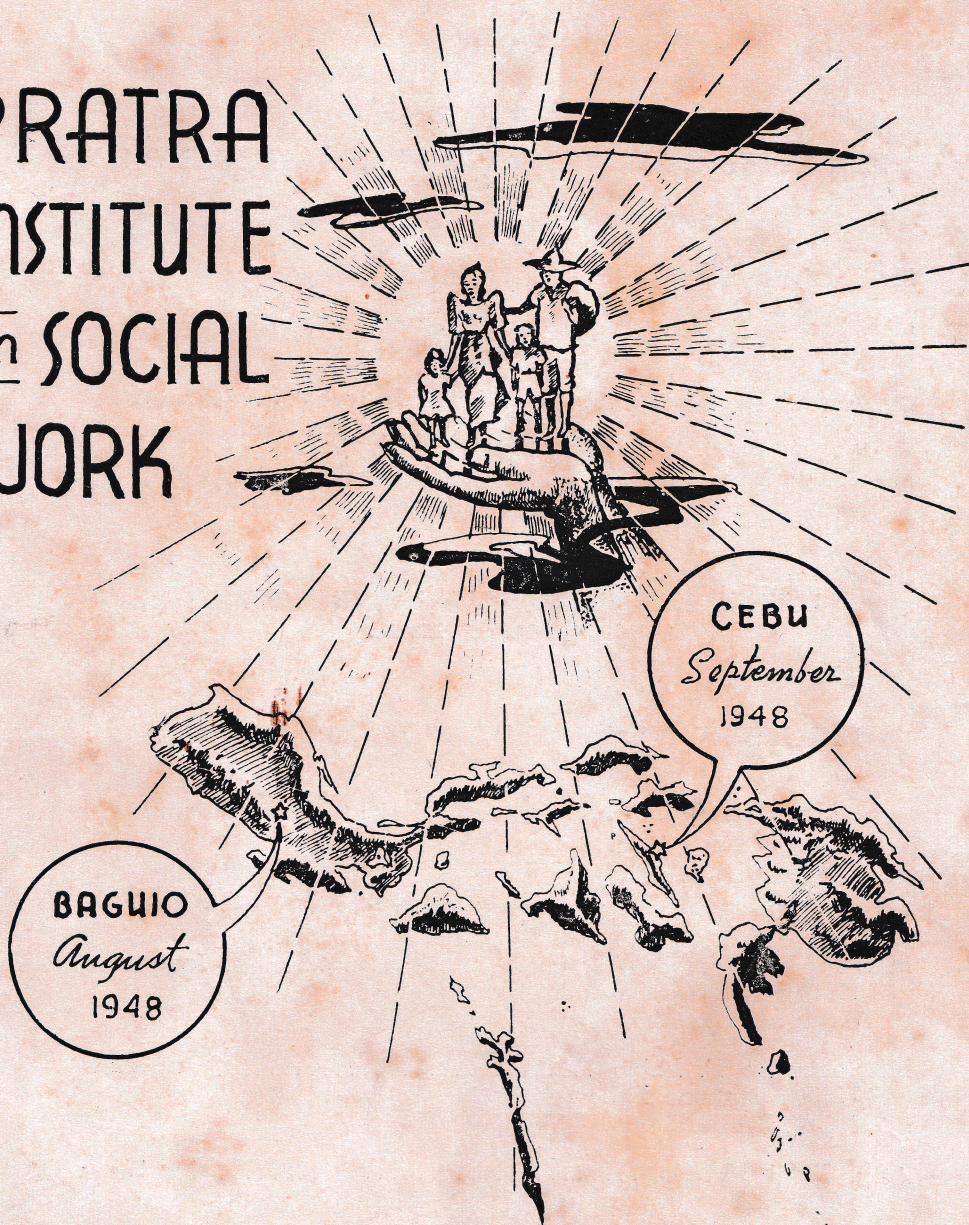


PRATRA
INSTITUTE
on SOCIAL
WORK



BAGUIO
August
1948

CEBU
September
1948

" TO PROMOTE SOCIAL PROGRESS
AND BETTER STANDARDS OF LIFE
IN LARGER FREEDOM "
U. N. CHARTER

PRATRA

**PHILIPPINE RELIEF AND TRADE REHABILITATION
ADMINISTRATION**

209 General Solano, San Miguel, Manila

Mr. Ildefonso Coscolluella General Manager
Mrs. Socorro S. Diaz Manager, Relief & Welfare
Department
Dr. Antonio G. Pardo Chief, Metropolitan Relief &
Welfare Division.
Miss Agapita Murillo Chief, Provincial Relief
Division

UNITED NATIONS SOCIAL AFFAIRS OFFICE

389 San Rafael, Manila

PHILIPPINE ASSOCIATION OF SOCIAL WORKERS

116 San Rafael, Manila

Mrs. Josefa Jara-Martinez President

INSTITUTE STAFF

Miss M. Josephina R. Albano Instructor
United Nations Consultant
on Social Affairs
Miss Amparo E. Pablo Assistant
United Nations Fellow
PRATRA
Atty. Fidel Manalo Registrar
PRATRA
Mr. Moises M. Reyes Librarian
PRATRA
Miss Elizabeth Z. Barbero Secretary
Social Welfare Commission

● PREAMBLE TO THE CHARTER OF THE UNITED NATIONS ●

WE THE PEOPLES OF THE UNITED NATIONS
DETERMINED

to save succeeding generations from the scourge of war,
which twice in our lifetime has brought untold sorrow to
mankind, and

to reaffirm faith in fundamental human rights, in the dig-
nity and worth of the human person, in the equal rights of
men and women and of nations large and small, and

to establish conditions under which justice and respect for
the obligations arising from treaties and other sources of
international law can be maintained, and

to promote social progress and better standards of life in
larger freedom.

AND FOR THESE ENDS

to practice tolerance and live together in peace with one
another as good neighbors, and

to unite our strength to maintain international peace and
security, and

to ensure, by the acceptance of principles and the institution
of methods, that armed force shall not be used, save in the
common interest, and

to employ international machinery for the promotion of the
economic and social advancement of peoples.

HAVE RESOLVED TO COMBINE OUR EFFORTS
TO ACCOMPLISH THESE AIMS.

DECLARATION OF OPPORTUNITY FOR CHILDREN
(Adopted on 8 May 1942 by the Pan-American Child
Congress held in Washington)

1. Opportunity for every child to grow up within the care and loving discipline of family life.
2. Opportunity for every child to obtain the essential elements of wholesome healthful living.
3. Opportunity for every child to find out what his or her special abilities are, and to secure education and training to develop those powers.
4. Opportunity for every child to develop responsibility and to learn to participate in the world's work.
5. Opportunity for every child to use creatively part of the free time remaining from classroom job, in learning and practicing freely chosen, enjoyable activities and skills, including participation in normal social activities with other children.
6. Opportunity for every child as a citizen to take his place in the life of the community.
7. Opportunity to take part in some of the many creative ways of transforming the raw materials of human life into usefulness or beauty—as artist or draftsman; as worker on the soil or in the mine, mill, or factory; as leader or follower in organizations for community betterment; or as scholar, scientist, or spiritual leader.



● SOCIAL WORK ●

Definition:

“A professional service to people for the purpose of assisting them, as individuals or in groups, to attain satisfying relationships and standards of life in accordance with their particular wishes and capacities and in harmony with those of the community”.

(Social Work Year Book, 1945)

Methods of Social Work:

Social Case Work
Social Group Work
Community Organization for Social Work

Fields of Social Work:

Child Welfare Work
Family Social Work
Medical Social Work
Psychiatric Social Work
Social Work in the Schools
Education for Social Work
Labor Social Work
Rural Social Work
International Social Work
and many others.



The 1st INSTITUTE ON SOCIAL CASE WORK for Luzon, Mindoro, Marinduque, Palawan, Catanduanes and Batanes, will be held at the VALLEJO HOTEL, Baguio, Mt. Province, from August 22 to 28, 1948.

The 2nd INSTITUTE ON SOCIAL CASE WORK for Visayas and Mindanao, will be held at CEBU CITY, CEBU, from September — to —, 1948.

REQUIREMENTS

To enroll in the Institute and be a candidate for the "Certificate", it is required:

- a. to be engaged in welfare work
 - b. to have attended two (2) years of College.
-

**OBJECTIVES OF THE INSTITUTE ON
SOCIAL WORK**

1. To give the social worker background knowledge of social welfare development, growth, and history.
2. To give the social worker a knowledge of the principles, techniques, and methods of social work.
3. To give the social worker some understanding of his responsibilities and knowledge of what is expected of him in relation to agency practices, in order that he may perform a better job.
4. To give the social worker a basis for a continuous learning process in order to help him gain sufficient understanding of his job and thus assure him of some degree of security when he performs his work.
5. To develop in the social worker sound values in human relationship and the recognition of the importance of his own integrity and a belief in the integrity of others.
6. To recognize that a person who applies for and receives assistance has a right to self determination, the same as any one else in the community.
7. To recognize needs and resources of an individual or a group and their relationship to conditions of eligibility.
8. To learn responsibilities involved in working with people in need.
9. To consider the client as the primary source of information.
10. To interpret the different functions of a welfare agency and to foster better understanding and mutual exchange of service.
11. To acquire better knowledge of determining the needs of the community and the resources available to meet those needs.
12. To realize the worker's over-all responsibility to the individual, to the agency and to the community.

UNIVERSITY OF THE PHILIPPINES
SOCIAL WORK

WHAT TO GET OUT OF THE INSTITUTES

1. Basic Principles—to do social work. Principles, techniques and methods—Better understanding of human beings.
2. Self-improvement for improved service.
3. Interpretation of the functions of the social worker in modern society.
4. Coordination of functions with other social workers and welfare agencies.
5. Broadening of knowledge and experience through contact with other social workers from the different provinces representing various welfare agencies.
6. One whole week of fellowship in the playground of the Philippines.

SUBJECTS

1. Social Work
 - Growth & History in the Philippines & in the World
 - Objective and definition
 - Methods
 - Fields
2. The Individual
 - Basic Needs
 - Motivations of Behaviour
 - Attitudes and reactions
3. The Family
4. The Community
5. Community Organization for Social Work
 - Phases
 - Council Social Agencies
 - Community Chest
6. Group Work
 - Basic Principles
 - Method
 - Uses
7. Case Work
 - Principles—Phases
 - Study—Intake—Home Visit
 - Interviewing
 - Recording
 - Diagnosis
 - Treatment
8. Social Workers as a Professional
 - Academic Training
 - Personality, Ethics, etc.
9. Volunteers
 - Recruitment
 - Training
 - Use
10. Social Action
11. Social Work in the Rehabilitation period and in the International level.

SCHEDULE

Sunday—3 to 6 p.m.—Registration
Monday—8:15 a.m.—Opening of Institute
Saturday—8:00 a.m.—Closing of Institute

DAILY SCHEDULE

Morning:

8:30—8:45 a.m.—Preliminary talk, routine matters, Songs.
8:45—9:45 a.m.—Lecture
9:45—10:00 a.m.—Intermission
10:00—11:00 a.m.—Lecture
11:00—12:00 a.m.—Group Discussion

Afternoon:

3:00—4:00 p.m.—Lecture
4:00—4:10 p.m.—Intermission
4:10—5:00 p.m.—Lecture
5:00—6:00 p.m.—Group Discussion

Attendance:

Full attendance is necessary to qualify for the "Certificate".
Punctuality is hereby requested.

LIBRARY

Books, pamphlets and magazines on social work are available in the Library.

Office Hours: 7:00 a.m. to 8:30 a.m.
6:00 p.m. to 9:00 p.m.

A book may be borrowed during office hours for 24 hours only; a student is allowed to keep one book at a time.

All books must returned to the Librarian not later than 12:00 noon, Friday (day before closing of Institute).

If you want to read or borrow a book, see Mr. Moises M. Reyes or Miss Elizabeth Z. Barbero, Librarian and Secretary of the Institute, respectively.

● CURRENT USA Literature on Social Work ●

B O O K S

- Social Work Year Book (1947) Russell Sage Foundation
Fink, Arthur E.—“The Field of Social Work” (Henry Holt & Co.) (1942).
Bruno, Frank—“Trends in Social Work”; Columbia Univ. Press (1948)
McMillan, Wayne—“Community Organization for Social Welfare,” (University of Chicago Press, 1945)
Harleigh, B. Trecker—“Social Group Work, “Principles and Practices” (The Women’s Press, N.Y.)
Hamilton, Gordon—“Theory & Practice of Social Case Work”; (University of Columbia Press, 1940)
Garrett, Annette—“Interviewing — Principles and Methods”; (Family Welfare Association of America, 1942)
Brown, E. L.—“Social Work As A Profession” (Russell Sage Foundation, 1942)
Smith, Marjorie—“Rural Case Work Services”; (Family Welfare Association, 1943)
Brown, J. C.—“Rural Community of Social Case Work”; (Family Welfare Association, 1938)
Hamilton, Gordon—“Principles of Social Case Recording” (Columbia University Press, 1946)
Towle, Charlotte—“Common Human Needs”; (Bureau of Public Assistance, Social Security Administration, 1945)
Spock, Benjamin—“Baby and Child Care” (Pocket Book Edition) 1946.

P A M P H L E T S

- On Child Welfare:—U.S. Children’s Bureau (Social Security Administration)
On Family Welfare:—Bureau of Public Assistance (Social Security Administration)
— Family Welfare Ass’n. of America

M A G A Z I N E S

- “Journal of Social Case Work” (Family Welfare Association of America)
“The Survey Mid-Monthly” (Survey Association, Inc.)
“The Child” (U. S. Children’s Bureau, Social Security Administration).

**WELFARE AGENCIES IN THE CITY OF MANILA
AND THE PROVINCE OF RIZAL**

I. CHILD WELFARE:

1. American Guardian Association — 1104 Castillejos
2. Asylum of St. Vincent the Paul — 910 Isaac Peral
Corner Looban, Paco
3. Child Welfare Division — 389 San Rafael
(Social Welfare Commission)
4. Colegio Jesus Maria — Blumentritt, San Juan
5. Concordia College — 2487 Herran, Sta. Ana
6. Coordinating Council for the
Prevention of Juvenile
Delinquency — Office of the Mayor
City Hall, Manila
7. Hospicio de San Jose — Isla de la Convalescencia
8. House of the Good Shepherd — Grace Park, Caloocan
9. Settlement House — 85 Canonigo, Paco
10. St. Anthony's Institution — 562 Legarda
11. Welfareville Institutions — Mandaluyong
12. White Cross — 41 Santolan, San Juan

II. FAMILY WELFARE:

1. Dep't. of Relief & Welfare — 209 Gen. Solano
(PRATRA)
2. Division of Public Assistance — 389 San Rafael
(Social Welfare Commission)
3. Metropolitan Relief Division — 389 San Rafael
(PRATRA)
4. Philippine National Red Cross — 166 San Rafael
5. Philippine War Relief
of the U.S. — San Lazaro Compound
6. Social Service Section — City Hall
(Manila Health Department)
7. War Relief Office
(Social Welfare Commission) — 389 San Rafael

III. MEDICAL:

1. Indigent Children's Hospital — 171 Castambide
2. Maternity & Children's Hos-
pital — 2134 Oroquieta
3. National Psychopatic Hospital — Mandaluyong, Rizal
4. North General Hospital — España Street
5. Orthopedic Hospital — Mandaluyong, Rizal
6. Philippine General Hospital — Taft Avenue
7. Quezon Institute (P. I. TB Soc.) — Santolan, Quezon City
8. San Lazaro Hospital — 1739 Rizal Avenue
9. V. Luna General Hospital — Mandaluyong, Rizal

IV. GROUP WORK:

1. Boy Scouts of the Philippines — Mehan Garden
2. Girl Scouts of the Philippines — 932 Padre Faura
3. National Federation of Women's Clubs — 1011 R. Hidalgo
4. Philippine Labor Service — San Lazaro Compound
5. Young Ladies Association of Charity — San Vicente de Paul Church
6. Young Women's Christian Asso.— 901 Lepanto
7. Young Men's Christian Asso. Junior — 176 Concepcion
8. Philippine Red Cross — 166 San Rafael

V. OTHERS:

1. Abiertas House of Friendship — Parañaque
2. Bureau of Labor — Port Area, Manila
3. Bureau of Prisons — Muntinglupa, Rizal
4. Catholic Welfare Organizations — San Rafael, Manila
5. Catholic Women's League — San Rafael, Manila
6. Legal Aid Office Dep't. of Justice — R. Hidalgo Corner Mendoza St.
7. Pardon & Parole Board Dep't. of Justice — Aduana, Manila
8. Court of Industrial Relations — Old Bilibid Prison Manila
9. Junior Ladies Association — Social Service Section, City Hall.
10. Catholic Patronatos — Manila

An Afterword

● *AS Social Workers let us:*

Believe in the worth and in the potentialities of the human person.

Be genuinely interested in people.

Be sympathetic listeners.

Be understanding, patient—tolerant to weakness and failure.

Be considerate to individual and cultural peculiarities.

Be appreciative to effort and improvement of others.

Respect other people's opinions and wishes.

Hold sacred the confidential statements and findings.

Be kind to those in sorrow and in affliction but do not get too personally involved in them.

Serve with a welcome smile, reflecting the joy of life with an ideal of service.

Stand by your convictions—give firm resistance to the wrong.

Cultivate healthy and joyful pastime.

Be eager to improve and grow professionally in order to serve better and generously.

Believe in the spiritual truths and beauties and live your faith daily and deeply.



● M E M O R A N D U M ●

• M E M O R A N D U M •



*"For the cause that lacks assistance,
For the wrong that needs resistance,
For the future in the distance
And the good that I can do."*

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Manila.