 hours for the semester as laboratory hours

Article VI

INSTRUCTIONAL STANDARDS

Section 1. The college/school/department of social work at all times shall maintain a high standard of instruction. A system of supervision, evaluation and feedback mechanism should be instituted and implemented.

1.1 System of Supervision - The dean/head of college/school/department exercises immediate supervision of the instruction program through:

1.1.1 regular faculty meeting;

1.1.2 review of course syllabi;

1.1.3 checking of time records

1.1.4 class observation; and

1.1.5 provision of an atmosphere of open communication in the school

1.2 System of Evaluation

An evaluation tool will be utilized to measure the performance of all faculty. The evaluation is based on rating given by students, faculty (self), peer and the dean.

1.3 System of Feedback Mechanism

Annual report of performance of graduates in the board exam and employment to be submitted to the office of the president of the school/university/college.

Section 2. Textbooks and any teaching materials should be recent editions and written by Filipino authors or practitioners, indigenous/local materials as much as possible should be used. Materials on current trends and innovative strategies/methodologies in social work practice should be provided for the use of faculty and students.

Section 3. The dean/head of the college/school/department should see to it that instructors and students alike should have access to such textbooks/materials. Arrangements shall be made to enable students to possess such materials for their own use.

Article VII

LIBRARY

Section 1. Every college/school/department offering social work programs shall have an adequately equipped library which will provide all the basic textbooks as well as reference materials which will serve research and other scholarly purposes as well as resource for current trends.

Section 2. The following are the minimum staff requirements:

- 2.1 A college/school/department library should have a full-time librarian who is a library science graduate.
- 2.2 There should be one professional librarian for the first 500 students enrolled, and for an enrollment of 1,000 students, two librarians shall be required.
- 2.3 For colleges/schools/departments whose enrollment is less than 500, a bachelor's degree holder with library science major, having at least three years of experience in library work either as an assistant librarian or a librarian is considered qualified.
- 2.4 Non-professional or clerical assistants must be provided at a ratio of 2 non-professional to 1 professional.

Section 3. A library collection should consist of the following:

- 3.1 A basic collection of 5,000 well-selected relevant books is deemed adequate to support the curricular needs of a college/school/department with an enrollment of not more than 500 students.

3.2 For an enrollment of more than 500 students the requirement is as follows:

<u>Enrollment</u>	<u>Volume Per Student</u>	<u>No. of Volumes</u>
500 or less	10	5,000
501 - 1,000	10	10,000
1,001 - 3,000	8	24,000
3,001 - 5,000	6	30,000
5,001 - above	5 per student	

3.3 At least five (5) per cent of the book collection should be Filipiniana and Orientalia or Asiana.

3.4 For the needs of the college/school/department of social work there should be at least five professional books for every social work student.

3.5 The curriculum must have appropriate and adequate library support. Every discipline should be provided with at least ten different titles.

3.6 The library resources should include, in addition to books, a substantial number of appropriate professional publication such as journals, bibliographies, annuals, monographs, serials, periodicals and magazines in varied quantity and pamphlets, documents, newspapers and non-book materials.

3.7 At least twenty per cent (20%) of the total book collection should be of recent edition (published during the past five years).

3.8 In the field of social sciences and in pure and applied sciences, the collection must consist of books of recent edition.

3.9 There should be at least one (1) subscription to ten (10) different magazine titles and/or other periodicals on social work.

Section 4. The following are the minimum requirements for library quarters:

4.1 There should be adequate reading space for the student population.

4.2 The reading room should be able to accommodate at one seating a minimum of 15 to 20% of the student enrollment. The reading room should provide at least 2.79 sq. meter per reader, a space that includes allowance for furniture and equipment.

Section 5. The open-shelf system should be encouraged.

Article VIII

RESEARCH

Section 1. The college/school/department shall undertake independent or joint research activities in social work or in related fields. There should be competent and qualified research staff.

Section 2. Social work students who are enrolled in the terminal curriculum year may be required to complete a research paper or its equivalent, or their major area of interest in social work as a partial fulfillment for graduation.

Article IX

SOCIAL WORK LABORATORY FACILITIES FOR THE FIELD PRACTICE

Section 1. The college/school/department of social work shall ensure:

- 1.1 That the school is affiliated with a social welfare institution/ agency/or other organization within the area where the school is located.
- 1.2 That these social welfare institution/agency/or other organization have at least 1 registered, licensed social worker who is qualified and willing to supervise students (one for every 5 students) on field practicum in the institution/agency/organization.
- 1.3 That these social institutions/agencies/organizations provide adequate working space for the students and make available the appropriate learning opportunities to them.

Section 2. The college/school/department of social work shall identify rural or urban communities as possible social laboratory sites. In choosing such sites the following shall be considered:

- 2.1 resources and constraints
- 2.2 community needs and problems/issues
- 2.3 potential indigenous leaders willing to cooperate in the training of social workers.

Section 3. The college/school/department shall ensure that adequate social work educators provide supervision of students and a continued community work program in the chosen laboratory site so that after at least 3 years in the site, the social work students and faculty shall have helped the community to acquire sufficient skills for self-reliant community problem-solving.

Article X

ADMISSIONS REQUIREMENTS

Section 1. Every student has the right to enroll in any college/school/university upon meeting its specific requirements and reasonable regulations; except in the case of academic delinquency and/or violation of disciplinary regulation, the student is presumed to be qualified for enrollment for the entire period he is expected to complete his course without prejudice to his right to transfer.

Section 2. The applicant upon enrollment must have the proper credentials.

Section 3. Only those students who, in the judgement of the social work dean or department head and a committee on admission created for the purpose can profit from baccalaureate studies and are able to pursue successfully the same should be admitted in the college/school/department of social work.

Section 4. The requirements for admission to the social work program shall be determined by the dean/head of the college/school/department subject to the following:

4.1. Only those students who passed the National College Entrance Examination (NCEE) are eligible for admission into the College/School/Department of Social Work.

4.2. Students going into social work must be properly screened by the Admission Committee.

Article XI

RESIDENCE AND UNIT REQUIREMENTS

Section 1. No degree shall be conferred upon a student unless he has taken the last curriculum year of the course in the institution which is to confer the degree.

Section 2. No student shall be permitted to take any subject until he has satisfactorily passed the pre-requisite subjects. Special cases should be referred to the Ministry of Education, Culture and Sports through the Regional Office for decision/approval.

Section 3. A student may be allowed to carry a study load of twenty-one (21) units each semester. Units in excess of this requirement shall need an approval from the Ministry of Education, Culture and Sports through the Regional Office.

Section 4. If a student obtains a grade of incomplete for non-compliance of some requirements of the course, he should not be given credit for the subject or course unless he satisfactorily removes the incomplete grade within one year from the date it was obtained. The completion grade and the incomplete grades not removed within one year

shall be recorded and submitted immediately on a supplementary Form XIX. No school shall give a final grade of "4" or its equivalent or "Conditioned."

Article XII

EFFECTIVITY

Section 1. These rules and standards shall take effect school year 1983-84.

Section 2. This circular supersedes all previous rules and standards.

APPENDIX A

A. Specific Tasks of Social Work Practice in the Philippines are:

1. Help people enhance and more effectively utilize their own problem-solving capacities and coping abilities.
2. Connect people with the resource systems and in turn help the latter reach out to the people.
3. Help create and develop new resources where none exists.
4. Facilitate interaction and build and modify new relationships between people and societal systems.
5. Facilitate interaction within and among resource systems.
6. Contribute to the preparation of development plans, particularly its social aspects.
7. Contribute to human resource development.
8. Regulate and promote social change.
9. Facilitate and provide opportunities for people to participate in problem-solving, decision-making and nation building.
10. Contribute to the development and/or modification of social policy.
11. Dispense material resources.
12. Serve as agents of social control.
13. Train and supervise paraprofessionals.

B. Common Basic Skills in Social Work Practice

1. Communication: Non-verbal, oral and written skill in:
 - 1.1 Selective and interpretative observation
 - 1.2 Initiating purposeful expression of feelings
 - 1.3 Removing blocks in communication
 - 1.4 Assessing the meaning of communicated feelings, ideas and behavior and in interpreting these in the level of the client's understanding
 - 1.5 Facilitating a working interaction with and participation of client
 - 1.6 Directing communication towards desired goal which is problem-solving
 - 1.7 Documentation as in
 - 1.7.1 the assessment and formulation of plan of action
 - 1.7.2 recording data such as: identifying information, the nature of the problem, nature of client's request, his feelings about the situation, etc.

APPENDIX A

- 1.7.3 documenting the dynamics of working with individuals, group and community client system
 - 1.7.4 preparing all types of recording (transfer summary, narrative, process, intake interviews, etc.)
 - 1.7.5 documenting basic plan of action in working with individuals, groups and communities
 - 1.7.6 research
 - 1.7.7 documentation of program/services, and administrative processes
2. Establishing a Helping Relationship Skill in:
- 2.1 Emphasizing a helping relationship
 - 2.2 Establishing rapport
 - 2.3 Recognition of problems and needs
 - 2.4 Giving support in the use of professional self
 - 2.5 Dealing with crisis and conflict
 - 2.6 Initiating and developing cooperation
 - 2.7 Selective use of authority
3. Basic Assessment Skills in:
- 3.1 Gathering facts and pertinent information regarding the client and client system whether individuals, groups or communities
 - 3.2 Determining the strengths and weaknesses as well as needs of clients
 - 3.3 Interpretation and analysis of data and of determining casual relationship
 - 3.4 Partializing the program (identifying the problem, establishing priorities)
 - 3.5 Use of such interpretation and analysis in arriving at a professional judgement for a specific plan of action
 - 3.6 Skill in identifying, utilizing, creating resources
4. Skill in:
- 4.1 Locating point of entry
 - 4.2 Timing, focus and providing movement in interaction
 - 4.3 Establishing transaction and engaging client in a helping relationship
 - 4.3.1 role identification
 - 4.3.2 tasks related to problem - ex. training, educating, organizing, etc.
 - 4.3.3 goal achievement

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- 4.4 Working in structured (agency) and unstructured community framework
 - 4.5 Making possible collaboration/cooperation/coordination of service agencies/different disciplines and other systems to effect environmental or system change
 - 4.6 Utilizing/developing/creating resources
 - 4.7 Working with elite groups and other disciplines/professions
5. Skill in Evaluation of:
- 5.1 Policies
 - 5.2 Program services
 - 5.3 Projects

A. FIELDS OF SOCIAL WORK PRACTICE

1. Child Welfare

Role of Social Worker as:

- 1.1 Caseworker
- 1.2 Groupworker
- 1.3 Counsellor
- 1.4 Resource mobilizer
- 1.5 Coordinator (link to other agencies, disciplines, professions)
- 1.6 Advocate

2. Youth Welfare

Role of social worker as:

- 2.1 Caseworker
- 2.2 Groupworker
- 2.3 Program facilitator/coordinator
- 2.4 Trainer
- 2.5 Supervisor
- 2.6 Program Planner
- 2.7 Skills training coordinator

3. Family Welfare

Role of Social Worker as:

- 3.1 Caseworker
- 3.2 Groupworker
- 3.3 Motivator
- 3.4 Counsellor
- 3.5 Supervisor (paraprofessionals, volunteers, etc.)
- 3.6 Community worker

4. Health

Role of Social Worker as:

- 4.1 Medical social worker
- 4.2 Mobilizer of hospital/community resources
- 4.3 Caseworker
- 4.4 Groupworker
- 4.5 Coordinator (patients and medical staff)
- 4.6 Supervisor (paraprofessionals, volunteers, etc.)
- 4.7 Research assistant
- 4.8 Family planning worker/motivator
- 4.9 Trainer
- 4.10 Advocate

APPENDIX B

5. Corrections

- 5.1 Court social worker
- 5.2 Caseworker
- 5.3 Groupworker
- 5.4 Probation workers
- 5.5 Rehabilitation worker, trainor, advocate
- 5.6 Counsellor
- 5.7 Coordinator (other groups, agencies, disciplines, etc.)
- 5.8 Skills training coordinator

6. Schools

Role of Social Worker as:

- 6.1 Caseworker
- 6.2 Groupworker
- 6.3 Trainor
- 6.4 Counsellor
- 6.5 Facilitator or community resources
- 6.6 Coordinator
- 6.7 Community worker

7. People with special needs such as: drug dependents, socially disadvantaged women, released prisoners, handicapped/disabled persons, cultural minorities, and senior citizens (elderly)

Role of Social Worker as:

- 7.1 Caseworker
- 7.2 Groupworker
- 7.3 Resource mobilizer
- 7.4 Counsellor
- 7.5 Trainor
- 7.6 Rehabilitation worker
- 7.7 Skills training coordinator
- 7.8 Community worker

8. Industry

Role of Social Worker as:

- 8.1 Caseworker
- 8.2 Groupworker
- 8.3 Counsellor
- 8.4 Personnel supervisor
- 8.5 Trainor
- 8.6 Family planning motivator
- 8.7 Facilitator
- 8.8 Advocate

APPENDIX B

9. Community Development

- 9.1 Community organizer
- 9.2 Family caseworker
- 9.3 Trainor/supervisor (paraprofessionals, volunteers, etc.)
- 9.4 Research assistant
- 9.5 Project coordinator
- 9.6 Groupworker
- 9.7 Resource mobilizer
- 9.8 Advocate
- 9.9 Skills training coordinator
- 9.10 Facilitator

10. Human Settlements

- 10.1 Caseworker
- 10.2 Groupworker
- 10.3 Community organizer
- 10.4 Trainor/supervisor (paraprofessionals, volunteers, etc.)
- 10.5 Resource mobilizer
- 10.6 Research assistant
- 10.7 Advocate

B. Employment Opportunities

1. Employment opportunities for the Registered Social Worker (one who has successfully passed the Board Examination for Social Work administered by the Professional Regulations Commission, and is qualified to practice the profession).

1.1 In Government Agencies and Hospitals as:

- 1.1.1 Direct service worker
- 1.1.2 Social Welfare specialist
- 1.1.3 Social Welfare analyst
- 1.1.4 Supervisor
- 1.1.5 Community Relations Specialist
- 1.1.6 Community organizer
- 1.1.7 Population education coordinator
- 1.1.8 Livelihood program coordinator
- 1.1.9 Human Resource development officer
- 1.1.10 Court social worker
- 1.1.11 Probation worker
- 1.1.12 Medical social worker
- 1.1.13 Research assistant
- 1.1.14 In-service training specialist

1.2 In Private Agencies and Hospitals

- 1.2.1 Direct service worker
- 1.2.2 Program specialist

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- 1.2.3 Project supervisor/coordinator
- 1.2.4 Community relations specialist
- 1.2.5 Community organizer
- 1.2.6 School social worker
- 1.2.7 Personnel supervisor
- 1.2.8 Research assistant
- 1.2.9 Medical social worker

2. Employment opportunities for under Board BSSW/graduate (one who finished/has completed the four (4) year course in social work but has not taken and/or passed the Board of Examination for Social Work)

2.1 In Government Agencies and in Hospitals as:

- 2.1.1 Welfare aide
- 2.1.2 Aide to Court social worker
- 2.1.3 Aide to supervisor
- 2.1.4 Research aide
- 2.1.5 Aide to population education coordinator
- 2.1.6 Aide to training specialist
- 2.1.7 Aide to probation worker
- 2.1.8 Aide to medical social worker
- 2.1.9 Community worker

2.2 In Private Agencies and Hospitals as:

- 2.2.1 Aide to program specialist
- 2.2.2 Aide to project supervisor/coordinator
- 2.2.3 Aide to community relations specialist
- 2.2.4 Aide to community organizer
- 2.2.5 Aide to school social worker
- 2.2.6 Aide to personnel supervisor
- 2.2.7 Aide to medical social worker/supervisor

APPENDIX C

CODE OF ETHICS FOR SOCIAL WORKERS

We believe in the inherent dignity and worth of all men.

We believe that every man has natural and social rights, capacities and responsibilities to develop his full potentials as a human being.

We believe that the government and the people have a joint responsibility to promote social justice and to ensure the economic and social well-being of all people.

We believe in free men living freely in a free society where poverty is neither a fate or a punishment but is a condition that can and must be changed.

We are committed to the development of the highly fulfilled human beings in an atmosphere of social equity and economic prosperity.

We are committed to seek a higher quality of life for all people.

We bind ourselves to the following principles of conduct:

The social worker shall endeavor to contribute his utmost to nation-building.

The social worker shall give paramount importance to the well-being of those whom he helps.

The social worker shall accept with respect and understanding his clients, colleagues and all those who come within his sphere of professional activity. The social worker shall engage in social action which according to his convictions will further the best interests of the people and country.

The social worker shall create and/or avail of opportunities for continuing professional growth.

The social worker shall at all times conduct himself in accordance with the standards of the social work profession.