PROFESSIONAL REGULATORY BOARD FOR SOCIAL WORKERS
Resolution No. **04**
Series of 2022

ADOPTION AND ISSUANCE OF THE ENHANCED TABLES OF SPECIFICATIONS (TOS) FOR THE SUBJECTS IN THE SOCIAL WORKERS LICENSURE EXAMINATION

WHEREAS, Section 9 of Republic Act (R. A.) No. 10968, known as "PQF Act", mandates the PRC and the CHED to review the assessment system of learning outcomes and align them with the PQF;

WHEREAS, Section 9 (h) of R.A. No. 8981, called the "PRC Modernization Act of 2000" empowers the Professional Regulatory Boards to prepare, adopt and issue the syllabi or table of specifications of the subjects for examinations in consultation with the academe; determine and prepare the questions for the licensure examinations which shall be strictly within the scope of the syllabus or Table of Specifications (TOS) of the subject for the examination;

WHEREAS, Section 13, Article III of R. A. No. 4373, entitled "An Act to Regulate the Practice of Social Work and the Operation of Social Work Agencies in the Philippines and for Other Purposes", as amended, provides that: "The examination for the practice of social work in the Philippines shall consist of a written test, the scope of which shall be determined and prescribed by the Board, taking into consideration the curriculum of all the social work courses offered in schools legally constituted in the Philippines: Provided, that no change or alteration in or addition to the subjects for examination shall be made within two years from the date of promulgation of said subjects";

WHEREAS, the TOS in reference to the PQF Standards, shall incorporate the qualification level descriptors and competencies covering the areas and sub – areas, or topics into the examination subjects;

WHEREAS, the Professional Regulatory Board for Social Workers (Board) issued Resolution No. 01 (s 2019) on the Reclassification of the Subjects in the Social Workers Licensure Examination and the Adoption of the Tables of Specifications for these New Subjects;

WHEREAS, the Board intends to remove the course or topic on Community Education and Training from the Social Welfare Policies, Programs and Services (SWPPS) and transfer the said course or topic to Social Work Practice III with Field Instruction III for appropriate alignment;

WHEREAS, herein proposed enhanced TOS were crafted by the Board, with the assistance of the PRC Test Consultant, and further reviewed and validated by the Board with the National Association for Social Work Education, Inc. (NASWEI) as representative of the academe.

IN VIEW WHEREOF, the Board has **RESOLVED**, as it so **RESOLVED**, to adopt and issue the Enhanced Tables of Specifications (TOS) for the Subjects in the Social Workers Licensure Examination, which copy is hereto attached and made as an integral part of this Resolution as Annex "A".

RESOLVED FURTHERMORE, that this Resolution shall apply starting the September 2022 Social Workers Licensure Examination.

This Resolution shall take effect immediately following its publication in the Official Gazette or in any newspaper of general circulation in the Philippines. Let copies hereof be furnished the U.P. Law Center, Commission on Higher Education and the NASWEI.

Done in the City of Manila, this **13th** day of **September, 2022**

LORNA C. GABAD
Chairperson

ROSETTA G. PALMA
Member

FE J. SINSONA
Member

ELY B. ACOSTA
Member

VACANT
Member

Attested:

Atty. Lovelika T. Bautista
Chief, PRB Secretariat Division

APPROVED:

(vacant)
Chairperson

JOSE Y. CUETO, JR.
Acting Chairperson

ERWIN M. ENAD
Commissioner

Note: Attachment may be downloaded at https://www.prc.gov.ph

DATE OF PUBLICATION IN THE
BUSINESS MIRROR : ***Sept. 16, 2022***
DATE OF EFFECTIVITY : *Immediately*

Table of Specifications
in Human Behavior and Social Environment

PQF Descriptor Level 6								
Difficulty Level			Easy (30%)		Moderate (40%)	Difficult (30%)		
Bloom's Taxonomy			Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Topics and Outcome	Wgt	No. of Item						
The examinees can perform the following competencies under each topic:								
A. Philippine Social Realities and Social Work	**20%**	**20**	**1**	**5**	**8**	**6**		
1. Concepts of Reality; Perspectives and Tools for Analyzing Social Realities (SPECSEG)	17%	17	1	5	8	6		
1.1. Define social realities and factors affecting them.	1%	1	1					
1.2. Critically examine the social work perspectives-tools in analyzing social realities.	1%	1				1		
1.3. Distinguish types and dimension of poverty; approaches to measuring poverty	3%	3				3		
1.4. Explain the concepts of neoliberalism and globalization and their implications to social work.	2%	2		2				
1.5. Illustrate the interplay of internal and external factors impinging on and/or contributing to the growth of Philippine Society	3%	3			3			
1.6. Describe the uniqueness of each sector's characteristics and struggles and the universality of human aspiration to achieve decent and humane quality of life.	2%	2		2				
1.7. Illustrate the present situation, problems, struggles and needs of the different sectors of Philippine society.	3%	3			3			
1.8. Analyze social welfare programs and services addressing the needs and problems of the particular sectors of the Philippine society.	2%	2				2		
2. Anatomy of Social Problems and Related Theories on Social Problems	3%	3		1	2			
2.1 Cite social problems and needs faced in different societies resulting to poverty	2%	2			2			
2.2 Discuss related theories on social problems	1%	1		1				
B. Filipino Personality and Social Work (20%)	20%	20	3	3	8	6		
1. Illustrate how the social work principles, values and philosophy are expressed in a person's life.	2%	2			2			

2. Discuss the interrelationship of various factors in human growth and development from a bio – physiological, social, psychological, spiritual – moral framework.	2%	2	2					
3. Explain the various personality theories such as the behavioral theory, social – learning theory, humanistic and existential theory, cognitive and moral theory and Gilligan's feminist ethics.	3%	3		3				
4. Illustrate clearly the concepts of kapwa, loob and core Filipino values in understanding Filipino behavior and culture in relation to personal – social transformation and social work practice.	2%	2			2			
5. Apply Filipino personality theories to deal with self and other people	3%	3			3			
6. Apply knowledge of human behavior and social environment in contributing to personal and professional growth of a social worker.	1%	1			1			
6.1. Distinguish knowledge of human behavior and social environment in contributing to personal and professional growth of a social worker.	2%	2				2		
7. Identify various personality theories in each cluster as they influence personality development.	1%	1	1					
7.1. Distinguish various personality theories in each cluster as they influence personality development.	1%	1				1		
8. Analyze knowledge of human behavior and social environment in the context of understanding Filipino culture and behavior.	3%	3				3		
C. Social Work and Social Deviation	**20%**	**20**	**4**	**2**	**8**	**6**		
1. Intro to Social Deviation	4%	4	2	2	2			
1.1. Identify the types and approaches on understanding social deviation.	2%	2	2					
1.2. Compare and contrast the different perspectives and approaches in social deviation	2%	2		2				
2. Theoretical Foundation on Social Deviance	4%	4	2		2			
2.1. Describe the different theoretical foundations on social deviation.	2%	2	2					
2.2. Apply the different theoretical foundations using case studies.	2%	2			2			
3. Overview of the Different Types of Emotional/Behavioral Disorders	4%	4			4			
3.1. Describe the manifestations and characteristics of the different types of personality and behavioral disorders.	2%	2			2			
3.2. Illustrate the social work responses in dealing with clients behavioral disorders	2%	2			2			
4. Basic social issues/problems in categorizing deviant acts	4%	4				4		
4.1. Discuss the implications of social deviation to social work practice	4%	4				4		

5. Roles and Skills of Social Work in Handling Selected Issues	4%	4	1		2	2		
5.1. Illustrate the different roles and skills of social workers in handling selected issues.	2%	2			2			
5.2. Demonstrate one's appreciation on the importance of social work profession in dealing with the deviants in local, national and international settings.	2%	2				2		
D. Social Environment And Social Work: The Family, Group, Community, And Organization	**20%**	**20**	**5**	**1**	**8**	**6**		
1. The social environment as the context of social work practice	1%	1		1				
1.1. Discuss the key concepts that build up the composite configuration of HBSE such as the PIE, social functioning, and the nurturing and sustaining functions of the social environment	1%	1		1				
2. Theories and perspectives in understanding the social environment	3%	3			3			
2.1. Illustrate the application of theories, perspectives and practice frameworks that are relevant to understanding the social environment • Ecosystems (ecological perspective and systems theory) • Strengths/ empowerment and anti-oppressive perspectives • Sikolohiyang Filipino • Ethnic sensitive and culture theory • Structural/ functional • Rights based/ social justice • Feminist/ Gender and development	3%	3			3			
3. The family: structures, types, dynamics, processes, and functions	5%	5			3	2		
3.1. Illustrate the evolving definitions of the Filipino family from a traditional perspective (i.e. as defined in the constitution and family code as well as society traditionally perceived and practiced) to alternative and critical perspective	1%	1			1			
3.2. Illustrate the various types and structures and functions (traditional to alternative or merging views) e.g., solo parent household, women-girl headed household, OFW, same sex couple, LGBT, blended families, etc.	2%	2			2			
3.3. Differentiate the tools of analysis used in assessing family situations that are imbedded in contemporary social issues and problems to arrive at objective family assessment and intervention.	2%	2				2		
4. The group: structures, types, dynamics, processes, and functions	4%	4	2			2		
4.1. Recall the definitions and concepts that build up the small group theory as major reference for understanding group structures, dynamics, and processes that are evident in the phases of group development	2%	2	2					
4.2. Distinguish the distinct characteristics of the various typologies of groups	2%	2				2		

and their relevance to social work practice								
5. The [social] organization: structures, types, dynamics, processes, and functions	5%	5	1			2		
5.1. Examine the diverse definitions of organization from the traditional and alternative views	2%	2				2		
5.2. Identify the various types and classifications of social organizations that are relevant to social work practice	1%	1	1					
5.3. Illustrate organizational theories, perspective, values and principles that are relevant to social work practice	2%	2			2			
6. The community: structures, types, dynamics, processes, and functions Sub-topic	2%	2	2					
6.1. Identify the evolving theories and perspectives that define the community as a context in social work practice from a traditional to alternative critical theory approach	1%	1	1					
6.2. Describe the community in terms of its: • Types: sectoral, geographical, mobile/e-communities, etc. • Structures, functions, patterns and common and diverse elements, processes and dynamics • resource and community networks systems • diverse formal and informal socio-political organizations existing in a community and their influence in community functioning e.g. people's organizations, local governance, etc.	1%	1	1					
E. Social change and development perspectives	**20%**	**20**	**3**	**3**	**8**	**6**		
1. Concepts on Social Change and Development	3%	3	3					
1.1. Define the concepts, patterns, process, sources, and means of social change	3%	3	3					
2. Conceptions and Dimensions of Development	2%	2		2				
2.1. Explain the significance of the various concepts, conceptions and dimensions of development	2%	2		2				
3. Social Change and Development Theories	5%	5			4	1		
3.1. Use development theories in critically analyzing emerging development trends	4%	4			4			
3.2. Analyze neoliberal globalization and its impact on peoples' lives within a country and between countries based on social class, race, gender, etc.	1%	1				1		
4. Perspectives and approaches on Social Development	8%	8			4	4		
4.1. Apply how the various perspectives and approaches are used to analyze in broader contexts of development	4%	4			4			
4.2. Critically analyze social issues using the social development perspectives and approaches as lenses	4%	4				4		

5. Social Movements and Its Impact	2%	2		1		1		
5.1. Explain the importance of mass movements in transforming societies	1%	1		1				
5.2. Analyze the role of mass movements in transforming societies	1%	1				1		
Total (for 100 items)	**100**	**100**	**30**		**40**		**30**	

Take note: The total of the topics = weight of the whole test

The total of sub-topics = weight of the topic

The total of the competencies = weight of the sub-topics

The topic is labeled with upper case letter starting from A

The sub-topic is labeled with whole number starting from 1

The competency is labeled with decimal number starting from 1.1

Table of Specifications
in Social Welfare Policies, Programs and Services

PQF Descriptor Level 6								
Difficulty Level			Easy (30%)		Moderate (40%)	Difficult (30%)		
Bloom's Taxonomy			Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Topics and Outcome	Wgt	No. of Item						
The examinees can perform the following competencies under each topic:								
A. SOCIAL WORK STATISTICS	**10%**	**10**	**1**	**2**	**4**	**3**		
1. Statistics and Social Work, Differences, Importance, Uses and Functions	6%	6	1	2	2	1		
1.1. Understand the nature and importance of statistics in social work	1%	1		1				
1.2. Identify the role that social statistics play in social work practice	1%	1	1					
1.3. Describe the various concepts of social statistics	1%	1		1				
1.4. Illustrate the application of statistical functions, the tabular and graphical presentations and the measures of central tendency	1%	1			1			
1.5. Determine the ways of achieving variability and score transformations	1%	1				1		
1.6. Utilize the normal and other distribution and standard scores	1%	1			1			
2. Statistical Models	4%	4			2	2		
2.1. Apply sampling distribution using sex disaggregated data	1%	1			1			
2.2. Relate probability theory and inferential statistics	1%	1				1		
2.3. Apply hypothesis testing in various forms such as ANOVA, Association	1%	1			1			
2.4. Integrate Chi-Square Test of Independence, Pearson and Spearman tests	1%	1				1		
B. SOCIAL WORK RESEARCH 1	10%	10	1	2	4	3		
1. Overview of Social Work Research	5%	5	1	2	1	1		
1.1. Define Social Work Research	1%	1	1					
1.2. Differentiate social work research from other forms of research	1%	1				1		
1.3. Explain the concepts, principles, and ethics of research	1%	1		1				
1.4. Describe the social worker as a researcher	1%	1		1				
1.5. Relate the common ways of knowing the world and the basic ethical practices in social work research	1%	1			1			
2. Overview of the Research Process	5%	5			3	2		

2.1. Use the research process in identifying the research problem, formulating the hypothesis,	1%	1			1			
2.2. Apply the theoretical conceptual framework, and the review of related literature in a study	1%	1			1			
2.3. Distinguish the distinctive flow in each step of the research process	1%	1				1		
2.4. Examine some common research designs, research methodologies for data collection and analysis	1%	1				1		
2.5. Utilize common research designs, research methodologies for data collection and analysis	1%	1			1			
C. SOCIAL WORK RESEARCH 2	10%	10		3	4	3		
1. Ways of research instrumentation, data gathering, data tabulation, and data analysis	7%	7		3	2	2		
1.1. Demonstrate appreciation of collecting data in a gender sensitive manner and under the New Normal	2%	2			2			
1.2. Distinguish data gathered in terms of data analysis and data processing	2%	2				2		
1.3. Identify ways of research instrumentation, data gathering, data tabulation, and data analysis	3%	3		3				
2. Research Presentation	3%	3			2	1		
2.1. Distinguish research undertaken in an coherent, logical, and meaningful manner with their theoretical and analytical frameworks	1%	1				1		
2.2. Demonstrate the validation and dissemination of research findings of a research report	2%	2			2			
D. SOCIAL WELFARE POLICIES, PROGRAMS AND SERVICES	30%	30	3	6	12	9		
1. Social Welfare Principles and Concepts	10%	10		3	4	3		
1.1. Discuss relevant concepts and principles in social welfare and social work	2%	2		2				
1.2. Show the importance of social welfare and social work concepts to social work practice	2%	2			2			
1.3. Distinguish various social welfare perspectives such as social protection, social development, and social welfare	3%	3				3		
1.4. Apply social welfare perspectives in implementing social welfare policies, programs, and services	2%	2			2			
1.5. Explain how the knowledge of gender perspective contribute to the development of social welfare policies, programs, and services	1%	1		1				
2. Social Welfare Policies, Policy Making Process and Implementation	10%	10		3	4	3		

2.1. Explain the framework and generic steps of policy making in the context of the local, national, and global framework	3%	3		3				
2.2. Demonstrate the finance component of policy making such as funding sources and budgeting processes in the Philippine context	3%	3			3			
2.3. Distinguish Social Welfare legislations and legal instruments that form as bases for the formulation and implementation of Philippine social welfare policies and programs.	3%	3				3		
2.4. Apply social welfare laws and policies in the implementation of social welfare programs and services	1%	1			1			
3. Tools for Policy Analysis	10%	10	3		4	3		
3.1. Identify certain tools for Policy Analysis	1%	1	1					
3.2. Apply the tools of analysis in policy analysis and development	4%	4			4			
3.3. Identify some ethical issues in social work applicable to policy making	2%	2	2					
3.4. Examine the tools of analysis to improve policy development	3%	3				3		
F. SOCIAL WELFARE AGENCY ADMINISTRATION	20%	20		6	8	6		
1. Concepts, Principles, Theories and Issues Related to Social Administration, Social Work and Social Welfare Administration	10%	10		3	4	3		
1.1. Identify the concepts, principles, theories, models, objectives and functions of social administration social work administration, and social welfare administration	2%	2	2					
1.2. Distinguish between the type of social administration applied in government and non-government welfare agencies,	2%	2				2		
1.3. Demonstrate how gender, culture, and emerging crisis situations such as the Covid-19 Pandemic influence social administration and management functions, structures and processes	2%	2			2			
1.4. Describe the different approaches, skills, and values needed in performing administrative functions	1%	1		1				
1.5. Differentiate the scope and levels of supervisory functions	1%	1				1		
1.7 Apply administrative, teaching-educational, super-peer, coaching, mentoring, etc.	2%	2			2			
2. Social Work Administration and Supervision and the Evolution of Management Theories,	10%	10		3	4	3		
2.1. Explain the various theories and models of management related to social work administration	2%	2		2				

2.2. Demonstrate how social theories on management are applied to a typical social welfare agency	2%	2			2			
2.3. Discuss the various roles and functions of a Social Work Administrator	1%	1		1				
2.4. Distinguish the various leadership and management styles among social work administrators in both public and private spheres	2%	2				2		
2.5. Apply the concepts, principles, approaches, types, and models of social work supervision	2%	2			2			
2.6. Relate the value and importance of the use of supervision and the application of the supervisory process	1%	1				1		
G. SOCIAL WELFARE PROJECT/ PROGRAM DEVELOPMENT AND MANAGEMENT	20%	20		6	8	6		
1. Perspectives of social welfare project development and management, meanings and concepts	10%	10		3	4	3		
1.1. Discuss the various perspectives on social welfare project development and management	2%	2		2				
1.2. Relate the importance of social welfare project development and management	3%	3				3		
1.3. Explain the Project Management Cycle	1%	1		1				
1.4. Demonstrate skills in the use of tools for project identification, project planning, project program implementation, project program monitoring and project/program evaluation	2%	2			2			
1.5. Demonstrate beliefs in the logic and rigors of managing projects	2%	2			2			
2. The project management cycle	10%	10s		3	4	3		
2.1. Explain the Project Management Cycle and	2%	2		2				
2.2. Apply tools for project identification and planning, implementation, monitoring, and evaluation	2%	2			2			
2.3. Discuss the importance of tools of analysis in implementing project development and management	1%	1		1				
2.4. Demonstrate use of the tools of analysis in project development and management	2%	2			2			
2.5. Based on identified needs and problems, analyze the community using the Harmonized Gender and Development Guidelines in coming up with a Project Proposal	3%	3				3		
Total (for 100 items)	**100**	**100**	**30**		**40**		**30**	

Take note: **The total of the topics = weight of the whole test**
The total of sub-topics = weight of the topic
The total of the competencies = weight of the sub-topics
The topic is labeled with upper case letter starting from A
The sub-topic is labeled with whole number starting from 1
The competency is labeled with decimal number starting from 1.1

Table of Specifications
in Social Work Methods II (Working with Groups)

PQF Descriptor Level 6								
Difficulty Level			Easy (30%)		Moderate (40%)	Difficult (30%)		
Bloom's Taxonomy			Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Topics and Outcome	Wgt	No. of Item						
The examinees can perform the following competencies under each topic:								
PART I. SOCIAL WORK PRACTICE WITH GROUPS (PRACTICE METHOD II)	50%	50						
A. Historical development of social groupwork	**6%**	**6**	**5**	**1**				
1. History of groupwork as a social work practice method	3%	3	2	1				
1.1. Recall the historical development of social groupwork in the West and in the Philippines	1%	1	1					
1.2. Explain the thematic movements of groupwork purposes from socialization to prevention and treatment to developmental (then and now) accompanying the growth of social groupwork practice in the Philippines	1%	1		1				
1.3. Identify the women and men pioneers or proponents of social groupwork and their contribution to the growth and development of social work practice with groups	1%	1	1					
2. Current trends and directions of social groupwork models	3%	3	3					
2.1. Identify the major groupwork models i.e., social goals, remedial, reciprocal and developmental that are widely used in different practice settings and client contexts	3%	3	3					
B. Various classifications and types of groups that are relevant to groupwork practice	**6%**	**6**	**1**	**5**				
1. Social groups, primary groups, formed and natural groups, in-groups and out-of-groups, treatment and tasks groups	2%	2	1	1				
1.1. Recognize the various classifications and types of groups	1%	1	1					
1.2. Explain the relevance of the various classifications and types of groups to social groupwork practice	1%	1		1				
2. Definition and characteristics of a small group	2%	2		2				
2.1. Explain the distinguishing characteristics of a small group as described in its definition and its use in groupwork practice	2%	2		2				

3. Typology, purposes and characteristics of treatment and tasks groups	2%	2		2				
3.1. Explain the typologies of treatment groups in terms of their purpose, characteristics, and uses in social work with groups	1%	1		1				
3.2. Explain the typologies of task groups in terms of their purpose, characteristics and use in social work with groups	1%	1		1				
C. Definition, purposes, uses of social groupwork	**6%**	**6**	**5**	**1**				
1. Social groupwork in the context of generalist socal work practice	3%	3	2	1				
1.1. Discuss the terms 'working with groups' and 'social groupwork'	1%	1		1				
1.2. Recognize the components of the definition of social groupwork	2%	2	2					
2. Purposes, and advantages of groups in social work practice	3%	3	3					
2.1. Identify the purposes, advantages and uses of the groupwork approach	1%	1	1					
2.2. Identify the uses of groups as a means, target, and agent of changea!	2%	2	2					
D. Knowledge and philosophical foundations of social groupwork	**8%**	**8**		**4**		**4**		
1. Knowledge base of social groupwork	4%	4						
1.1. Explain the theoretical foundations of social groupwork. • Ecological perspective • Systems theory • Small group theory • Psychodynamic theory • Learning theory • Field theory • Social exchange theory • The group as a mutual aid system	4%	4		4				
2. Philosophical or value base of social groupwork practice	4%	4						
2.1. Examine the integration of values, ethics, and principles of social work practice with groups. (including nondiscriminatory and gender-fair and responsive, culture sensitive, rights-based, etc.)	4%	4				4		
E. Phases of group development and the groupwork helping process	**14%**	**14**	**6**	**2**	**2**	**4**		
1. Stages of group development	1%	1				1		
1.1. Examine the stages of group development	1%	1				1		
2. Phases of social groupwork (social groupwork as a social work practice method)	13%	13	6	2	2	3		
2.1. Distinguish the social worker's tasks, roles, activities, skills, stances, and appropriate selection and use of tools and techniques in each phase of	3%	3				3		

groupwork process from pre-group phase to termination phase of a groupwork program								
2.2. Recall the main focus and aims of the pre-group formation phase social groupwork	1%	1	1					
2.3. List the elements of a groupwork program proposal	1%	1	1					
2.4. Identify the components, and purposes of both the individual-focused and group-focused assessment and planning phases of the groupwork helping process including selection and use of appropriate assessment tools.	2%	2	2					
2.5. Formulate an individual and group assessment and statement of individual and group goals and objectives.	1%	1			1			
2.6. Describe the common elements of a group session plan and the appropriate selection and use of program media.	2%	2		2				
2.7. Demonstrate how the plan implementation phase of the groupwork helping process is carried out	1%	1			1			
2.8. Identify the worker's main activities during the termination and evaluation phases of the social groupwork helping process	2%	2	2					
F. Groupwork intervention models and approaches (roles, tasks, activities and skills)	**8%**	**8**			**8**			
1. Intervention models and approaches	8%	8			8			
1.1 Apply gender responsive groupwork intervention models and approaches and their theoretical underpinnings, including corresponding social worker's tasks, activities and skills • Feminist/gender responsive • Developmental • Remedial • Interactionist • Crisis intervention • Task centered • Psychosocial • Cognitive-behavioral	8%	8			8			
G. Groupwork recordings and supervision	**2%**	**2**				**2**		
1. Types and purposes of groupwork recordings	2%	2				2		
1.1. Examine the different types and uses of supervision and groupwork recordings and their purposes.	2%	2				2		
PART II SOCIAL WORK PRACTICE WITH GROUPS (FIELD INSTRUCTION II)	50%	50						
A. Pre-group formation	**10%**	**10**			**10**			

1. Conceptualizing the group service, recruitment of members, enlistment of community support,	10%	10			10			
1.1. Demonstrate the worker's roles, tasks, activities, and skills needed in the pre group formation phase and in particular in the process of developing a group service program	10%	10			10			
B. Individual-focused assessment and planning	**10%**	**10**				**10**		
1. Social worker's activities, tasks, roles, and skills	10%	10				10		
1.1. Distinguish a critical approach to selecting practice theories, integration of groupwork ethics, principles, values, and skills including the various roles, activities and tasks.	10%	10				10		
C. Group-focused assessment and planning	**15%**	**15**			**15**			
1. Social worker's activities, tasks, roles, and skills during group-focused assessment and planning	15%	15			15			
1.1. Illustrate application of practice theories, models, approaches and perspectives in the conduct of assessment and planning for a groupwork program	5%	5			5			
1.2. Illustrate the major roles, tasks, skills, techniques, and activities of the social worker during the group-focused assessment and planning phases of the groupwork helping process i.e., formulation of goals and plans, selection of program media, use of extra-group activities, etc.	10%	10			10			
D. Plan Implementation	**10%**	**10**				**10**		
1. Social worker's activities, tasks, roles, and skills during plan implementation	10%	10				10		
1.1. Selectively and differentially integrate the processes prescribed in intervention models and approaches applicable to specific group-situations.	5%	5				5		
1.2. Discriminate how the social worker performs her roles, tasks, activities and skills well as use of stances in various group-life situations in conducting group sessions	5%	5				5		
E. Evaluation, termination, groupwork recordings and supervision	**5%**	**5**			**5**			
1. Social worker's activities, tasks, roles and skills during evaluation and termination phases	5%	5			5			
1.1. Illustrate appropriate use of social worker's tasks, roles, skills, techniques, activities and use of tools during evaluation and termination phases of the groupwork program	3%	3			3			

2. Various forms and types of groupwork recordings and supervision and their purpose	2%	2			2			
2.1. Illustrate appropriate use of the various forms and types of groupwork recordings and supervision and their purposes	2%	2			2			
Total (for 100 items)	**100**	**100**	**30**		**40**		**30**	

Take note: The total of the topics = weight of the whole test
The total of sub-topics = weight of the topic
The total of the competencies = weight of the sub-topics
The topic is labeled with upper case letter starting from A
The sub-topic is labeled with whole number starting from 1
The competency is labeled with decimal number starting from 1.1

Table of Specifications
in Social Work Practice I with Field Instruction I

PQF Descriptor Level: 6								
Difficulty Level			Easy (30%)		Moderate (40%)	Difficult (30%)		
Bloom's Taxonomy			Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Topics and Outcomes	Wgt	No. of Items						
The examinees can perform the following competencies under each topic:								
Part I. SOCIAL WORK PRACTICE I	50%	50						
A. Knowledge and Philosophical Foundations of Social Work	**7%**	**7**	**2**	**3**	**1**	**1**		
1. Historical development and definition of social work in the West and in the Philippines; legal bases	2%	2	1		1			
1.1. Trace the history of social work highlighting the contributions of women and men in its development	1%	1			1			
1.2. Define social work as a profession	1%	1	1					
2. Perspectives and theories; attributes and functions	1%	1				1		
2.1. Differentiate philosophical/ values foundation from knowledge foundation of social work	1%	1				1		
3. Interrelationship of social work and social welfare; social services; planned change	2%	2		2				
3.1. Describe some fundamental concepts in social work and their interrelationship	1%	1		1				
3.2. Explain the concept of planned change	1%	1		1				
4. Generalist Social Work	2%	2	1	1				
4.1. Explain social work practice with individuals and families in the context of generalist social work	1%	1		1				
4.2. Identify the main characteristics or features of generalist social work	1%	1	1					
B. Social Casework	**12%**	**12**	**4**	**5**	**1**	**2**		
1. Foundation, context, nature, scope, definition and goals of social casework	3%	3	1			2		
1.1. Analyze the social conditions and contexts of clients' situations that gave rise to the emergence of casework in the Philippines	2%	2				2		
1.2. Define social casework, its nature, scope, purposes and goals	1%	1	1					
2. Case management in the context of working with individuals and families	4%	4	3		1			
2.1. Define key concepts in working with individuals and families	3%	3	3					
2.2. Illustrate proper application of values and principles in working with individuals and families	1%	1			1			
3. Practice framework, perspectives and theories applicable in working with individuals and families	5%	5		5				
3.1. Explain the different perspectives and theories relevant in working with	5%	5		5				

individuals and families as bases for assessment and intervention								
C. Helping Process in the Philippine Context	**4%**	**4**		**1**		**3**		
1. Meaning of helping in the Philippine context	1%	1		1				
1.1. Explain the meaning of helping in the Philippine context	1%	1		1				
2. Filipino values that characterize the culture, tradition and indigenous acts of helping such as bayanihan, kagandahang-loob, pagdamay/ pakikiramay, etc.	1%	1				1		
2.1. Critically analyze the implication of Filipino culture, tradition and values and indigenous acts of helping to social work practice	1%	1				1		
3. Common problems and issues faced by an individual Filipino and his/her family	2%	2				2		
3.1. Analyze Philippine realities as they affect individuals and families	2%	2				2		
D. Social Work Helping Process in Working with Individuals and Families	**9%**	**9**	**2**	**2**	**4**	**1**		
1. Social casework helping process	5%	5			4	1		
1.1. Analyze the relationship between problem-solving process and helping process	1%	1				1		
1.2. Illustrate the helping process as it applies to current forms of social problems faced by individuals and families such as health and mental health issues, domestic violence, child abuse, elderly, gender issues, relationship problems, problems rooted from poverty, disasters and other calamities, etc.	3%	3			3			
1.3. Illustrate the use of selected approaches and models in responding to emerging problems of Filipino families	1%	1			1			
2. Roles and functions performed, skills and techniques used by the social worker in working with individuals and families	4%	4	2	2				
2.1. Explain the roles and functions of the social worker	2%	2		2				
2.2. Point out the skills and techniques used by the social worker in specific phase of the helping process	2%	2	2					
E. Social Work Counseling	**10%**	**10**	**4**	**2**	**2**	**2**		
1. Context of social work counseling; mandates (societal, legal, organizational and professional); its nature, scope and limits of practice; as key component of casework in the history of social work	2%	2		1		1		
1.1. Explain the context of social work counseling; its scope and limits of practice	1%	1		1				
1.2. Analyze the history of social work counseling and its implication to current practice in the country	1%	1				1		
2. Person-in-Environment (PIE) or social functioning and social environment simultaneously with social service delivery as the focus of social work counseling	1%	1		1				
2.1. Describe the focus of change in social work counseling	1%	1		1				
3. Influence of psychological theories to social work counseling such as Cognitive-Behavioral, Humanistic, Psychodynamic and Social Learning	1%	1	1					
3.1. Recognize major psychological theories in the practice of social work counseling	1%	1	1					
4. Social work foundational perspectives, theories and principles as guideposts for social work	3%	3	2		1			

counseling such as Social Systems theory, Feminist-Gender, Rights-Based and Social Justice, etc.; social work counseling models and approaches								
4.1 Define the underpinning social work perspectives, frameworks and concepts that build up social work counseling	2%	2	2					
4.2 Illustrate the use of social work counseling models and approaches in various clients' situations	1%	1			1			
5. Range of counseling roles, tasks and techniques used by social work-counselor in the different phases of helping process/ problem solving	1%	1			1			
5.1. Illustrate the range of roles, tasks and techniques applied by the social worker-counselor in the helping process	1%	1			1			
6. Effective social work-counselor	1%	1	1					
6.1. Identify the qualities and attributes of social worker-counselor	1%	1	1					
7. Issues and concerns in social work counseling	1%	1				1		
7.1. Analyze selected major challenges and issues affecting the practice of social work counseling	1%	1				1		
F. Fields of Social Work	**3%**	**3**	**1**	**2**				
1. Characteristics, focus and nature of the different settings of social work > Locus of practice (direct and indirect) > Primary and secondary settings > Systems level/ size (micro or clinical, mezzo, macro) > Context (welfare institutions, hospitals, courts, industrial/ corporate, military, schools) > Sector-based client population (children, youth, women, farmers, fisherfolks, informal settlers, Overseas Filipino Workers, etc.)	2%	2		2				
1.1. Explain the characteristics, focus and nature, responses, issues and problems of the different settings of social work	2%	2		2				
2. Roles and functions of social workers in the different settings	1%	1	1					
2.1. Identify the roles and functions of social workers in the different settings	1%	1	1					
G. Emerging Trends in Social Work	**2%**	**2**	**1**			**1**		
1. Current/ emerging trends in social work such as: > Child Protection in Emergency Situations (CPiE) > Community Resiliency Model (Trauma and Well-being Management) > Corporate Social Responsibility (CSR) > Cyber crimes > DSWD's Convergence Strategies > Environmental protection > Forensic social work > Gender and Development > Human trafficking > International social work > Migration and social work > Peace and Development > Self-care > Spirituality and social work	2%	2	1			1		
1.1. Identify some emerging trends in social work practice	1%	1	1					
1.2. Analyze selected emerging fields/ trends in social work practice vis-à-vis prevailing social issues, technological advancements and competency requirements of the present time	1%	1				1		

H. Social Work Communication and Documentation	**3%**	**3**	**1**		**2**			
1. Components of the communication process	1%	1	1					
1.1. Identify the components of communication	1%	1	1					
2. Guiding principles, rules and skills for effective communication (including use of multi-media and other technologies) and documentation, professional writings, advocacy and social marketing) > Non-discriminatory, gender-fair, gender-sensitive/ responsive use of language > Accurate, factual and evidence-based, etc.	2%	2			2			
2.1. Illustrate the application of principles and skills in communication and documentation in social work practice with individuals and families	2%	2			2			
SUB-TOTAL	**50%**	**50**	**15**	**15**	**10**	**10**		
PART II. FIELD INSTRUCTION I								
A. Placement in an Institutional Setting with Particular Focus on Working with Individuals and Families	**50%**	**50**			**30**	**20**		
1. Beginning Phase (Assessment and Planning)	15%	15			10	5		
1.1 Exemplify the social work theories, models and approaches to specific client situation	5%	5			5			
1.2. Illustrate fundamental guiding principles and interventive roles in working with individuals and families	5%	5			5			
1.3 Select the most applicable theories, models, approaches, principles, roles, skills and best techniques in the helping process	5%	5				5		
2. Middle Phase (Intervention or Plan Intervention)	15%	15			10	5		
2.1. Exemplify the social work theories, models and approaches to specific client situation	5%	5			5			
2.2. Illustrate the practice of basic guiding principles and interventive roles in working with individuals and families	5%	5			5			
2.3. Select the most appropriate theories, models, approaches, principles, roles, skills and best techniques in the helping process	5%	5				5		
3. Ending Phase (Termination; Monitoring and Evaluation; Documentation; and Supervision)	20%	20			10	10		
3.1. Exemplify the social work theories, models, approaches, principles and interventive roles, skills and techniques to specific client situation	5%	5			5			
3.2. Illustrate the social work models in monitoring and evaluation; principles, skills and types of documentation; and principles, skills and types of supervision	5%	5			5			
3.3. Select the most prescribed social work theories, models, approaches, principles, interventive roles, skills and best techniques in working with individuals and families	5%	5				5		
3.4 Select the most prescribed social work models in monitoring and evaluation; principles, skills and types of documentation; and principles, skills and types of supervision	5%	5				5		
SUB-TOTAL	**50**	**50**			**30**	**20**		
Total (for 100 items)	**100**	**100**	**30**		**40**	**30**		

Take note: **The total of the topics = weight of the whole test**
The total of sub-topics = weight of the topic
The total of the competencies = weight of the sub-topics
The topic is labeled with upper case letter starting from A.
The sub-topic is labeled with whole number starting from 1.
The competency is labeled with decimal number starting from 1.1.

Table of Specification in

SOCIAL WORK PRACTICE III AND FIELD INSTRUCTION III (Communities)

PQF Descriptor Level 6								
Difficulty Level			Easy (30%)		Moderate (40%)	Difficult (30%)		
Bloom's Taxonomy			Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Topics and Outcome	Wgt	No. of Item						
The examinees can perform the following competencies under each topic:								
A. SOCIAL WORK PRACTICE III	50%	50	2	1				
1. Review of the knowledge foundation of Social Work.	3%	3	2	1				
1.1. Recall the basic concepts and theories of social work practice in working with communities.	1%	1	1					
1.2. Identify the knowledge, values and principles of social work practice in working with communities.	1%	1	1					
1.3. Explain the method of working with communities within the framework of generalist Social Work practice.	1%	1		1				
2. Concept of Community	4%	4	3	1				
2.1. Recognize the elements of a community as a social system.	1%	1	1					
2.2. Explain the nature of community as a basis for CO practice.	1%	1		1				
2.3. Identify the different types of a community as a locus of practice in Social Work.	2%	2	2					
3. Historical Development of Social Work in Working with Communities.	3%	3	2	1				
3.1. Explain the history of social work and social welfare from its historical beginnings in the West and the local setting as it relates to the evolution of Social Work practice in working with communities.	1%	1		1				
3.2. Recall the historical epochs of Social Work practice in working with communities as a method of practice in the Philippines.	1%	1	1					
3.3. Recognize the emerging fields and continuing challenges of Social Work practice in working with communities in the Philippines.	1%	1	1					
4. Theoretical Base of Social Work in Working with Communities	6%	6	2	2	2			
4.1. Recall the essential elements of working with communities as a method of practice in Social Work.	2%	2	2					
4.2. Explain the nature, goals and functions of working with communities in Social Work.	2%	2		2				
4.3. Perform logical, analytical and critical thinking in assessing community dynamics for the promotion of peoples empowerment and social justice.	2%	2			2			

5. Models of Social Work in Working with Communities.	7%	7	2	3	2			
5.1. Recognize the different models, varied typologies, approaches and trends in working with communities.	2%	2	2					
5.2. Execute the application of community organization models and typologies to address identified need/problems.	2%	2			2			
5.3. Explain the suitability and appropriateness of utilizing specific models and approaches to address the community situation and issues.	3%	3		3				
6. Phases in Working with Communities: The Community Organizing Process	12%	12	2	3	3	4		
6.1. Identify the major phases in community organizing as follows: Social preparation, leadership development, and capability-building, organizational development and management as well as consolidation and expansion.	2%	2	2					
6.2. Explain the basic processes and activities in each phase of community organizing.	3%	3		3				
6.3. Illustrate the appropriate goals, strategies and approaches in community interventions.	3%	3			3			
6.4. Organize a community plan of action to address the identified needs/problems.	4%	4				4		
7. Typologies, Trends and Approaches in Working with Communities	3%	3				3		
7.1. Distinguish the different types, trends and approaches in working with communities	3%	3				3		
8. Tools of Analysis in Community Organization	3%	3			3			
8.1. Apply the tools of analysis in assessing the need/problem of a community	**3%**	**3**			3			
9. The Community Organizer: roles, functions, values, knowledge principles and skills	3%	3				3		
9.1. Distinguish the different roles, functions, values, knowledge, principles and skills of a community organizer.	3%	3				3		
B. SOCIAL WORK COMMUNITY EDUCATION TRAINING	**6%**	**6**	**3**	**3**				
1. Theoretical basis, perspectives, principles & context of community education & training	2%	2	1	1				
1.1. Explain community education & training and show the relationship in the context of community development	1%	1		1				
1.2. Identify various perspectives, theories, Principles and concepts in community education Training.	1%	1	1					
2. Training Processes & needs Assessment	2%	2	1	1				
2.1. Recall a Training Needs Assessment Tool using gender inclusive language.	1%	1	1					
2.2. Explain the process of coming up with a Community Training Design that reflects the components,	1%	1		1				

elements, & methodologies of an ideal training module								
3. Roles & Skills of Trainers in Social Work Community Education & Training	2%	2	1	1				
3.1. Recognize basic training skills & use of appropriate techniques in handling community education trainings	1%	1	1					
3.2. Explain social workers roles in community education and training	1%	1		1				
SUB-TOTAL A	**50%**	**50**	**16**	**14**	**10**	**10**		
FIELD INSTRUCTION III								
A. Placement in a community-based setting with particular focus on working with a larger collectivity (60-150 families).	**50%**	**50**						
1. Social Preparation	10%	10			5	5		
1.1. Distinguish theoretical frameworks, perspectives, approaches and models in working with communities as well as the importance of community integration and ethical practice issues/dilemmas that may arise in working communities..	5%	5				5		
1.2. Execute appropriate methodologies, strategies and tools for analysis in social investigation and area selection.	5%	5			5			
2. Leadership Development and Capability Building	10%	10			5	5		
2.1. Explain the requisites of core group formation as foundation for building an organization.	5%	5				5		
2.2. Implement the appropriate capability building activities for the development of a core group who will initially address the identified needs and problems of the community.	5%	5			5			
3. Organization Development and Management	10%	10			5	5		
3.1. Illustrate participatory approaches and strategies, interventive roles and skills to come up with planned solutions to identified problems of the community or different sectors organized.	5%	5			5			
3.2. Differentiate mechanics, policies, procedures and processes for collective action in addressing identified needs and problems.	5%	5				5		
4. Organizational Consolidation and Expansion	15%	15			10	5		
4.1. Carry out continuing capacity building activities, including assessment and evaluation of organizational processes, programs, activities and goal attainment.	5%	5			5			
4.2. Distinguish programs and services in communities facing similar problems and conditions and establish networks with similar	5%	5				5		

organization to advocate or advance common causes.								
4.3. Apply communication protocols of bringing needs and resources, linking people with the resource system for sustainability of the organization and community action.	5%	5			5			
5. Documentation, Monitoring and Evaluation	5%	5			5			
5.1. Illustrate social workers' roles, tasks, functions and skills in monitoring and evaluating and documenting experiences in working with communities.	5%	5			5			
SUB-TOTAL B	50%	50			30	20		
TOTAL	**100%**	**100**	**30**		**40**	**30**		

Take note: The total of the topics = weight of the whole test

The total of sub-topics = weight of the topic

The total of the competencies = weight of the sub-topics

The topic is labeled with upper case letter starting from A

The sub-topic is labeled with whole number starting from 1

The competency is labeled with decimal number starting from 1.1