

Adoption Resource and Referral Section/ Certificate Declaring a Child Legally Available for Adoption Citizens' Charter

Mission: To lead in the formulation, implementation & coordination of social welfare and development policies & programs for and with the poor, vulnerable and disadvantaged.

Vision: The Department of Social Welfare and Development envisions all Filipinos free from hunger and poverty, have equal access to opportunities, enabled by a fair, just and peaceful society.

SECURING CERTIFICATE DECLARING A CHILD LEGALLY AVAILABLE FOR ADOPTION & DOMESTIC ADOPTION

- Republic Act 9523 or Certificate Declaring a Child Legally Available for Adoption
- Republic Act 8552 or Domestic Adoption

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday, 8:00 am to 5:00 pm with no noon break

Eligible to Avail of the Service:

Surrendered, abandoned, neglected and dependent children as mentioned in RA 9523 who are subject for adoption.

DURATION: 3 months

WHERE CAN FILE THE PETITION FOR CDCLAA?

The Petition together with the complete supporting Documents shall be filed by the petitioner with the Regional office of the DSWD where the child was found.

WHO CAN FILE/APPLY FOR CDCLAA?

1. Head of a child caring agency or institution managed by the National Government or Local Government Unit.
2. Head or Executive Director of a licensed or accredited child-caring placing agency.
3. A Provincial City; or Municipal Social Welfare and Development Officer.

DOCUMENTARY REQUIREMENTS:

Note: Additional documents may be required by the Social Worker if necessary

I. Certificate Declaring a Child Legally Available for Adoption

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| <p>A. Surrendered</p> <ol style="list-style-type: none"> 1. Transmittal letter to the DSWD Secretary, attention to PMB 2. Letter from the Applicant addressed to FO Regional Director 3. Updated Social Case Study Report (w/ SW's PRC License No. and Validity date) 4. Original notarized Deed of Voluntary Commitment 5. Birth Certificate (Certified True Copy from LCR or SECPA, whichever is available) 6. Child's original recent photograph 7. Original photograph of the child upon relinquishment/admission to agency 8. Other attachment/s (if applicable) _____ | <p>B. Abandoned, Neglected and Dependent Children</p> <ol style="list-style-type: none"> 1. Letter from the petitioner addressed to FO Regional Director. 2. Notarized Petition 3. Updated Social Case Study Report (w/ SW's PRC Licensed No. and Validity Date) 4. Written Certification from Radio/TV that the case was aired in diff. dates 5. One (1) Original Newspaper Publication (copy of the whole Page of the newspaper where the case was published of affidavit of Publication, if only photocopy or cut-out of newspaper is attached.) 6. Either one of the following: <ul style="list-style-type: none"> - Police Blotter Report - Barangay Blotter/Certification - Certified copy of tracing report issued by PNRC. 7. Returned Registered Mail 8. Birth Certificate/ Certificate of foundling, Certified True Copy from LCR or SECPA (if the document is available. If no, Child's Profile should be attached.) 9. Child's original recent photograph 10. Original photograph of the child upon abandonment 11. Certified copy of the certificate of posting 12. Original copy of the Certificate of Posting 13. 2x2 photos, Dental Ageing, Bone, NBS, Psychological Evaluation & other attachment/s (if applicable) |
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How to avail of the Service: The provision of Adoption service can be availed into 2 Phases: **1. Administrative Phase A. Issuance of Certificate Declaring a Child Legally Available for Adoption by the DSWD B. Matching Conference C. Issuance of Affidavit of Consent to Adoption & Pre-Adoption Placement Authority D. Placement of the child to Prospective Adoptive Parent/s. 2. Legal Phase (Judicial Proceedings)**

Step	Applicant/ Petitioner	Service Provider	Duration of activity (Under normal circumstances)	Person in charge	Fees	Forms
Phase I Administrative Phase A. Processing of CDCLAA						
1	LGU/ CCA/ CPA/ CRF files petition for issuance of CDCLAA with attachment of prescribe documents	a. Receive & data bank the petition/ application for CDCLAA b. Review/ examine the application / petition and attached documentary requirements if sufficient in form and substance	5 minutes 3 working days	Administrative Aid IV Social Worker	N/A N/A	Petition form/ Application letter
2	LGU/ CCA/ CPA/ CRF submits compliance to inputs/ comments by DSWD-NCR	a. Received the compliance <u>For Abandoned</u> ➤ Request to LGU Certificate of Posting of notice of petition & picture in conspicuous places in locality where the child was found	5 minutes 5 working days	AA IV Social Worker	N/A N/A	N/A Notice of posting form
3	LGU/ CCA/ CPA/ CRF submits Certificate of Posting	a. Regional Director renders recommendation b. Endorsement of petition/ application to DSWD- Central Office- Protective Service Bureau	Not later than 5 working days 2 working days	Social Worker Social Worker	N/A N/A	Certificate of posting form Endorsement letter
Phase I Administrative Phase B. Processing of ADOPTION						
4	<u>For Independent Placement/ Foster- Adopt case</u> LGU/ Foster Care Section submits the referral letter together with	a. Receive & data bank the referral letter b.1. Review the documents (For independent placement)	5 minutes 5 working days	Administrative Aid IV Matching Secretariat	N/A N/A	N/A N/A

	letter of intent to adopt & documents of Prospective Adoptive Parents (PAPs) <u>For Regular Adoption</u> PAPs submits application & documents for assessment	b.1. Assessment of the application by PAPs (For Regular Adoption/ Foster-Adopt case) c. Conduct matching conference with RCWSG d. If matched, inform the partner agency and the PAPs for submission of acceptance letter If not matched, endorsed to CO-PSB for Inter-regional Matching d. If matched with acceptance letter from the PAPs, issuance of Affidavit of Consent to Adoption (Independent Placement, Foster adopt & Regular Adoption) & Pre-Adoption Placement Authority (Regular Adoption)	1 month 1 working day 1 working day	Social Worker Matching Secretariat Social worker	N/A N/A N/A N/A	N/A N/A Home Study Report Form, Affidavit of Temporary Custody, checklist form Matching Certificate Endorsement letter
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Phase II. Legal Phase

5.	PAPs file petition for adoption to court	a. Assist the PAPs in filing the petition for adoption to court b. Monitor the PAPs c. Attend court hearing per court order d. Acknowledge & Data bank copy of court order, decision & certificate of finality	Within 30 days upon the issuance of ACA & PAPA Until such time that adoption decree and certificate of finality are issued by the court 1 working day 3 working days	Social Worker ARRS Social Worker/ Family Court Social Worker per court order Social Worker Social Worker	N/A N/A N/A N/A	N/A Monitoring Report N/A N/A
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Feedback and Redress Mechanism

Please let us know how we have served you by sending your Feedback and suggestions through email arrsfcsteam@gmail.com and telephone number 488-2754 or 733-00-10 loc.104.